

OHIOMEANSJOBS

HANCOCK

REGIONAL WORKFORCE INVESTMENT

SYSTEM

REQUEST FOR PROPOSALS

FOR YEAR-ROUND YOUTH PROGRAMS

RELEASED: April 11, 2018

DUE DATE: 4:00 P.M. May, 25, 2018

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Attachment 2:	Budget Form
Attachment 3:	Expected Performance Form
Attachment 4:	Memoranda of Agreement describing partnerships and Roles
Attachment 5:	Certification Letter From Signatory Authority
Attachment 6:	Service Provider Conditions/Requirements
Attachment 7:	Management Assurances
Attachment 8:	Affirmative Action Policy Statement
Attachment 9:	Other Funds Available Disclosure Form
Attachment 10:	Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion

YOUTH EMPLOYMENT AND TRAINING PROGRAM

This Request for Proposal (RFP) seeks programs as described in the following materials for Workforce Innovation and Opportunity Act (WIOA) eligible residents of Hancock County for the period beginning July 1, 2018, and running through June 30, 2019 with an option for new contract for program year 2019, and 2020.

Requirements for these programs are outlined in this RFP package. We welcome your submission of proposals for programs which will provide effective academic and work experience training. The evaluation criteria to be used in rating your proposal are also included in the RFP packet. All WIOA requirements and policies will override information in this RFP. We strongly urge you to review them prior to completion of the RFP in order to better understand how the contracts will be awarded.

SECTION 1. BACKGROUND

1.1 TIMETABLE YEAR-ROUND YOUTH REQUEST FOR PROPOSALS

April 11, 2018	R.F.P. Released
May 14, 2018: 4:00 O'clock P.M.	Last Date/Time to Submit Questions
May 18, 2018	All Questions and Responses e-mailed/faxed to all registered bidders
May 25, 2018: 4:00 O'clock P.M.	Proposal Packages due: One original and six copies
May 28 - June 1, 2018	Evaluation Committee meets
June 1, 2018	Recommendation(s) forwarded to Hancock County Workforce Boards
June 1, 2018	Recommendations(s) forwarded to Area 7 Workforce Investment Board
June 1, 2018	Notification of Award(s)
July 1, 2018	Program/Contract Start Date

1.2 BACKGROUND INFORMATION

Under the Workforce Investment and Opportunity Act (WIOA), the OhioMeansJobs Workforce Investment System of Hancock County has been designated as one of the twelve One-Stop Systems of Area 7 Workforce Investment Board to receive and disburse funds to provide programs intended to prepare youth, under-employed, unskilled adults, displaced homemakers, and dislocated workers for entry (or re-entry) into the labor force. This is accomplished through a comprehensive series of employment and training services which allow each participant to pursue their individual employment goal.

The Ohio Area 7 Consortium of Chief Elected Officials has been designated the grant recipient and the Area 7 Workforce Investment Policy Board as the administrative entity. OhioMeansJobs is seeking proposals to provide the employment and training services required to serve the eligible population in compliance with all applicable federal, state, and local rules, regulations, and policies. The Request for Proposal (RFP) is to provide prospective vendors/contractors with the information they need to prepare proposals that are complete and responsive to the OhioMeansJobs member county Workforce Policy Boards (County Boards) under the umbrella of the Area 7 Youth Committee and Area 7 Workforce Investment Policy Board , CEO, and Administrative agency requirements.

1.3 THE CONTACT PERSON

The contact Person's mailing address to send a bid or ask questions regarding the bid process, technical issues or the Scope of Service is:

**Tyler McKinney, Contract Manager
Hancock County Job and Family Services
7814 Hancock County Rd. 140
Findlay, Ohio 45840
tyler.mckinney@jfs.ohio.gov
Phone: 419-422-0182 (ext. 8037)
Fax: 419-422-1081**

1.4 REGISTRATION OF PROSPECTIVE BIDDERS / QUESTION & ANSWER PROCEDURE

All bid process questions must be in writing and/or e-mailed or faxed to the contact person at (419) 422-1081.

All interested Providers must email or fax the contact person at (419)-422-1081 and register, leaving their name, agency/company name, fax number and a phone number. Any questions concerning the legal bid process, technical aspects or Scope of Service are to be sent to the Contact Person

Communications being mailed regarding the legal bid process, technical aspects or Scope of Service are to be sent to the Contact Person.

No questions can be received after May 14, 2018 at 4:00 P.M. The final responses will be faxed no later than May 18, 2018 at the close of business. Only Providers who call and register for the RFP will receive copies of all questions and answers.

1.5 COMMUNICATIONS PROHIBITED

From the issuance date of this RFP, until an actual contract is awarded to a vendor, there may not be communications concerning the RFP between any vendor which expects to submit a proposal and any employee of the Hancock County Departments of Job and Family Services or any other such employee who is in any way involved in the development of the RFP or the selection of the contractor.

The only exceptions to this prohibition are as follows:

1. Communications which take place as part of the scheduled Bidder's Conference
2. Communications provided through the submission of written questions which will be shared with all registered bidders.
3. If it becomes necessary to revise any part of the RFP, written revisions and/or addenda will be sent to all vendors on the original mailing list for the RFP, as well as to all registered Bidders.
4. OhioMeansJobs reserves the right to cancel all or any part of this RFP, at any time without prior notice. OhioMeansJobs also reserves the right to modify the application process and time line as is deemed necessary.
5. If Providers discover any ambiguity, conflict, discrepancy, omission or other error in this RFP they shall immediately notify the Contact Person of such error in writing and request clarification or modification of the document. Modification(s) shall be issued to all registered bidders without divulging the source of the request for same.
6. If a Provider fails to notify solicitors prior to May 14 at 4:00 o'clock P.M., of an error in the RFP known to the Provider, or an error that reasonably should have been known to the Provider, the Provider shall submit its proposal at the Provider's own risk. If awarded the contract, the Provider shall not be entitled to additional compensation or time by reason of the error or its later correction.

1.6 AVAILABILITY OF FUNDS

This RFP is conditioned upon the availability of federal or state funds which are appropriated or allocated for payment of the proposed services. If, during any stage of this RFP process, funds are not allocated and available for the proposed services, the RFP process will be cancelled. The OhioMeansJobs Workforce

Investment System will notify the Provider at the earliest possible time if this occurs. OhioMeansJobs is under no obligation to compensate Provider for any expenses incurred as a result of the RFP process. If additional funding becomes available during the term of the contract, and at OhioMeansJobs' discretion, OhioMeansJobs reserves the right to amend Provider's contract to increase the contract value.

1.7 PURPOSE OF RFP

The purpose of the 2018 (SFY) Year Round Youth RFP is to solicit innovative year-round youth workforce development programs to help prepare eligible youth for successful entry into the workforce. Eligible youth include in and out-of-school, ages 14-24, who are low income and possess additional barriers to school completion and/or employment. The program will operate under the provision of the Workforce Innovation and Opportunity Act (WIOA) as amended by Congress. OhioMeansJobs reserves the option of utilizing additional funding sources such as Temporary Assistance for Needy Families (TANF) funds, if and where appropriate.

Proposers must provide clear detailed description of how services will be provided to applicants determined to be in need of the required components such as:

Required Components for Hancock County:

- (1) Tutoring and Study Skills Training
- (2) Alternative Secondary School Services
- (3) Paid/Unpaid Work Experience
- (4) Leadership Development,
- (5) Adult Mentoring
- (6) Comprehensive Guidance
- (7) Financial Literacy Education/ Money Management Skills
- (8) Entrepreneurial Skills Training
- (9) Transition to Post-Secondary Education and Training

Other strategies may include but are not limited to, school-to-work transition; basic skills; life coping skills; apprenticeship, along with work maturity skills.

1.8 AUTHORIZING LEGISLATION

The Workforce Innovation and Opportunity Act (WIOA) includes the following statement of intent, which encompasses the Act's three target populations: adults, low-income youth, and dislocated workers: "The Workforce Investment and Opportunity Act will provide workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation."

In keeping with the intent of WIOA, OhioMeansJobs is committed to helping economically disadvantaged youth aged 14 – 24, at application, to achieve while in school and to graduate, access job training and higher education opportunities, become gainfully employed and acquire the skills needed to progress in well-paying careers. OhioMeansJobs seeks partnerships with organizations that can demonstrate measurable, positive impact on youth. Community and faith-based organizations, minority owned and operated businesses, local education agencies, and other youth-serving organizations are invited to respond to this RFP as an important step toward building a network of integrated youth services that can assist Hancock County youth to succeed in school, at work, and as members and leaders of their communities.

1.9 TIMEFRAMES

Contracts resulting from this RFP will begin July 1, 2018 and end on or before June 30, 2019. Based on future funding availability and contractor's performance, OhioMeansJobs reserves the option to renew and extend any contract entered into as a result of this RFP to June 30, 2021 with renegotiation to be initiated by OhioMeansJobs before the expiration of the first year's contract.

1.10 ANTICIPATED FUNDING LEVEL

For Program Year (PY) 2018, OhioMeansJobs anticipates a 25% / 75% funding split between the In-School and Out-of-School Year-Round Youth programs. This distribution may change for PY 2018 and/or PY 2019 depending on the requirements of WIOA and/or based on the review of proposals received as a result of this procurement.

Funding availability for this RFP will not be known until the State of Ohio releases its PY 2018 allocations and FY 2019 allocations, and WIOA is reauthorized or amended. Funding may increase/decrease based on additional federal allocations.

Contracts will be based upon actual county budget constraints and allocations.

1.11 SUBMISSION OF BID

All proposals are to be submitted in accordance with the terms, conditions and procedures stated in this RFP. Bids must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirements of the RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness and clarity of content. The bid must include all costs that relate to the program activities submitted.

All proposals must be accompanied by a performance bond or certified check in the amount equal to five percent (5%) of the total proposal bid amount made payable to the Hancock County Board of Commissioners, as a guarantee that the proposal bidder will Enter into an acceptable contract.

Proposals must include all of the required attachments and forms that pertain to your proposal. Failure to do so will disqualify your proposal from consideration. See Compliance Checklist in **Section 1.13** for a list of some of the required attachments and forms.

Proposals must be submitted in WORD format for text (.doc or .rtf format), and are limited to 30 pages, excluding executive summary, attachments, cover sheet, table of contents and required attachments and forms.

Proposals must be submitted in 12 point Arial or Times New Roman type with 1-inch margins on the top, bottom, left and right side of the paper, with single spacing and printed on only one side of each page.

If your proposal has been prepared by a non-permanent employee or outside consultant or firm indicate this on the cover sheet of the proposal.

A submitted proposal may be withdrawn prior to the deadline. A signed and written request to withdraw the proposal must be received by the Contact Person prior to the deadline.

1.12 DELIVERY OF BIDS

Providers should mail or deliver one master copy and six (6) duplicates of the entire written bid to the **Contact Person** at the address in **Section 1.3** no later than 4:00 P.M. on May 25, 2018. Upon request, a receipt will be issued for all bids received. Bids received after the deadline will not be considered. No facsimile, e-mail, or telephone bids will be accepted. If mailed, the Provider should use certified or registered mail, UPS, or Federal Express with return receipt requested.

1.13 COMPLIANCE CHECKLIST

It is the proposer's responsibility to make sure that all the required elements and forms are included in the proposal. Proposals that do not include the required elements and forms will be automatically disqualified from consideration. If you have any questions about the requirements or feel that special circumstances apply to your proposal, please submit a question in writing to the Contact Person and it will be answered in accordance with procedures set forth in **Section 1**.

Before submitting your proposal, check the following:

- a. One (1) original and six duplicates
- b. A WIOA Youth Cover Sheet
- c. Executive Summary (no more than two pages)
- d. Table of Contents

- e. Program Description & Program Implementation Plan (up to 30 pages maximum)
- f. Attachments:
 - (1) Planned Performance Form
 - (2) Budget Form
 - (3) Staffing Summary Form
 - (4) Memoranda of Agreement describing partnerships and roles
 - (5) Copy of the last two audited annual financial statements
 - (6) Certification Letter From Signatory Authority
 - (7) Service Provider Conditions/Requirements
 - (8) Management Assurances
 - (9) Affirmative Action Policy Statement
 - (10) Other Funds Available Disclosure Form
 - (11) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - (12) Justification for Training

All bids submitted shall become the property of OhioMeansJobs to use, or at its option, return. All proposals and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary. OhioMeansJobs will make the determination as to whether the Provider has adequately demonstrated the information is proprietary.

1.14 BID COST

Costs incurred in the preparation of this proposal are to be borne by the bidder, and OhioMeansJobs will not contribute in any way to the costs of the preparation. Any costs associated with proposal review interviews will not be OhioMeansJobs' responsibility.

1.15 FALSE OR MISLEADING STATEMENTS

Bids which contain false or misleading statements, or which provide references which do not support an attribute or condition contended by the Provider, may be rejected. If, in the opinion of OhioMeansJobs such information was intended to mislead in its evaluation of the bid and the attribute, condition, or capability is a requirement of the RFP, the bid will be rejected.

1.16 PROVIDER REPRESENTATIVE'S SIGNATURE

The bid shall be signed by an individual who is authorized to bind the vending agency/company contractually. The signature must indicate the title or position the individual holds in the agency/company. Agencies/companies which sign contracts with the name of the agency/company must provide the name of a corporate officer for signature validation. Any and all unsigned bids will be rejected.

1.17 ACCEPTANCE AND REJECTION OF BIDS

This RFP does not represent a commitment of OhioMeansJobs to award a contract for the services described in this RFP. **OhioMeansJobs reserves the right to accept or reject any or all proposals received, and at their direction reserves the right to:**

- * award a bid received on the basis of individual items, or on the entire list of items
- * reject any or all bids, or any part thereof
- * waive any informality in the bids

The decision of the County Boards shall be final and submitted to the Area 7 Board as a recommendation for approval. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Provider from full compliance with its specifications if the Provider is awarded the contract.

OhioMeansJobs may accept any item or group of items of any proposal and may award more or fewer dollars at the same price bid, unless the proposer qualifies its offer by specific limitations. All awards are contingent upon demonstrated administrative capacity in the sole judgment of OhioMeansJobs.

1.18 OVERVIEW OF THE OHIOMEANSJOBS WORKFORCE SYSTEM

Through an agreement with the Hancock Boards of County Commissioners, OhioMeansJobs is charged with overseeing a workforce development system that is responsive to the needs and concerns of OhioMeansJobs' employers, youth and job seekers. This is accomplished through a unique and strategic partnership with business, economic development groups, government, educational institutions and the community, working together to identify needs, and align priorities and resources to ensure the best investment of public funds. The mission of OhioMeansJobs is to help businesses prosper by ensuring a competent, well-skilled workforce.

OhioMeansJobs administers a variety of federal and state employment and training programs including the Workforce Innovation and Opportunity Act and the TANF Program. These programs and services are provided in an integrated manner via a network of partner members located throughout the counties. OhioMeansJobs ensures that the partners and program providers are compliant with federal and state regulations.

1.19 PROGRAM GOALS

The goals for the Youth Program are provided below.

- Create and maintain quality youth programs that exceed performance goals.
- Maximize funds through effective partnerships, thereby serving as many youth as possible.
- Increase the role of business and industry in work-based learning.
- Ensure that high school students are prepared for entry into the workforce.
- Increase the number of high school graduates and reduce dropout rates.

- Increase the number of youth who obtain a job that provides a living wage (200% of poverty level or greater)

These local goals, together with the youth development principles inherent in the Workforce Innovation and Opportunity Act, guide OhioMeansJobs approach to administering WIOA youth programs in Hancock County. Strong proposals will incorporate youth development strategies into programs supporting skill acquisition, gainful employment and productive citizenship for young people.

SECTION 2: PROGRAM DESIGN REQUIREMENTS

All services and activities proposed must meet the specifications contained in this section of the RFP and the WIOA/TANF Program rules and regulations, which can be accessed via the internet at one or more of the websites listed in **Section 5.1** of this RFP. The youth services program will provide and coordinate customized, long-term and holistic interventions which facilitate a successful transition into the workforce and adulthood.

2.1 GENERAL GUIDELINES

The OhioMeansJobs Workforce Investment System is seeking year-round programs of activities and services for low-income youth between the ages of 14 and 21 who are attending school and low-income youth ages 16-24 who are currently not in school. Proposers must ensure that the selected WIOA Youth services are provided to every WIOA-enrolled youth and that all program elements are accessible to all enrolled youth as needed, either directly in house or through subcontract agreements.

Proposers must submit a signed Memorandum of Agreement (MOA) documenting each subcontract agreement that pertains to services under this RFP. MOAs must include the following: (1) description of partners, including name, address, principle owners, etc.; (2) purpose of agreement, including services to be provided; (3) partner roles and responsibilities, and (4) description of how funding and in-kind resources will be applied in support of WIOA youth services. The agreement must detail resource commitments by each partner and identify funding sources (whether WIOA or leveraged non-WIOA dollars).

Year-Round Services

Programs must be designed for year-round service delivery. **Employment experiences must be clearly related to educational needs and services.** Case management services and other activities noted in the Individualized Service Strategy (ISS) must be available to youth twelve months per year and be clearly aligned with youth goals.

In order to ensure that youth have year-round access to WIOA programs, all proposers must have systems in place to recruit and enroll youth on a year-round basis, including throughout the school year for in-school youth. Duration of service must be determined based on individual youth needs and on the amount of time needed to achieve reasonable, positive outcomes for each youth.

2018 WIOA Youth Proposal Categories: In-School and Out-Of-School Youth

While eligibility as well as program content and elements apply to both in-school and out-of-school youth, WIOA creates distinctions between these two populations by creating separate funding streams, as well as by differentiating performance outcomes by age group. Therefore, proposers must be aware of the relationships between ages, funding streams, outcomes, and in-school versus out-of-school program design when envisioning a comprehensive youth system. OhioMeansJobs expects that services for in-school as well as out-of-school youth will be designed in a manner that best meets the needs of youth in the targeted school district and communities. Proposers must document the needs of the proposed target populations and design service strategies that are appropriate for each age group they will serve.

Long-term Support for Youth

Programs should feature service strategies that balance the needs of youth who would benefit from long-term support with those of youth whose needs are met through more limited interventions. Long-term support includes providing a smooth transition of older youth into the WIOA adult system when appropriate. All strategies must bolster pathways to post-secondary education and careers that offer long-term self-sufficiency for young people.

Customer-Driven

Youth programs must be responsive to youths' needs. Therefore, effective programs will seek out and integrate youth input at all phases of program design, implementation, and evaluation. Priority for services will be given to those communities with the highest documented need, as demonstrated through demographic data illustrating the prevalence of low-income, underserved youth. Data must be provided by proposers to support their definition of "need."

Accessibility

Programs must be easily accessible to all participants. Program facilities must be safe and youth-friendly and readily accessible. Services must be sensitive and accommodating to diversity of age, culture, language and disability.

Accountability

WIOA youth program proposers must be committed to a continuous improvement strategy that regularly collects and reviews performance data and customer feedback from System members, youth and employers in order to continually refine the quality of the system and each activity provided to youth. Programs must have well defined goals and processes that are easily understandable, measurable and accountable. Program benchmarks must emphasize participant progress and directly link activities to positive outcomes for youth. OhioMeansJobs suggests that proposers refer to the Promising and Effective Practices Network (PepNet) workbook for guidance (www.nyec.org/pepnet/index.html) regarding best practices.

2.2 ELIGIBILITY

Note: For the purposes of this RFP, the current WIOA eligibility rules will be followed. Due to reauthorization, any eligibility rule changes will be negotiated at the contract level.

WIOA youth programs are intended to provide a rich array of age-appropriate services that target economically disadvantaged youth age 14-24 or in accordance with the federal guidelines who face barriers to staying in-school or finding stable employment. In addition to dividing programs into in-school or out-of-school funding streams, WIOA also draws a distinction between younger youth (ages 14-21) and older youth (16-24). Under WIOA, a youth is eligible for services if he or she is:

1. Not less than 14 and not more than age 24; and
2. A citizen of the United States or a non-citizen who is authorized by the U.S. Bureau of Citizenship and Immigration Services (formerly the U.S. Immigration and Naturalization Service);
3. In compliance with the Selective Service Act (only relevant for males 18-24); and
4. Low income and having at least one barrier to employment. Up to 5 percent of participants may be individuals who do not meet the income criteria but do meet the other criteria.

However, in order to ensure service to those most in need, OhioMeansJobs has instituted a priority system for WIOA youth applicants, giving priority to eligible youth 14 to 24 or in accordance with the federal guidelines who are in a low income category according to WIOA guidelines :

1. Basic skills deficient (reading, writing or computer skills at or below 8th grade level, i.e., 8.9 or below);
2. A school dropout;
3. Homeless, a runaway, or a foster child;
4. Pregnant, or a parent;
5. An offender;
6. Possess one or more disabilities, including learning disabilities; and
7. Requires additional assistance to complete an educational program, or to secure and hold employment, due to any of the following reasons: transportation; child care; housing; literacy/ESOL; need for academic remediation; criminal history of applicant or family member; substance

abuse; independent living skills; social/personal skills, work maturity or cultural barriers; job skills; requires supported employment; requires tools/equipment; or has a physical/ mental/emotional disability, including learning disability.

A. LOCAL PROGRAM DESIGN

OhioMeansJobs desires innovative proposals that address key youth workforce issues in our communities for low income and at risk youth. Therefore, we have developed a more targeted approach to the design of youth programs in an effort to utilize our funding in the most effective manner. We are mindful of the need for flexibility and creativity for youth providers and partner agencies and have provided latitude within the specifications.

B. IN-SCHOOL VS. OUT-OF-SCHOOL EXPENDITURE REQUIREMENT

WIOA proposals are mixed on the required expenditure of in-school versus out-of-school programming. Since the mission of OhioMeansJobs includes workforce preparation and since no other local entity actively recruits and serves out-of-school youth, 75 % of the funds will be allotted for education, training and placement of out-of-school youth. Goals are to assist dropouts in receiving a GED or high school diploma, becoming work ready, and receiving work experience or job training and placement. Employer relationships should be established to allow for possible skills upgrading at a later time through the WIOA adult program. Twenty-five percent (25%) of funds will be allotted for in-school youth programs. More information is provided on each category below.

C. IN-SCHOOL PROGRAMS (25% OF FUNDS)

OhioMeansJobs will target in-school youth dollars to occupational skills training programs offered in a high school or alternative setting. The goal of these programs is to help youth stay in school and graduate, achieve a skills training certificate and enter employment or post secondary training upon graduation. These programs should be in high demand areas as defined by OhioMeansJobs.

OhioMeansJobs reserves the right to modify or amend the RFP, contract(s), or this procurement as needed if the current rules change.

D. OUT-OF-SCHOOL PROGRAMS (75% OF FUNDS)

The target population for this program is school dropouts and high school graduates who are unemployed or underemployed. Within that group, youth aging out of foster care, teen parents and court ordered youth are some other key populations OhioMeansJobs would like to reach. The long-term goals for these youth are: obtaining a high school diploma or a GED, becoming work ready, completing occupational skills training and/or placement in a job with a living wage or following a career

pathway that encourages self-sufficiency. If placed directly without the benefit of skills training, a relationship should be established with the employer for future training as an employed worker, if applicable, with WIOA adult funds. These programs should be in high demand areas as defined by the OhioMeansJobs Workforce System

2.3 WIOA REQUIREMENTS

The following information is presented in four sections:

- General WIOA requirements at <http://www.doleta.gov/WIOA>;
- WIOA program design elements required for inclusion in proposals to this RFP;
- Required program elements for activities and services that must be included in programs that serve in-school youth and out-of-school youth;
- General WIOA requirements for administration of youth programs.

2.4 GENERAL WIOA REQUIREMENTS

The following are general requirements from the Workforce Innovation and Opportunity Act that apply to the operation of both In-School Youth and Out-of-School Youth programs. The purposes of funding for youth activities are:

- a) At least 20 percent of local Youth formula funds must be used for work experiences, such as summer and year-round employment, pre-apprenticeship, on-the-job training or internships and job shadowing;
- b) to ensure ongoing mentoring opportunities for eligible youth with adults committed to providing such opportunities;
- c) to provide opportunities for training to eligible youth;
- d) to provide continued supportive services for eligible youth;
- e) to provide incentives for recognition and achievement to eligible youth;
- f) to provide opportunities for eligible youth in activities related to leadership development, decision making, citizenship, and community service.

2.5 WIOA PROGRAM DESIGN

Regarding program design, WIOA program design must include all requirements per the federal regulations.

2.6 KEY PROVISIONS

WIOA requires a minimum of 75 percent of State and Local youth funding to be used for out-of-school youth.

Youth Councils are no longer required; however, Local Boards are encouraged to designate a standing Youth Committee, including an existing Youth Council, to contribute a critical youth voice and perspective.

2.7 REQUIRED PROGRAM ELEMENTS

The following WIOA program elements must be available to each youth if required in the ISS. Each element must be addressed in the proposal to show how each will be available to youth whether through the planned activity or referral to other resources:

1. Tutoring:

Need determined by score of TABE test (Tests of Adult Basic Education) and BESI assessment (Barriers to Employment Success Inventory) as well.

TABE: This assessment is administered to all WIOA clients. There are two steps. The first is a “Locator” test. This test determines which level of the main test a person will take. (20-30 minutes depending on skill and ability) After scoring the Locator test, the participant will then take the appropriate full test. The full test typically takes 1 hr to complete. If the participant scores below a 9th grade level in the Mathematic or Reading (or both), then the participant is deemed in need of tutoring to raise basic skills levels.

BESI: The BESI assessment is given to open communication about what are the participants’ barriers to employment and what they might want or need to focus on during their time in the program.

* This can be completed through online training and practice tests, a referral to the ASPIRE program, or any other available opportunity to assist them.

2. Alternative Secondary School:

This can be counted as a service provided if the participant is connected to an alternative secondary school program during involvement with WIOA or if they come to the program already established in an alternative secondary school. This can be home schooling, alternative scheduling, or any other school setting recognized as a high school equivalent.

3. Paid/Unpaid Work Experience: (WEX)

A youth is evaluated to determine what they might be interested in, and ideally, if they are looking to participate in a work experience, they are matched to something close to what they are interested in. This program is useful for a participant who has little or no work experience and can help with resume and skill building. The participants are paid \$10/hr. (The length of time that the participant can work with this element of the program is currently unknown)\

4. Leadership Development:

Leadership development is encouraging the responsibility, confidence, employability, self-determination and other positive social behaviors including, but not limited to:

1. Exposure to post-secondary educational possibilities;
2. Community and service learning projects;
3. Peer centered activities, including peer mentoring and tutoring.

4. Organizational and team training, including team leadership training;
5. Training in decision-making, including determining priorities and problem solving;
6. Citizenship training, including life skills training such as parenting and work behavior training;
7. Civic engagement activities which promote the qualities of life in a community; and
8. Other leadership activities that place youth in a leadership role such as serving on youth leadership committees.

5. Adult Mentoring:

Adult mentoring is providing a one-to-one relationship between an adult and a youth with the purpose of building positive, supportive relationships between youth and adults and to provide positive adult role models for youth.

6. Comprehensive Guidance:

Comprehensive Guidance includes career and academic counseling, drug and alcohol counseling, mental health counseling, and referral to partner programs for such services.

7. Financial Literacy education:

Financial literacy education can involve referring the participant to a program or a service which provides

8. Entrepreneurial Skills Training:

Providing or referring participant to training on the basics of starting and operating a small business.

9. Transition to post-secondary education and training:

These are activities that help CCMEP participants prepare for and transition to postsecondary education and activities. This could include referrals to college visits, working on any life skills the participant may lack, exposing/referring participant to area trainings, special interest events in the area.

Occupational Skills Training, Education/Training, Supportive Services, Follow-up Services, and Career Counseling/Labor Market Information will be handled by HCJFS in Hancock County.

2.8 REQUIREMENTS FOR PROGRAM ADMINISTRATION

With the transformation of the Workforce Investment Act (WIOA) of 1998 to the Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014 all requirements for program administration will be superseded by WIOA. A description of WIOA core services follows.

Requirements for Hancock County:

1. Data Entry: The Provider is required to maintain an electronic record of participants, activities and results in the state mandated system, currently OWCMS. Since information must be entered in a timely and efficient manner, all youth service provider records must be kept in a timely, efficient and organized manner. Specific forms and data points particular to each service provider will be developed in consultation with OhioMeansJobs, and the Provider. The data collected by Provider will be used to document results for all service providers.

2. File Management: The youth services provider(s) must establish and maintain a hardcopy file on each youth including documentation for any disciplinary action(s) and referral to other services.
3. Referral to Other Services: During the course of a program, youth may require referral to other appropriate services.
4. Placement: Proposers should have a plan for placement of individuals for whom placement is a goal on their ISS. Service providers must provide employment verification documentation for any placement benchmarks.
5. Follow-up: When applicable, follow up services for program participants should continue for at least 12 months after the individual exits the program to ensure continuity of services and progress towards the performance outcomes. Follow-up services must be provided by the same program that provided case management during participation. The types of services provided must be based on the needs of the individual. Bidders are encouraged to develop partnerships with other youth programs and, as a result, may obtain additional funding to support follow-up services. However, the bidder will be responsible for coordinating follow-up, gauging its effectiveness and appropriateness, maintaining appropriate periodic contact with the participant, and documenting all activities. Follow-up services may include: leadership development; supportive services; regular contact with the youth's employer, including addressing work-related problems that arise; assistance with job development, career development and further education; work-related peer support groups; adult mentoring; and tracking the progress of youth in employment after training.

Outreach and Recruitment, Eligibility Determination, IOP/WIOA Initial Assessment, Individual Service Strategy, and Case Management Services will be handled by HCJFS in Hancock County.

2.9 COLLABORATION

The OhioMeansJobs Workforce Investment System is particularly interested in cost-efficient collaborative efforts that result in better, more comprehensive, effective services to youth. Effective programs require the involvement of local groups providing input on program design, and coordinating the delivery of the proposed youth services with other youth services already in the community. Providers must submit, with this proposal, MOAs signed by partners to address issues that affect the provider's ability to deliver the program and the roles of all partners. These agreements are collaborative in nature and if contractual, then a subcontract must be executed. In the event that a collaborative involves subcontract arrangements, a lead proposing agency/organization must be identified to take fiscal responsibility. For example, if a proposer is partnering with the School District, the agreement should be signed by the Superintendent and include information, including costs incurred (either in-kind or paid from WIOA funds) to the program for:

- 1) Coordination with the summer school or regular school program;
- 2) Use of facilities;
- 3) Transportation;
- 4) Staffing;
- 5) Dates and location of program;
- 6) Restrictions on students attending program;
- 7) Student Recruitment, and
- 8) Identity of lead fiscal agent.

The foregoing list is an example only and is not intended to be an exhaustive list of information to be included in the collaborative description.

Proposers who develop and document collaborative partnerships with additional organizations (such as CBOs or FBOs) or businesses (public or private) that will provide jobs, in-kind services, and/or additional funds to the youth program will receive additional consideration.

Collaborative proposals involving subcontractors must also provide the same required documentation and certifications, including contract format, licensure and insurance for all subcontractors as are required of the lead proposing agency/organization.

SECTION 3. PROGRAM SPECIFICATIONS

3.1 OHIOMEANSJOBS WORKFORCE SYSTEM PRIORITY AREAS

In addition to the required eleven youth program elements cited above OhioMeansJobs will promote further youth systems collaboration and development during the upcoming contract year. OhioMeansJobs has identified four priority areas of collaboration for WIOA youth programs and will be transformed in WIOA.

A. SYSTEM COLLABORATIONS: WIOA YOUTH AND ADULT SYSTEMS

The WIOA youth program can serve young people who are 14-24 years of age or in accordance with the WIOA federal guidelines. The WIOA adult program can serve any qualifying adult from the age of 18. Although not all young people are a good fit in the WIOA adult system, proposer will collaborate with the DJFS in all member counties for the WIOA adult services for older youth.

Proposers must state how they will: (1) assess the appropriateness of transitioning older youth into the WIOA adult program; (2) transition appropriate youth seamlessly into the WIOA adult funding stream while maintaining consistent case management contact, as necessary; (3) develop plans, processes, and procedures to ensure better WIOA youth and WIOA adult program collaboration, and (4) estimate the percentage of

older WIOA youth enrollees that might transition into WIOA Adult services during the program years.

Proposers should keep in mind that although One-Stop Program Services are required to offer universal access, WIOA youth services are restricted to eligible youth. Integration of these services must address these different philosophies of access and service delivery.

Provided that the need can be clearly demonstrated, it is acceptable to co-enroll eligible youth (18-24 year olds) in both WIOA youth and adult programs. This might mean, for example, that a young person would continue to receive case management support from her WIOA youth program, while attending job-search workshops or pursuing training program tuition assistance through the WIOA adult program. Proposers are encouraged to use the resources and structure of the WIOA youth system (e.g., the mandated follow-up period) to support older youth during their transition to the adult system.

B. EMPLOYER CONNECTIONS

OhioMeansJobs seeks an increase in career development experiences that demonstrate meaningful employer involvement. Youth programs have built connections to a wide range of local employers. Youth are placed in subsidized summer jobs or internships with area businesses and community-based organizations. However, few initiatives exist to engage specific employers in comprehensive youth-serving partnerships—i.e., partnerships that use employer resources to support youth as they explore or progress upon a career pathway.

Proposers should include innovative, sustainable employer partnerships in their WIOA Youth program implementation plan. These connections should lead to increased youth placements in employment and post secondary education as well as meaningful exposure to the world of work with measurable skill gains. These experiences must be increasingly challenging over the course of a given youth’s participation **and be linked to recognized career pathways.**

C. LEVERAGED FUNDING AND SERVICE COORDINATION

Proposers will leverage community resources (e.g., Pell Grant, OIG, College grants) to create a seamless network of services that are easily accessible and relevant to youth. To have a meaningful impact on the quality and breadth of the youth services system, proposers must be able to draw upon a resource base that extends beyond WIOA funding. Proposers should describe connections to other funding sources that will benefit participants and increase the cost-effectiveness of federal funds. Proposers must provide Memoranda of Agreement with organizations that are donating resources (both monetary and non-monetary) in support of the WIOA youth program.

D. INNOVATIONS; INCORPORATING BEST PRACTICES

Proposers are encouraged to be aware of national best practices (examples are available through select websites, a partial list of which is at **Section 5.1**) into their program implementation plans in ways that enhance youth achievement and promote development of the regional youth services system.

3.2 IN-SCHOOL YOUTH (ISY) PROGRAM

An in-school youth is an eligible youth who has not received a high-school diploma or equivalent and is attending school (including alternative school) at the time of WIOA registration.

A. ISY PROGRAM GOAL

The goal of ISY services is to provide a comprehensive, integrated mix of services that promotes enhanced academic achievement, successful graduation, awareness of and readiness for post-secondary education, career preparation, work readiness and connections to employment.

B. ISY PROGRAM OUTCOMES

Participants enrolled as in-school youth will stay in and graduate from high school. They will achieve measurable gains in one or more of the following skill categories: basic skills (top priority), work-readiness skills and occupational skills. These achievements will increase youths' chances of graduating from high school and entering post-secondary education and/or career pathways. Participants enrolled in occupational skills training programs offered in the high school and/or alternate settings will, in addition, complete training and obtain employment and/or enroll in post secondary training.

C. ISY PROGRAM DESIGN ISSUES

Effective youth development requires that youth receive comprehensive support at all phases of their transition from adolescence to adulthood. How long WIOA youth program interventions should be sustained must be determined on a case-by-case basis, depending on a youth's needs and his/her access to other support. In general, however, WIOA in-school youth programs should remain involved with youth from the time of enrollment until they complete high school and begin post-secondary education or employment. This involvement can span both the active enrollment and follow-up phases of WIOA, **but must ensure that youth have access to (at minimum) case management, even during the follow-up stage.**

D. ISY PERFORMANCE STANDARDS

New Primary Indicators of Performance. WIOA section 116(b)(2)(A)(ii) provides six new indicators of performance for the WIOA youth program.

For the program as a whole, WIOA performance standards for in-school and out-of-school youth programs must be met. The most current standards available are those listed below for the 2015 Program Year.

1) Youth (14-18) Skill Attainment Rate: 64.0% at a minimum of all in-school and any out-of-school youth assessed to be in need of basic skills, work readiness skills, or occupational skills, the total number of all goals (up to three per year) attained divided by the number of goals set. If the youth is judged to be basic skills deficient, at least one goal must be a basic skills goal.

2) Youth (14-18) Diploma/Equivalent Attainment Rate:51.2.0% at a minimum of those who register without a diploma or equivalent, the number of Younger Youth who attained a secondary school diploma or equivalent by the end of the first quarter after exit divided by the number of Younger Youth who exit during the quarter. Youth in secondary school at exit are excluded.

3) Youth (14-18) Retention Rate: 42.4% at a minimum of the number of Younger Youth who are enrolled in one or more qualifying outcomes in third quarter after exit divided by those who exit during the quarter. Youth in secondary school at exit are excluded. Qualifying outcomes included postsecondary education, advanced training, military service, qualified apprenticeship, and unsubsidized employment.

E. ISY SPECIFICATIONS

The proposed In-School Youth Program must be in compliance with the specifications in the following three paragraphs.

1. TARGET GROUP: Proposals must target in-school youth who:
 - a.) are age 14 through 18;
 - b.) are low income individuals, as defined in the WIOA section 101 (25); and
 - c.) are within two or more of the following categories:
 1. deficient in basic literary skills, i.e., one or more grade levels below the appropriate grade level for their age;
 2. homeless, runaway, or foster child;
 3. pregnant or parenting teen;
 4. offender;
 5. an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment due to any of the following reasons: transportation; child care; housing; literacy/ESOL; need for academic remediation; criminal history of applicant or family member; substance abuse; independent living skills; social/personal skills, work maturity or cultural barriers; job skills; requires supported employment; requires

tools/equipment; or has a physical/mental/emotional disability, including learning disability. Under this provision OhioMeansJobs includes potential dropouts as defined by the local school districts.

2. **YEAR-ROUND ACTIVITIES:** Activities from the required program elements of the WIOA program design, must be included and be age appropriate for the population being served. Activities should begin with execution of the contract and continue through June 30, 2016.

a.) Academic Remediation/Enrichment: Academic remediation/Enrichment must be provided to in-school youth who are basic skills deficient. This activity should include basic skills and other skills that could include critical thinking, problem solving, decision-making, goal-setting and working in teams. Special emphasis on the oral and written communications skills and leadership skills must also be provided.

Proposers who include private sector employers in academic enrichment training will receive additional consideration during the rating of proposals. Additional basic skills training, study skills development and other skills essential to successful academic performance and the transition from school to work should be provided.

The proposer or the Provider, according to contract negotiations, may administer additional assessment tools to participants during the course of a program that may then be utilized as an additional performance measurement.

b.) Occupational Skills Training (optional): OhioMeansJobs will target a portion of the in-school youth funding to programs that provide occupational skills training programs offered in a high school or alternative setting. The goal of these programs is to help youth stay in school and graduate, achieve a skills training certificate and enter employment or post secondary training upon graduation. These programs should be in high demand areas as defined by OhioMeansJobs.(SEE ATTACHMENT # 1). **Individual Training Account (ITA) vouchers may not be utilized with WIOA Youth funds.**

c.) Work Readiness Training/Certification: Providers must also provide work readiness training and certification for any youth that have not already obtained certification.

In addition, proposals must address the following activities:

1. **YOUNG ADULT MENTORING:** The Service Provider must provide mentoring by appropriate young adults/adults for the WIOA-eligible youth. This mentoring may occur both during and after program

participation. Follow-up for at least 12 months with appropriate reports must be conducted on all youth that are enrolled in this program.

2. **STIPENDS/WAGES:** Service providers may recommend that stipend or hourly wages be paid to youth that are in career exploration or an innovative project during the summer. Stipends may be paid to youth that are participating in year-round activities. Stipends should be based on measurable objectives such as attendance and/or completion of a specific objective. For example, a youth who is absent should not be eligible for that day's stipend. Service providers will be responsible for developing stipend payment criteria and will be including in this RFP. Any payments for stipends/wages must be paid by the service providers.

3. **ELIGIBILITY:** All eligible WIOA youth participants must be registered per the WIOA Rules and Regulations, §664.215, **prior to being served**. The official income criteria issued by the Department of Labor must be used for determining low income. Up to 5% of youth participants may be individuals who do not meet the income criteria for eligible youth provided they are in one or more of the categories outlined in the WIOA Regulations at §664.220 (a-h). The Provider is responsible for all eligibility determination.

4. **SUMMER EMPLOYMENT OPPORTUNITY:** For in-school youth, summer employment opportunities will be available for the summer months of 2018.

a) **Length of Summer Project/Activities/Services:** Although the in-school youth program will be year-round, the summer employment opportunity component for 14-18 year olds will be a minimum of six weeks during the summer recess, i.e., when regular school is not in session.

b) **Work Experience:** Work experience may be subsidized or unsubsidized and represent an opportunity for youth to apply the work readiness skills they learn during the school year. Providers who propose that in-school youth participants take part in work experience opportunities will be responsible for recruiting private for-profit, private not-for profit, and public employers, determining the suitability of the worksite, completing contracts with the employers, assigning youth to the worksites, training worksite supervisors, visiting worksites for the purpose of monitoring the youth's progress and providing technical assistance to worksite supervisors. Work experience is 20 hours or more of employment per week with not-for-profit, for-profit or public employers. **Youth should be placed with employers based on their ISS and career goals.** The service provider will also be responsible for following up with the employers and the youth at the end of the subsidized work experience to verify employment and retention. Through this activity youth are expected to learn new skills and improve work habits. Work experience is designed for youth ages 16 through 21 or in alignment with the WIOA federal rules and regulations.

c) Internships: Service providers who propose to do internships will be responsible for recruiting private for-profit, private not-for-profit, and public employers. Other responsibilities are the same as outlined in the work experience section above. Through this activity, youth are expected to learn new skills and develop better work readiness skills. This activity, in most cases, will be reserved for youth ages 17 and 18 who are mature and have a good work ethic. **The worksite and work duties are to be matched to the youth's future employment goals and/or current courses of study.**

d) Innovative Projects: OhioMeansJobs will consider other innovative projects designed to meet the goals and objectives outlined previously. These projects may provide academic enrichment activities and financial subsidies. Activities such as business simulation, business technology preparation, special community projects or other innovative methods of preparation for employment may be offered under this category. Remediation and enhancement of basic skills through alternative methods of training are encouraged. Proposers who provide academic credit and/or scholarships to youth who successfully complete this project will receive additional consideration during the rating of proposals. Proposers who involve private sector employers in the training will also receive additional consideration during the rating of proposals.

e) Career Exploration: This activity is offered for the younger youth who are not yet mature enough for the workplace and should include hands-on career exploration of various careers. Skills such as teamwork and problem solving should be integrated into the curriculum as well as an emphasis on good work habits and preparation for future work experience.

Under WIOA, an in-school- youth must be attending school, not younger than 14 or older than 21, low income, and have one or more of a list of barriers provided in WIOA section 129(a)(1)(C)(iv):

(I) Basic skills deficient.

(II) An English language learner.

(III) An offender.

(IV) A homeless youth or a runaway, in foster care or has aged out of the foster care system.

(V) Pregnant or parenting.

(VI) A youth who is an individual with a disability.

(VII) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

3.3 OUT-OF-SCHOOL YOUTH (OSY)

WIOA defines an Out-Of-School Youth (OSY) as an eligible youth who is a school dropout, or has a secondary school diploma or equivalent but is basic-skills deficient, unemployed, or underemployed.

A. OSY PROGRAM GOALS

The long-term goal is for all out-of-school youth to attain a high school diploma or GED, become work-ready certified and obtain career training and employment at a living wage. Out-of-school youth programs must be designed to lead youth to self-sufficiency through attainment of full-time, long-term employment and/or post-secondary opportunities.

B. OSY PROGRAM OUTCOMES

Outcomes will vary depending on the needs, interests and age of the youth. Service strategies for younger out-of-school youth (ages 16-24) must include strategies to return youth to a school setting to complete their secondary education and prepare them for post-secondary education and/or employment leading to self-sufficiency. Younger youth will achieve measurable gains in one or more of these categories: basic skills (top priority), work readiness skills, and occupational skills during their enrollment in the WIOA program. Service strategies for older out-of-school youth must connect youth to advanced training and post-secondary education and must include strategies that help interested participants to not only enroll in such training, but also complete training, attain a credential and enter full-time employment. While WIOA does not require basic skills training for participants over age 18, **any participant who is deficient in basic skills must be offered services to improve essential reading, writing, math, analytical, computer and communication skills.**

C. OSY PROGRAM DESIGN ISSUES

1. Strong community partnerships are instrumental to the success and sustainability of programs for out-of-school youth. Proposals should demonstrate comprehensive collaboration including shared financing among local school districts, community colleges, and community-based and faith-based organizations.
2. Research shows that the long-term earnings of GED holders are higher than earnings for dropouts without additional education credentials, but lower than earnings of high-school graduates. While GED attainment should remain a top priority for most OSY programs, service strategies must reach beyond the GED to support youth entry into post-secondary education, and/or into employment that will lead to self-sufficiency.
3. Some older youth may not advance to post-secondary education or advanced training. It is especially critical to provide these youth with comprehensive employment services during their enrollment in the WIOA program that include a strong connection to the workplace. Proposers must describe their approach to facilitating short-term job placement and retention, and long-term wage progression, including youth access to One-Stop Centers.

D. OSY PERFORMANCE STANDARDS

For the program as a whole, WIOA performance standards for in-school and out-of-school youth programs must be met. Compliance with state mandated performance outcomes for

youth services operated through WIOA Title I services for Youth, as well as Common Performance Measures. Youth Program Operator will have thorough understanding of relationship between program enrollment, service delivery structure, and performance outcomes. Proposals will need to demonstrate how design and delivery of services will lead to successful performance measures, as follows:

Performance Measure	Ohio PY 15 Standard	80% of Standard
Adult Entered Employment	79%	63.2%
Adult Employment Retention	89%	71.2%
Adult Average Earnings (6 month earnings)	\$15,800	\$12,640
Dislocated Worker Entered Employment	81%	64.8%
Dislocated Worker Employment Retention	92.5%	74%
Dislocated Worker Average Earnings (6 month earnings)	\$19,250	\$15,400
Youth Placement in Employment or Education	67%	53.6%
Youth Attainment of a Degree or Certificate	63%	50.4%
Youth Literacy and Numeracy Gains	56%	44.8%

The above stated performance criteria and tracking may change based on Federal and State reporting requirements. Bidder(s) that become contractor(s) will be required to meet any changes in these reporting requirements.

Bidder will demonstrate in the proposal how entity, as a Sub-recipient of WIOA funds, will ensure delivery of each of the items outlined in the Section 2: Objectives, along with each of the following deliverables:

Integrate Youth Program with One-Stop services delivery system.

Conduct recruitment, orientation, and intake of eligible youth into the Youth Program to meet or exceed goal of customers to be served. This includes completion of the required paperwork, documentation of eligibility, and data entry into the State's customer tracking system.

Establish an enrollment plan with number of in school youth and out of school youth enrollments per month, for the contract period. The plan should also estimate expenditures.

E. OSY SPECIFICATIONS

The proposed program must include follow-up services and on-going young adult/adult mentoring in compliance with the following two paragraphs.

1. **TARGET GROUP:** Proposals must target out-of-school youth who:

- a. are age 16 through 21 or in agreement with the WIOA federal guidelines;
and
- b. are low income individuals, as defined in the WIOA section 101 (25); and
- c. are within two or more of the following categories:

1. deficient in basic literacy skills – reading, writing or computing at or below eighth grade (8.9 or lower) level;
 2. a school dropout;
 3. homeless, runaway, or foster child;
 4. pregnant or parenting teen;
 5. an offender;
6. an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment due to any of the following reasons: transportation, child care, housing, literacy/ESOL, need for academic remediation, criminal history of applicant or family member, substance abuse, independent living skills, social/personal skills, work maturity or cultural barriers, job skills, requires supported employment, requires tools/equipment or has a physical/mental/emotional disability, including learning disability.

2. YEAR-ROUND ACTIVITIES: Activities from the WIOA program design and required program elements (Section 2, D, III), must be included and age appropriate for the population being served. Additionally, the following activities should begin with execution of the contract and continue through the end of the contract.

a.) Occupational Skills Training and/or with Literacy Development

b.) Work Readiness Training/Certification

c.) Supportive Services

d.) Paid and Unpaid Work Experience

e.) Comprehensive Guidance and Counseling

f.) Teen Pregnancy Prevention

g.) Leadership Development Opportunities

h.) Young Adult/Adult Mentoring: The Service Providers must provide mentoring by appropriate young adults/adults for the WIOA-eligible youth. This mentoring may occur both during and after program participation. Follow up for at least 12 months with appropriate reports must be conducted on all youth that are enrolled in this program.

i.) Eligibility: **All eligible WIOA youth participants must be registered per the WIOA Regulations, §664.215, prior to being served.** The official income criteria issued by the Department of Labor must be used for determining low income. Up to 5% of youth participants may be individuals who do not meet the income criterion

for eligible youth provided they are within one or more of the categories outlined in the WIOA Regulations at §664.220 (a-h). The Provider is responsible for all eligibility determination.

Under WIOA, an out-of-school youth is an individual who is:

- (a) Not attending any school (as defined under State law);
- (b) Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- (c) One or more of the following:
 - (1) A school dropout;
 - (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters;
 - (3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
 - (4) An individual who is subject to the juvenile or adult justice system;
 - (5) A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement;
 - (6) An individual who is pregnant or parenting;
 - (7) An individual with a disability;
 - (8) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1)(B).)

SECTION 4. OHIO MEANS JOBS REQUIREMENTS FOR ADMINISTRATION OF THE PROGRAM

4.1 SUBCONTRACTING:

The Service Providers may subcontract with others to expand services and deliver the most comprehensive program. Service Providers must not subcontract all services and activities required by this Request for Proposals. Copies of the sub-agreements negotiated with a subcontractor must be approved in writing by OhioMeansJobs prior to signature on the contract and execution of services. Subcontractors must meet all licensing requirements and provide all required documents, certifications and insurance, and shall agree to comply with the contractual general provisions and all federal and state regulations and all OhioMeansJobs policies and procedures. Any relationship, including, but not limited to, common officers, investors, employees, shareholders, partners, members, owners or relatives of any of the foregoing, shall be disclosed in writing to OhioMeansJobs in any proposal and thereafter if such relationship should thereafter exist.

4.2 REPORTING/EVALUATION:

Youth services providers will be required to submit a monthly written progress report and invoice to OhioMeansJobs, as well as a final report at the end of the

project. The in-school youth summer employment opportunity component will require a report one (1) week after beginning the project, halfway through the project, and at the end of the project. OhioMeansJobs will provide the reporting criteria to the provider at the time of contracting. Providers may also be required to provide additional reports to OhioMeansJobs for submission to the State. Evaluations and accomplishments reported to the OhioMeansJobs will be reviewed for accuracy by OhioMeansJobs staff from all member counties.

4.3 MONTHLY PERFORMANCE REPORT:

In order to help OhioMeansJobs track system performance on an ongoing basis, County WIOA Youth providers will provide monthly progress reports that detail youth registrations, exits, and skill/credential attainments and other outcomes.

4.4 RECORD KEEPING:

Record keeping is a responsibility of the Provider. The Provider will be the primary record keeper, maintaining records on each participant and making these records available to OhioMeansJobs, state and federal officials and auditors. Records will include a copy of each participant's application, assessment, Individual Service Strategy, referrals, status changes, terminations and any other records pertinent to the youth. Youth providers must maintain additional information, including but not limited to, information on goals, weekly performance and attendance reports, disciplinary reports, evaluations, payroll documentation, and other records pertinent to the youth's participation in the program. All records for the program must be retained for a period of three (3) years. The service provider will be required to maintain records as appropriate, particularly in terms of attendance and program performance, release of information and grievance procedures. Any criteria for participant termination must be maintained as well.

4.5 STAFFING:

OhioMeansJobs is seeking proposers with staff who are experienced in working with youth. A description of staffing positions and minimum position requirements must be included in the proposal. Where applicable, all staff should possess the appropriate and necessary credentials and certifications as required for conducting services and/or training in the State. In addition, the proposal must make clear any family relationships that exist within the proposer's staff and disclose same in the proposal and thereafter if such relationship should thereafter exist.

4.6 ADDITIONAL CONTRACT GOALS AND OBJECTIVES:

Because many of the WIOA performance standards are long-term measures which will not be known during the period of this contract, OhioMeansJobs counties typically incorporates additional contract goals and objectives, including the following:

- a) At least 60% of the youth enrolled into activities must complete the program.

b) At least 65% of the youth that complete the program must successfully complete work readiness training, if competency has not previously been attained.

c) At least 65% of in-school youth that complete the program must maintain or improve their basic skills levels as documented by pretests and posttests.

d) At least 75% of the in-school youth that complete the program must return to school, unless they graduate during the program.

e) Additional program goals and objectives as appropriate to the funding program.

f) Each provider is responsible for documenting its results with regard to goal achievements to OhioMeansJobs on a regular basis.

4.7 FACILITIES:

Proposers' facilities must be conducive to learning and safety, and appropriate for the planned activities and services. Facilities must be conveniently located in the region and meet Americans with Disabilities Act requirements (be accessible for individuals with disabilities). Facilities should be located within easy access and accessible to the public.

4.8 INSURANCE:

Service providers must be bonded against theft and embezzlement and for faithful and honest performance of their obligations for at least the amount of any contract awarded by OhioMeansJobs and carry One Million Dollar (\$1,000,000.) per incident in general liability insurance including coverage of enrolled participants. When participants are engaged in subsidized work, the Provider will carry workers' compensation on those participants. Funded service providers will bond each of its employees for \$100,000 against theft and embezzlement and for faithful and honest performance. Employees who handle WIOA funds will be bonded for minimum of \$500,000 or the amount of funds on hand. Proof of insurance showing OhioMeansJobs as an additional insured will be required prior to the execution of a contract resulting from this RFP. Funded service providers shall maintain One Million Dollars (\$1,000,000) Umbrella Coverage to include: General Liability, Worker's Compensation, Hold Harmless Clause, Automotive and Fidelity.

4.9 BUDGET:

The proposal must include a detailed line-item budget with appropriate narrative description. (SEE ATTACHMENT # 2)

4.10 TRANSPORTATION/SUPPORT SERVICES:

All participants must be transported to and from activities and work, as needed, for the duration of the program. Transportation may be provided by a central operator or operators of any of the above activities, whichever is most cost effective and advantageous to the youth. OhioMeansJobs will not fund the purchase of buses, vans or any other modes of transportation, but will fund a fair portion of the cost of operating existing transportation. Proposers are responsible for procuring the transportation services needed by the target group being served and providing proof of insurance for all transportation carriers. Referral to childcare (already procured by OhioMeansJobs) or other support services should be made available to those individuals that require assistance for participation. Educational trips outside of the Originating County must be prior approved by OhioMeansJobs.

SECTION 5. REFERENCE MATERIALS

5.1 INTERNET LINKS:

USEFUL INTERNET WEBSITES	
Ohio Workforce: This site is the state's main workforce website with a youth section and links to other related websites.	http://www.jfs.ohio.gov/owd/
Workforce Innovation and Opportunity Act of 2014	http://www.doleta.gov/WIOA
National Youth Employment Coalition: A non-partisan national organization dedicated to promoting policies and initiatives that help youth succeed in becoming lifelong learners, productive workers and self-sufficient citizens. It is a good location to research and find examples of national best practices.	http://www.nyec.org
U.S. Dept. of Labor-Employment & Training	http://www.doleta.gov
Federal Laws and Regulations	http://thomas.loc.gov/
National Youth Development Information Center	http://www.nydic.org/nydic/index.html
American Youth Policy Forum	http://www.aypf.org/index.htm

The foregoing is not intended to be a complete or exhaustive listing of resources that may be helpful in completing your proposal and is offered only as an example of such resources. OhioMeansJobs does not warrant or represent that the internet links are accurate, up-to-date or even available. OhioMeansJobs is not responsible for the accuracy, availability or timeliness of information contained on any non-Hancock Workforce Investment System links.

5.2 OWCMS TECHNICAL REQUIREMENTS

Ohio Workforce Case Management System (OWCMS) is a computer-based information system designed to integrate employment and training program services and the Workforce Innovation and Opportunity Act (WIOA). All WIOA youth participants must be registered in the system. OWCMS provides customer tracking and enables Ohio to meet federal and state-mandated WIOA reporting requirements. The OWCMS application uses a single state-managed database that supports statewide employment and training business operations. The Provider has access to the OWCMS system.

5.3 WIOA PERFORMANCE ACCOUNTABILITY MEASURES AND TARGET OUTCOMES

A. FEDERAL AND STATE PERFORMANCE MEASURES

New Primary Indicators of Performance. WIOA section 116(b)(2)(A)(ii) provides six new indicators of performance for the WIOA youth program.

The Workforce Innovation and Opportunity Act (WIOA) measures the success of services based on a set of required performance measures, which successful proposals must emphasize. The U.S. Department of Labor has established three (3) core performance measures for younger youth ages 14-18 (YY) and four (4) measures for older youth ages 19-21 (OY) or in occurrence with federal guidelines.

There are separate measures for Younger Youth (ages 14-18) and for Older Youth (ages 19-21). Proposers will be held accountable for the performance outcomes of participants enrolled in their programs, based on the participant's age. It is a participant's age at entry that determines which performance outcomes are applied to his or her case after he exits the program.

Performance on several of these measures is assessed three to twelve months after a participant's formal exit from the WIOA youth program. Wage records from Unemployment Insurance (UI), higher education enrollment data, and military registration records are used as a basis for performance calculations. The performance reports can be accessed on SCOTI.

The OhioMeansJobs Workforce Investment System expects proposers to develop a clear strategy for investing program dollars in their participants in a way that generates corresponding rational outcomes. For example, some may propose serving fewer clients to generate a greater range of outcomes; others may target a greater number of clients, but fewer outcomes. The OhioMeansJobs Workforce Investment System encourages creativity and innovation in establishing this balance. OhioMeansJobs Workforce Investment System staff will be working with successful proposers on detailed implementation of these measures.

For more information about how performance is calculated on each of these measures, refer to the Ohio Workforce website <http://www.jfs.ohio.gov/owd/>

Annual performance goals have been established. Proposers should refer to Table A below, youth performance standards established for OhioMeansJobs Counties for the latest program year.

TABLE A: FEDERAL / STATE WIOA YOUTH PERFORMANCE MEASURES

WIOA MEASURES	PROGRAM YEAR 2009* PERFORMANCE TARGETS	
	State	Federal
1. Older Youth (OY) Entered Employment	52%	65%
2. OY Earnings Gains	\$2,880	\$3,600
3. OY Credential Attainment Rate	38.4%	48%
4. OY Employment Retention Rate	64.0%	80%
5. Younger Youth (YY) Placement and Retention Rate	42.4%	53%
6. YY Credential/Diploma Rate	51.2%	64%
7. YY Skill Attainment Rate	64.0%	80%

TABLE B: POSSIBLE FEDERAL COMMON MEASURES

FEDERAL WIOA MEASURES	PROGRAM YEAR* PERFORMANCE TARGETS
1. Placement in Employment or Education	TBD
2. Attainment of a Degree or Certificate by Participants	TBD
3. Literacy and Numeracy Gains	TBD
4. Efficiency	TBD

B. PROPOSED US DEPARTMENT OF LABOR COMMON MEASURES

The Department of Labor, Employment and Training Administration planned to implement a set of common performance measures for job training and employment programs, including WIOA adult, dislocated worker, Wagner-Peyser, and youth programs in 2004. The measures consist of four performance indicators for all adult programs serving adults and four indicators for all youth programs. The common measures for the youth and lifelong learning programs are outlined and briefly

described in the following tables C and D. Certain of these measures will apply to the proposed services.

TABLE C

ADULT PROGRAMS				
Measures	Definition	Methodology	Data Set	Comment
Entered Employment	Percentage employed in the 1 st quarter after program exit	<u>Numerator</u> : of those who are not employed at registration, the number of adults who have entered employment by the end of the 1 st quarter after exit [1] <u>Denominator</u> : Of those who are not employed at registration, the number of adults who are exit during the quarter.	Unemployment Insurance (UI) Wage Records	
Retention	Percentage of those employed in the 1 st quarter after program exit that were still employed in the 2 nd and 3 rd quarter after program exit.	<u>Numerator</u> : Of those who are employed in the 1 st quarter after exit, the number of adults who are employed in the 2 nd and 3 rd quarter after exit. [3] <u>Denominator</u> : Those who are employed in the 1 st quarter after exit. [4]	UI Wage Records	All agencies will move toward using UI Wage Records. However, agencies currently using survey data will measure retention at the 1 st and 3 rd quarters only until they adopt UI wage records as their data set.
Earnings Increase	Percentage change in earnings: (i) pre-registration to post-program; and (ii) 1 st quarter after exit to 3 rd quarter after exit.	<u>Numerator 1</u> : Participants' earning 1 st quarter after program exit minus participants' earnings 2 quarters prior to registration <u>Numerator 2</u> : Participants' earnings 3 rd quarter after program exit minus participants' earnings 1 st quarter after program exit. [5] <u>Denominator 1</u> : Participants' earnings 2 quarters prior to registration. <u>Denominator 2</u> : Participants' earnings 1 st quarter after program exit	UI Wage Records	All agencies will move toward using UI Wage Records. However, agencies currently using survey data will measure earnings change at one point only (either pre-enrollment to 1 st quarter after placement or 1 st to 3 rd quarter) until they adopt UI wage records as their data
Efficiency	Annual cost per participant	<u>Numerator</u> : Appropriation level [7] <u>Denominator</u> : Number of participants [8]	Administrative records	Federal Resources: both mandatory and discretionary. Budget authority will be used for discretionary programs. Outlays will be used for mandatory programs.

TABLE D

YOUTH AND LIFELONG LEARNING PRLGRAMS				
Measure	Definition	Methodology	Data Set	Comment
Placement in Employment or Education	Entered employment or enrolled in education and/or training 1 st quarter after program exit.	<u>Numerator</u> : Of those who are not in education or employed at registration, the number of participants who have entered employment, the military or enrolled in post secondary education and/or advanced training/occupation skills training by the end of the 1 st quarter after exit. [9] <u>Denominator</u> : Of those who are not in education or employed at registration,	Administrative records and UI Wage Records	

		the number of participants who exit during the quarter.		
Attainment of a Degree or Certificate by Participants	Percentage of participants that earned a diploma, GED or certificate	<u>Numerator</u> : Of those who are enrolled in education, the number of participants who attain a diploma, GED or certificate [10] <u>Denominator</u> : Those who are enrolled in education	Administrative records	Certificate is defined as a credential awarded by an agency, educational institution, organization or association to an individual upon completion of an organized program of study in recognition of the individual's attainment of industry-recognized, nationally-validated technical or occupational skills standards. Such skill attainment is measured using a valid and reliable assessment.
Literacy and Numeracy Gains	Attainment of literacy and numeracy skills by participants	Measures the increase in literacy and numeracy skills of participants through a common assessment tool administered at program registration and regular intervals thereafter.	Standard assessment instrument	Applies to all participants in youth programs except ED's Vocational Education, Secondary students. Also, for English as a Second Language students, this measure includes English.
Efficiency	Annual cost per participant	<u>Numerator</u> : Appropriation level <u>Denominator</u> : Number of participants	Administrative records	Federal resources: both mandatory and discretionary. Budget authority will be used for discretionary programs. Outlays for mandatory programs

FOOTNOTES TO TABLES C AND D

[1] For the Temporary Assistance to Needy Families (TANF) program, the Entered Employment numerator is "Of those who receive TANF cash assistance in a quarter, the number who became employed in that quarter after being unemployed in the previous quarter."

[2] For the TANF program, the Entered Employment denominator is "The total number of unemployed TANF cash assistance recipients from the "previous quarter" identified in the numerator."

[3] For the TANF program, the Retention in Employment numerator is "Of those who received TANF cash assistance and are employed in a quarter (Q-a), the number of adults who were employed one (Q-b) and two quarters (Q-c) later (regardless of TANF assistance status)."

[4] For the TANF program, the Retention in Employment denominator is "The number of participants employed in Q-a."

[5] For the TANF program, Earnings Increase Numerator 1 is "For those who received TANF cash assistance and who had earnings from employment in Q-a, their earnings in Q-a minus their earnings two quarters prior to being determined eligible for TANF cash assistance." Earnings Increase Numerator 2 is "For those who received TANF cash assistance and who had earnings from employment in Q-a, their earnings in Q-c minus their earnings in Q-a."

[6] For the TANF program, Earnings Increase Denominator 1 is "TANF cash assistance recipients' earnings two quarters prior to being determined eligible for TANF cash assistance." Earnings Increase Denominator 2 is "TANF cash assistance recipients' earnings in Q-a." [7] For the TANF program, the Efficiency numerator is "Total federal

TANF and State Maintenance of Effort expenditures, as reported by the states, on work-related activities/expenses, transportation, and a proportional amount on administration and systems."

[8] For the TANF program, the Efficiency denominator is "Number of adults receiving TANF."

[9] "Not in Education" includes those participants who have completed high school or its equivalent and have not yet entered post-secondary education.

[10] In the case of DOL programs, attainment of a degree/certificate will be determined within the one-year follow-up period that exists for those programs. In the case of ED programs, the completion rates for secondary and postsecondary vocational education are calculated by each State using a methodology and time period it determines.

General Notes to Tables C and D:

A. The Adult Ed program includes participants with both employment and educational outcomes. As a result, the program will be measured under the Adult measures; however, the Department may opt to use the "Attainment" and "Literacy/Numeracy" measures from the Lifelong Learning measures in addition.

B. The Voc ED program for Post-Sec. students includes participants with both employment and educational outcomes. As a result, the program will be measured under the Adult measures; however, the Department may opt to use the "Attainment" measure from the Lifelong Learning measures in addition.

C. VA's Voc. Rehab. [The U.S. Department of Veterans Affairs' Vocational Rehabilitation Services] Program follows-up on cases for 60 days after placement before closing the case and declaring rehabilitated status. To be consistent with other programs in the job training common measures, VA will use the date of employment as the program exit point.

D. Education's VocRehab: an employment outcome is defined as competitive employment (at least the minimum wage) in the integrated labor market, and other outcomes as determined by the secretary, which include homemakers/unpaid family workers.

E. Tribal programs will move toward use of UI wage records. In the mean time, there may be some reliance on administrative records as tribes make the shift to UI wage records.

F. Where UI Wage Records are cited as the data set, UI records are either the sole source of data or the source against which administrative records must be verified.

G. All programs will need to use a unique client identifier that can calculate the unduplicated count of program participation but it will not specify what that identifier is.

5.4 GLOSSARY OF WIOA YOUTH TERMS

Alternative Secondary School – A public school or community-based educational program that serves youth who have not been successful in "traditional" mainstream academic programs and that provides instruction leading to a high-school diploma and/or a GED. Note: This is currently defined as "in-school" by WIOA but may be changed to "out-of-school" in the WIOA Reauthorization.

Basic Skills – Those academic skills that include reading, writing and speaking English, and the skills involved in math applications, computing and solving problems.

Basic Skills Deficient – A participant who scores at or below the eighth grade level, or two grade levels behind on a standardized test in one of the following: reading, writing, and speaking English or math computation skills.

Exits – Participants exit when no further active services from a WIOA-funded or non-WIOA funded partner are planned (called a “hard exit”) or when there has been a gap in services for more than 90 days (except for health/medical reasons, incarceration or death). The tracking system automatically exits a participant when such a gap has occurred (a “soft exit”). In either case, the outcome period begins at exit, so it is imperative that case management staff stays in active contact with participants. Exiting occurs when there are no future services scheduled. Exit does not mean the end of services; it should be considered a change in status. The follow-up period can be used to assure stable and positive transition periods.

Homeless/Runaway (Youth) – A youth who lacks a fixed, regular, adequate nighttime residence. Includes those who have a primary nighttime residence that is a public or private shelter, an institution providing temporary residence, or a public or private place not designated or ordinarily used as a regular sleeping accommodation. A runaway is defined as a person under 18 years of age that absents him or herself from home or place of residence without permission from a parent or legal guardian.

Individual Service Strategy (ISS) – An individualized, written plan of long and short-term goals that includes educational, employment/career related, involvement in WIOA youth activities, and personal support services needed. An ISS must be age-appropriate, developed with each participant, and identify target outcomes for each youth. The ISS must be regularly reviewed and updated as changes occur in employment goals, barriers, and program services or support services needs.

Individual with a Disability – In general: an individual with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)

In-School Youth (ISY) – An eligible youth who has not received a high-school diploma or equivalent and is attending school (including alternative school) at the time of WIOA registration.

Internship (Youth)—A structured work experience involving specific occupational skills development goals in addition to learning goals; includes the expectation that the student, upon completion, will demonstrate skills necessary for entry-level employment in the occupational area of the internship.

Occupational Skills – Skills necessary to perform actual tasks and technical functions required by certain industries, such as set-up procedures, safety measures, terminology, record keeping, equipment usage, etc. Occupational skills can be attained through activities such as: (A) entry into an apprenticeship or internship program; (B) completion of a career specific, professional technical or advanced job skill training program; or, (C) completion of a college degree.

Occupational Skills Training – Development of primary occupational skills to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. **Offender** – Any adult or juvenile who: (A) is or has been subject to any stage of the criminal justice process, for whom services under the Act may be beneficial; or (B) requires assistance in overcoming artificial barriers to employment resulting from a recent arrest or conviction.

Older Youth – A person who is 19 to 24 years old or within the federal guidelines. Those in this age group may be enrolled in WIOA either as youth or as adults, depending on circumstances.

Out-of-School Youth (OSY) – An eligible youth who is not in-school at the time of enrollment and who is either a school dropout OR has received a secondary-school credential but is basic-skills deficient, unemployed, or underemployed. Alternative school youth are not considered out-of-school.

Pregnant/Parenting Youth – A youth who is under 25 years of age and is either pregnant or providing custodial care for one or more dependents that are under 18 years old.

School Dropout – An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. (Note: Youth enrolled in alternative schools are not considered school dropouts).

Self-Sufficiency (for ages 18 & above, or for emancipated foster youth under 18): Region 21’s policy for WIOA adults who lack self-sufficiency is: customer is working, but his or her family earnings for the previous six months is below 200% of poverty.

Supportive Services: Service needed in order to assist the youth to be successful in achieving their goals. This may include transportation, childcare, work related tools, and clothing. To the greatest extent possible programs should address support service needs through leveraging of resources and partnerships with other proposers.

Work Experiences: Activities including internships and job shadowing, as provided in WIOA Rules and Regulations, §664.460 and §664.470 and WIOA section 129 (c) (2) (D).

Younger Youth – A person who is 14 to 18 years old. Those who are 18 can be enrolled into WIOA either as adults or as younger youth, depending on circumstances.

5.5 THE OHIOMEANSJOBS DISCLAIMERS AND ADDITIONAL MATTERS

1. This RFP does not commit OhioMeansJobs to award a contract. OhioMeansJobs retains the right to accept, reject or negotiate proposals received as well as to vary or waive any provisions set forth in this RFP in the best interest of OhioMeansJobs.
2. Proposals must follow the format set forth in the RFP Response Format and Required Forms section of the RFP and adhere to the minimum and maximum requirements specified therein.
5. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of WIOA funds granted under the WIOA plan; results of negotiations between selected proposers and OhioMeansJobs staff; and continued availability of WIOA funds.
6. Any changes to the WIOA program, or funding level, or the direction of the Hancock Workforce Policy Boards may result in a change in the contract entered into or to be entered into between OhioMeansJobs and youth services provider. In such instances, OhioMeansJobs will not be held liable for what is in the proposer’s proposal or this Request for Proposals package.
7. Proposals submitted for consideration must be consistent with, and, if funded, operated according to, the federal WIOA legislation, all applicable federal regulations, State of Ohio policies, and OhioMeansJobs policies and procedures.
8. Proposers selected for funding must also ensure compliance with the following, as applicable: U.S. DOL regulations 20 CFR Part 652 and 48 CFR Part 31; Office of Management and Budget (OMB) Circulars A-21, A-87, A-110, A-122, and A-133 as applicable.

9. OhioMeansJobs may require one or more selected proposers to attend oral interviews, participate in negotiations and rewrite their statements of work as agreed upon during the negotiations.
10. Additional funds received by OhioMeansJobs may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were considered to be in the competitive range. These decisions shall be at the sole discretion of OhioMeansJobs. OhioMeansJobs may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the sole opinion of OhioMeansJobs the services proposed are not needed or the costs are higher than OhioMeansJobs finds reasonable in relation to the overall funds available, or if OhioMeansJobs believes in its sole discretion that the proposer has undertaken more services than it can successfully carry out.
11. OhioMeansJobs is required to abide by all WIOA legislation and regulations. Therefore, OhioMeansJobs reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements or recommendations by state or federal law, rules, regulations, procedures, policy practice or directive.
12. Proposers will be expected to adhere to OhioMeansJobs procedures and requests for collection and verification of data, and to submit required monthly reports as well as invoices to OhioMeansJobs.
13. Due Date (the Deadline) for delivery of proposals: May 29, 2015 at 4:00 p.m., Eastern Standard Time. All proposals will be delivered to the Contact Person at the Hancock County Department of Job and Family Services, 7814 Hancock County Road 140, Findlay, Ohio, 45840.
14. All proposers must ensure equal opportunity to all participants and collaborators. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA funded program or activity because of race, color, religion, sex, national origin, age, disability, political affiliation or belief.
15. All proposers must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
16. Proposers must accept full and complete liability and responsibility for all aspects of any WIOA program conducted under any contract with OhioMeansJobs. Proposers will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted and shall promptly repay any such cost or expenditure.
17. Reductions in, or elimination of, the funding of any contract resulting from this RFP process may occur during the contract period when a proposer fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.

18. The contract award will not be final until OhioMeansJobs and the proposer have executed a mutually satisfactory contractual agreement. OhioMeansJobs reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to OhioMeansJobs approval of the award and execution of a contractual agreement between the successful proposer and OhioMeansJobs.

19. OhioMeansJobs reserves the right to cancel an award or a contract resulting from the award if new state or federal law, rule, regulation, policy practice or directive makes it necessary or advisable, in the sole discretion of the Hancock Workforce Investment System, to change the program purpose or content substantially or to prohibit such a program.

20. OhioMeansJobs reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process.

21. The proposer warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the proposer.

22. OhioMeansJobs reserves the right to reject any and all proposals received and to negotiate with any and all proposers on modifications to proposals.

23. OhioMeansJobs reserves the right to accept proposals with minor clerical errors such as misspellings, or similar non-consequential errors.

24. Proposer shall maintain and preserve all financial records related to this contract, including any other documentation used in the administration of the program, in its possession for a period of three years from the date of the submission of the final invoice, and/or will assure the maintenance of such for a like period of time in the possession of any third party performing work related to this contract, unless otherwise directed by the Hancock Workforce Investment System. Proposers will allow local, state, and federal representatives access to all records, program materials, staff, and participants related to any contract awarded hereunder.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period the Provider shall retain the records until completion of the action and all issues which arise from it or until the end of the three-year period, whichever is later.

25. Any software and related documentation developed specifically to support the deliverables, resulting from a contract related from this RFP process shall be owned in its entirety by OhioMeansJobs.

26. Proposer agrees to cooperate with the Ohio Department of Job and Family Services and any Ohio Child Support Enforcement Agency in ensuring his/her employees meet child support obligation established under State laws.

27. Proposer and/or its employees, agents or their representatives will not purchase, transfer, use or possess illegal drugs or alcohol nor abuse prescription drugs in any way while performing duties or responsibilities resulting from a contract related from this RFP process

28. Proposer must certify that its organization does not have an outstanding Finding for Recovery with the Ohio Auditor of State.

SECTION 6. 2018 PROGRAM PROPOSAL FORMS

6.1 COVER SHEET

1. PROPOSER NAME			
2. Doing Business As;			
3. FEDERAL EMPLOYER IDENTIFICATION NUMBER			
4. MAILING ADDRESS			
5. HEADQUARTER ADDRESS:			
6. CONTACT PERSON NAME AND TITLE			
7. TELEPHONE/FAX NO.			E-Mail Address:
8. PROPOSAL WRITIER'S NAME (if not permanently employed by Proposer)			
9. TOTAL AMOUNT OF FUNDING REQUESTED (choose one only, per proposal)		In-school \$ _____	Out of School: \$ _____
10. TOTAL NUMBER OF OUT OF SCHOOL YOUTH SERVED AND COST		a) Number: #	b) Cost Per Participant \$
11. TOTAL NUMBER OF IN SCHOOL YOUTH SERVED AND COST		a) Number: #	b) Cost Per Participant \$
12. PROPOSED PROGRAM SITE:		a) Community Based Organization	b) School District c) Other Building/Site
13. MINORITY BUSINESS OWNER (Yes or No)			
14. CHECK ALL THAT APPLY:	a) CBO/FBO	b) Corporation	c) Not-for-Profit
	d) For-Profit	e) Sole Proprietorship	f) Partnership
	g) Labor Organization	h) State Agency	i) Other Public Agency (Specify)
<p>15) By signing below I certify that I am the official representative on behalf of the proposer and am authorized to bind the proposal of the above named. I further certify that I have read the entire Year-Round Youth Request for Proposals. I have also read the submitted proposal and agree that the information presented is an accurate representation of the price and services to be provided to Sandusky and Seneca Workforce Investment System. The proposer has read and agrees to the general provisions included as part of this RFP and required by Sandusky and Seneca Workforce Investment System of all Contractors. Furthermore, no representative of the organization has exerted any undue influence on the procurement process, violated any federal or state procurement, conflict of interest or ethics law in seeking funding for this proposal.</p>			
AGREED TO AND SIGNED BY:			
PRINTED NAME			
TITLE		DATE	

6.2 PROGRAM DESCRIPTION AND IMPLEMENTATION PLAN

This section is to be completed by the proposer and should be preceded by an executive summary of not more than two pages. Please do not duplicate narrative description in responding to these questions (i.e. if you have already provided information in response to one question or form, simply refer to that section). Proposals will be read by an objective rating committee and will be rated on the criteria listed below. Your narrative must respond specifically to the criteria within each category listed below. **YOUR RESPONSE IS LIMITED TO A TOTAL OF 30 PAGES**, not including the required forms, executive summary and attachments.

The Executive Summary should provide an overview of the proposed program and its advantages in seeking to meet the goals of the Workforce Investment Act, The Goals of the County Boards, and the desired outcomes of the OhioMeansJobs Workforce Investment System in a cost effective manner. This summary may not exceed two pages in length.

6.3 ORGANIZATION DESCRIPTION

Describe your business/organization, including its mission, vision, current customer base, staffing, and service expertise. Highlight your organization's longevity and how this proposal will connect to your mission and organizational goals. Explain your organization's administrative and management background. Detail your agency's stability for the last two years at a minimum, including turnover rate for permanent case management FTE's (Full-Time Equivalents). Include a list of board members, if applicable, and describe their participation and length of service. Explain the capacity of your organization to deliver services, account for funds and conduct business in an ethical manner. Describe your organizational controls that ensure the proper delivery of services and the protection of funds.

6.4 SYSTEM EXPERIENCE AND DEVELOPMENT

Describe your organization's experience in working as a partner within a system. If applicable, describe the organization's experience as a participant in systems that deliver educational and/or employment and training services to youth. Detail how your organization integrates services and/or shares customers. Describe your role in this process and what you brought to the system. Describe your agency's experience in administration and contract management. Describe the qualifications of key program staff and their educational qualifications, required certifications, to include educational certifications, and their experience and background in employment/training programs for youth. Describe your staff development plan and how it relates to OhioMeansJobs WIOA youth program strategy. Provide specifics about your information management capabilities. Indicate how your prior or current record of performance relates to performance within your proposed design.

6.5 FINANCIAL INFORMATION

Provide relevant financial information including a clear budget that includes non-WIOA leveraged resources. (See Budget Form, **Attachment #2.**) Prior to any award, OhioMeansJobs may schedule an onsite financial review.

- Provide a copy each of the last two audited annual financial statements.

- Indicate and justify your cost per participant (see cover sheet) and explain your methodology.
- Reasonableness of Costs: Provide a summary of how costs were determined and why they are necessary.
- Complete the Budget Form (**Attachment #2**) and required narrative.

6.6 PROGRAM IMPLEMENTATION PLAN

1.) Documenting and Addressing Community Needs—Describe the community or communities and/or population(s) that your program will serve. Document the data analysis process used to substantiate community/population degree of need. Provide a description of your experience with the targeted population(s) you plan to serve. Explain the services you propose to offer, including how the services address youth needs and fill gaps in the current system. Include how services and other resources will be leveraged or made available through partnerships, if applicable to the proposed plan.

2.) Program Design

a. Describe how the **WIOA selected core services**, listed as items 1 through 5, immediately following, will be provided.

1. Outreach and Recruitment
2. Additional Assessments
3. Case Management
4. Placement (if applicable)
5. Follow-up

b. Program Purpose and Type—Describe the type of program (In-School vs. Out-of-School), the purpose of the proposed program and its compliance with the general WIOA requirements as listed in **Section 2.4**, a-f)

c. Compliance with WIOA Design—Explain how the proposed program will comply with WIOA Program Design as outlined in **Section 2.5**, a - c)

d. Fourteen Required Youth Program Elements—**This section serves as the foundation for** your implementation plan. Describe how the specific curriculum, tools, activities, and partnerships will be used to comply with the required elements. (See **Section 2.6**)

e. Proposed sub-contractor list—Proposers must attach a list of sub-contractors that will receive WIOA funds, as well as those that will provide non-WIOA funds and leveraged resources through this proposal.

f. Motivation Techniques and Methods—describe how you will motivate youth to participate, and describe any planned use of incentive payments.

6.7 PERFORMANCE OUTCOMES—identify the specific elements of the program design that will lead to attainment of applicable federal and state WIOA performance measures. Describe the types of documentation and/or supplemental data that will be used to document WIOA federal and state performance outcomes and monitor youth in follow up. Complete the Planned Performance Chart which is **Attachment #3** to this RFP.

6.8 OHIO MEANS JOBS PRIORITIES: SYSTEM COLLABORATIONS

Explain how your organization and system will collaborate with the WIOA adult system to provide a seamless transition for older youth to adult services. What specific plans and procedures will your organization institute to achieve better coordination between the two systems?

Describe your agency’s connections and initiatives to ensure strong, comprehensive connections with employers. Describe specific employer partnerships and programs.

Outline your organization’s plan and method for leveraging non-WIOA youth funding to enhance the system of services and opportunities for youth. (See **Section 3.1, C**)

6.9 INCENTIVE FOR PROPOSALS FROM CBOs, FBOs. MINORITY-OWNED AND OPERATED BUSINESSES OR LOCAL EDUCATION AGENCIES

If you are a community-based organization, a faith-based organization, a minority-owned and operated business or a local education agency, indicate this, provide adequate documentation and describe the benefits to the youth for participation in your program. Describe the community to be served, partner agencies, etc.

6.10 PROPOSAL SCORING

Proposals will be reviewed by OhioMeansJobs staff for responsiveness. They will be rated and ranked by the OhioMeansJobs rating committee, selected by the Workforce Policy Boards of Hancock County and approved by the Area 7 Workforce Investment Board,. Proposals will be scored according to the categories listed below:

A. ORGANIZATION DESCRIPTION/UP TO A MAX. OF 5 POINTS TOTAL

- A. Organization Description (1 point)
- B. Mission/Vision, Client Base, Staffing, Service Expertise (1 point)
- C. Connection Of Proposal To Organization Goals (1 point)
- D. Administration And Management Background (1 point)
- E. Organizational And Staff Stability (2 + Years) (1 point)

B. SYSTEM EXPERIENCE AND DEVELOPMENT/UP TO A MAX. OF 15 POINTS TOTAL

- A. System Experience Related To Proposal (Role as a system partner, achieving service and capacity for integration, value added to the system) (3 points)
- B. Administrative Experience (1 point)
- C. Contract Management Experience (1 point)
- D. Staff Qualifications To Deliver Proposed Design (1 point)
- E. Staff Development (1 point)
- F. Record Of Performance/Accountability (3 points)
- G. Experience as a WIOA Youth Program Operator (5 points)

C. FINANCIAL INFORMATION/UP TO A MAX. OF 15 POINTS

- A. Financial Statements For Past Two Audited Periods (2 points)
- B. Cost Per Customer, Based On Planned Outcomes (3 points)
- C. Reasonableness Of Costs (based on review of budget) (10 points)

D. PROGRAM IMPLEMENTATION PLAN/UP TO A MAX. OF 55 POINTS TOTAL

1. Meeting Identified Community Needs (10 Points)

- Description Of Target Population (1 point)
- Documentation Of Need (1 point)
- Experience With Target Population (2 points)
- Services Proposed Meet Youth Needs (3 points)
- Services Proposed Fill Gaps In Current System (3 points)

2. Program Design (30 Points)

Provision of Selected Core Services

- Outreach & Recruitment (1 point)
- Additional Assessments (1 point)
- Case Management (1 point)
- Placement (if applicable) (1 point)
- Follow-up (1 point)
- Purpose and Type of Program (3 points)
- Compliance with WIOA Design (10 points)
- Provision Of Fourteen Youth Program Elements (10 points)
- Motivation Techniques (2 points)

3. Performance Outcomes (15 Points)

- Does Program Design Clearly Support Attainment of WIOA Youth Performance Measures and/or allow these measures to be exceeded (10 points)
- Adequacy of Description of Documentation/ (5 points)

Tracking of Youth During Follow-Up

E. OhioMeansJobs Priorities: System Collaboration Up To a Max of 10 Points

- A. Adult System Collaboration (5 points)
- B. Employer Connections (5 points)

6.11 BUDGET FORM

Complete the twelve month budget form (ATTACHMENT # 2)

6.12 ANTICIPATED PERFORMANCE

Complete the Planned Performance Form (ATTACHMENT #3)

ATTACHMENTS

Attachment #1

**OhioMeansJobs
In-Demand Occupation Lists
2018**

For all In-Demand Occupation Data please refer to this link:

<https://jobseeker.ohiomeansjobs.monster.com/ExploreIt/In-DemandCareers.aspx>

Attachment # 2 RFP Budget Worksheet

Vendor Name: _____

Program Period: 07/01/18 - 06/30/19

Category	Basis for Calculation/ Inclusion	Total Amount
<i>Staff Positions</i>		
<i>Fringes</i>		
<i>Operational Costs/ Administrative Costs</i>		
Communications		
Utilities		
Travel		
Equipment		
Insurance		
Staff Management		
Shared Staff/Costs (must include method of assessing shared costs to this contract)		
Fiscal Management		
Miscellaneous (please specify)		
Sub-Total		

Category	Basis for Calculation/ Inclusion	Total Amount
<i>Program Costs</i>		
Job Seeker Services		
Software		
Hardware		
Equipment		
Technical Support		
Job Seeker Outreach		
Workshops for Job Seekers		
Outreach to Businesses		
Staff Development		
Supplies		
Advertisement/ Marketing		
Web Site Construction/ Maintenance		
Other (Please Specify)		
Sub-total		
Sub-total from previous page		
Total		

Attachment # 3

PLANNED PERFORMANCE FORM

The purpose of this table is to communicate your anticipated annual performance in providing services and meeting performance targets for the period July 1, 2018 through June 30, 2019. This form should reflect only new OhioMeansJobs System PY 2018 enrollees (no carry-over). Services for youth carried in from previous program years will be discussed during contract negotiations. Indicate the population of youth to be served.

Anticipated Services Plan & Performance Levels	In-School Youth	Out-of-School Youth
I. TOTAL REGISTRATIONS	#	#
A. First Quarter Start		
B. 2 nd through 4 th Qtr. Start * (at least one-third of total registrations)		
II. NON-LOW INCOME REGISTRATIONS (no more than 5% of total)		
III. GOAL ATTAINMENTS	%	%
A. Older Youth Entered Employment		
B. Older Youth Earnings Gain	\$ _____	\$ _____
C. Older Youth Credential Attainment Rate		
D. Older Youth Employment Retention Rate		
E. Younger Youth Placement & Retention Rate		
F. Younger Youth Credential/Diploma Rate		
G. Younger Youth Skill Attainment Rate		
IV. TOTAL EXITS	%	%
A. Exit into Secondary School		
B. Exit into Post-Secondary Education		
C. Exit into Employment		
D. Exit into Advanced Training		
E. Apprenticeship or Military		
F. Receiving WIOA Adult Services at Exit (18-21 year-olds)		

ATTACHMENT #4

PROVIDE A SAMPLE OF YOUR MEMORANDUM OF AGREEMENT DESCRIBING PARTNERSHIPS AND ROLES

ATTACHMENT # 5

CERTIFICATION LETTER FROM SIGNATORY AUTHORITY

CERTIFICATION:

The information contained in this proposal fairly presents the organization and its proposed operating plans and budget for a WIOA funded program. I acknowledge that I have read and understand the requirements and provisions of the RFP and that the organization is prepared to implement the project/program as specified in this proposal.

I further certify that all information contained in this proposal is true and correct and shall be open to verification should the OhioMeansJobs One Stop System desire to do so. I also certify that all costs contained in the proposal are real, allowable, necessary, non-defective, and allocable to the WIOA program and are not of allocable credits, refunds and rebates, and are not a duplication of funds already available or which will be available from other funding sources.

I agree that should this program be funded, our organization will abide by the Workforce Innovation and Opportunity Act (WIOA) rules and regulations, state and local policies applicable to the law, regulations and plans for administration.

I certify that I am authorized to sign the attached proposal and to commit this organization to the provision of services contained therein.

Finally, I do hereby certify that this organization is not currently in any stage of formal bankruptcy proceedings.

Authorizing Official's Name and Title Social Security Number OR Taxpayer ID Number

Authorizing Official's Signature Date

ATTACHMENT # 6

SERVICE PROVIDER CONDITIONS / REQUIREMENTS

In submitting this proposal, the provider agrees to the following conditions and requirements of the request for proposal and any subsequent contracts awarded as a result of the same:

1. Proposers are to follow the guidelines contained in this document when preparing their response to the proposal.
2. Proposals must be prepared in accordance with applicable federal, state, and local laws and regulations governing WIOA. (A copy of the Workforce Innovation and Opportunity Act and its implementing regulations can be obtained through the website <http://www.doleta.gov/WIOA>.)
3. All proposals submitted will be subjected to the following procedures:
 - a) Proposals will be reviewed by raters drawn from the three OhioMeansJobs member counties, consisting of staff and other individuals selected for their experience in working with the program target groups.
 - b) Recommendations will be developed by the OhioMeansJobs Evaluation Committee and submitted to OhioMeansJobs County Boards which will forward their recommendations to the Area 7 Youth Committee then submitted to Area 7 Workforce Investment Board for final approval.
 - c) Proposers will be notified, in writing, as to whether their proposals were approved or not.
 - d) Proposers who are approved for funding must enter into a formal contract for services.
 - e) Budget/contract negotiations will be conducted by the awarding member county or its designated representative(s).
 - f) All contracts for services must be approved by the Boards of County Commissioners.
 - g) When determined in the best interest of OhioMeansJobs or its member counties, contracts will be awarded to that proposer(s), whose proposal, including any amendments to the proposal developed through negotiations, is most advantageous to OhioMeansJobs. While price is always a factor, it may not be the controlling or most significant factor. The proposer(s) that is awarded a contract must be responsive to the RFP and must also be judged responsible.

4. The Request for Proposal (RFP) does not commit the OhioMeansJobs, its member counties, County Boards, or Area 7 WIPB to award a contract or to pay cost incurred in the preparation of a proposal. OhioMeansJobs reserves the right to accept or reject any or all proposals received, to negotiate services, service mix and costs with proposers, and to cancel in part or in entirety this RFP. The funding levels and regulations given are tentative and subject to change based on our funding and regulations from the WIOA. The OhioMeansJobs One Stop System, County Boards and Area 7 WIB will review each proposal with respect to price, provider's administrative program capabilities, and conformance to the RFP criteria.
5. Proposers submitting proposals which are not selected will be notified, in writing within 60 days of the proposal due date.
6. The contents of proposals submitted by successful proposers will become part of the awarded contract and funding will be contingent upon their agreement to the provisions included herein and the formal contract.
7. Successful proposers will not receive any new contracts until all financial transactions and closeout packages are completed for contracts already ended for similar services.
8. Contractors will be prohibited from disseminating products developed under contract with the OhioMeansJobs counties without the prior written consent of the OhioMeansJobs One Stop System.
9. All press releases, brochures, flyers, print ads, posters, public service announcements, reports and newsletters related to services under this Agreement shall recognize the OhioMeansJobs One Stop System, its member counties, County Boards or Area 7 WIPB as a funding source and shall be cleared with the OhioMeansJobs One Stop System prior to release.
10. Contractors must participate in program evaluation and monitoring conducted by OhioMeansJobs Area 7 WIPB or its authorized representatives. This may include the disclosure of information defined as "proprietary" by the contractor in the event such information is required by state/federal auditors and reviewers.
11. The Contractor shall operate and comply with the program described in the curriculum of this proposal which will be included as a part of the contract. Any deviation from the curriculum and staffing as defined in this proposal must be approved, in writing, by OhioMeansJobs, its member counties, County Boards or the Area 7 WIPB. Changes will be made a part of the contract. Failure to gain such written approval shall constitute a breach of contract. The OhioMeansJobs One Stop System and its member counties reserve the right to impose sanctions, up to and including termination of the contract, in the event of a breach of contract.
12. Any expenditures or performances which exceed the amount agreed upon are the Contractor's sole responsibility and shall not entitle the Contractor to additional payments or benefits under the contract.
13. The Contractor shall inform the OhioMeansJobs One Stop System, in writing, regarding the receipt of additional funding which will have an affect upon the quality or

cost of providing training/services under the contract. The OhioMeansJobs member county, upon receipt of this information, maintains the right to disapprove or negotiate costs.

14. If a contract is disallowed after payment has occurred, the Contractor shall repay the amount of the disallowance to the OhioMeansJobs awarding county within 30 calendar days from the date of notice, or on a written alternative schedule determined by the OhioMeansJobs member county. If the Contractor violates or permits violation of contract terms or conditions, the Contractor shall repay to the OhioMeansJobs member county the amounts of funds directly related to the violation.

Whichever is applicable, the Contractor shall include one of the following with RFP: a certification of Accountability by an independent accountant, latest audited financial statement prepared by an independent accountant with applicable footnotes, or a copy of the most recently completed audit.

Authorized Representative's Signature

Date

ATTACHMENT #7

MANAGEMENT ASSURANCES

The OhioMeansJobs One Stop System and its member counties will enter into contracts only with organizations which provide reasonable assurance in their applications that they are capable of managing, operating, monitoring and reporting according to federal and state guidelines, and standards of usual and customary business practices. This shall include:

1. Sufficient capability to operate the program.
2. Assurance that any proposed work sites meet the requirements of the OhioMeansJobs One Stop System, County Boards, Area 7 WIPB policies and WIOA rules and regulations.
3. Making available for review and monitoring the names and qualifications of their officers, directors, and managing personnel and those of any affiliates or subsidiaries who have operational or fiscal responsibilities for the WIOA program services contracted for.
4. Making available a list of all programs for which they are receiving financial assistance during the last three years and that they have substantially complied with the requirements, procedures and objectives of such programs.
5. Assurance that no information available showing substantial non-compliance with WIOA regulations, or if there is, they shall include an acceptable plan to correct such deficiencies.
6. Assurance that all personnel will have the basic training in the applicable WIOA requirements and regulations for the program being funded prior to the program beginning.
7. Assurance that internal policies meet state and federal guidelines regarding EEO and provide for fair and reasonable employment practices.
8. The proposer agrees to pay for "Reasonable Accommodations" for handicapped persons. As stated in the Federal Register, Volume 45, Number 196, page 66710, this means "the changes and modifications which can be made in the structure of a job or employment and training program, or in the manner in which a job or an employment and training program is conducted, unless it would impose an undue hardship on the operation of the recipient's program. Reasonable accommodations may include:
 - a) Making the facilities used by the employees or participants in the area where the program is conducted, including common areas used by all employees or participants (such as hallways, restrooms, cafeterias, and lounges) readily accessible to, and usable by, handicapped persons; and
 - b) Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters, and other similar actions.

Authorized Representative's Signature

Date

ATTACHMENT # 8

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of _____
Name of Organization

to provide equal employment opportunity to all persons regardless of race, color, creed, religion, sex, age, national origin, physical or mental handicap, political affiliation, belief, marital status, arrest or conviction record, public assistance status, or veteran's status. Therefore, this organization will take Affirmative Action to ensure that we will:

1. Train in all job classifications regardless of the above differences.
2. Make program decisions that are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
3. Incorporate our equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, company sponsored training, education and tuition assistance, career development, upgrading, demotion, and promotions.

The success of an Affirmative Action program requires maximum cooperation between the management and its employees.

To obtain these objectives, _____
Name

will serve as the Equal Employment Opportunity Representative for our organization. The above named person will be responsible for working with the OhioMeansJobs Centers and staff on all EEO matters and for monitoring and evaluating this organization's success in achieving Affirmative Action goals.

Authorized Representative's Signature Date

ATTACHMENT # 9

OTHER FUNDS AVAILABLE DISCLOSURE FORM

Identify any other funds which may be used to pay for the training cost or employment of the WIOA student. Indicate the **TOTAL COST OF TRAINING** and the impact of the other funds on the cost to WIOA funds from the OhioMeansJobs One Stop System. If there are no other funds available then the proposer should check the box below. (Other grant includes state and federal grants, such as the Ohio Instructional Grant and PELL Grant, as well as scholarships)

No other funds are available that can be used to support the training and/or services proposed in this proposal. Therefore, the training and services proposed cannot be provided without the WIOA funds requested from the OhioMeansJobs One Stop System.

Authorized Representative's Signature

Date

ATTACHMENT # 10

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE NEXT PAGE OF THE RFP).

- 1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- 2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Signatory Authority for Proposing Agency

Signature

/_____
Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntarily Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normal, possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.