



## **NOTICE OF CORRECTION TO POSTED REQUEST FOR PROPOSAL YOUTH PROGRAMS**

**Please be advised that the recently posted Youth Program RFP contained inaccurate information regarding the date that the proposal must be submitted. The correct date is December 21, 2020, no later than 4:00 p.m. A revised RFP package has been posted to the website as of 12-14-2020 and supersedes the previous posted information.**

**If you have a question regarding this notice, please contact Cindy Nelms at [cnelms@swapte.org](mailto:cnelms@swapte.org)**



## **Southwest Alabama Partnership for Training and Employment**

hereby invites qualified entities to respond to the attached

### **Request for Proposals for YOUTH Activities Funded Under Title I of the Workforce Investment Act**

Ladies and Gentlemen:

You are invited by the Southwest Alabama Partnership for Training and Employment (SWAPTE) to submit proposals in accordance with the requirements of this request to provide employment & training services to low income In-School Youth age 17 to 24 that are eligible to participate in programs funded under Title I of the Workforce Innovation and Opportunity Act. The full Request for Proposal package can be downloaded via [www.swapte.org](http://www.swapte.org) and is also available by mail if requested. The current Youth program specifications which must be applied to determine eligibility for participants in this program are contained in this package at Part B at Section B.8., B.9., and B.10. Policy guidelines related to providing these services are also available for review or download at [www.swapte.org](http://www.swapte.org).

All proposals submitted in response to this request **must be received** by SWAPTE **no later than** 4:00 PM (local prevailing time) on **Monday, December 21, 2020** and should be submitted in accordance with item A. 10. of this package.

This request does not commit SWAPTE to award any grant or contract, to procure any goods or services, or to pay any costs incurred by a Proposer in the preparation or delivery of any proposal. We reserve the right to accept or reject any or all proposals, to negotiate with all qualified Proposers and to cancel (in whole or in part) this request if we determine that such is in our best interests.

The funding of any proposal is contingent upon the availability of federal funds.

We look forward to the receipt of meritorious proposals.

Sydney G. Raine  
President

### **Contents of this Request for Proposals**

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Part C:	Proposal Evaluation Process and Criteria Sections C.1 to C.3	pages 13 to 14
Response	The RFP Response Package- forms and instructions for submitting your proposal	pages 15 to 24
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Attachment		
A)	WIA General Assurances - Contract boilerplate on requirements for compliance, documentation, reporting, etc.	

## **Part A: General Information and Instructions**

### **A. 1. Background on the Southwest Alabama Partnership for Training and Employment (SWAPTE)**

Southwest Alabama Partnership for Training and Employment serves as the administrative entity for employment and job training programs conducted under the Workforce Innovation and Opportunity Act. SWAPTE is an area made up Baldwin, Escambia, Choctaw, Clarke, Conecuh, Mobile, Monroe, Washington and Wilcox counties.

The Board of Directors of SWAPTE is a volunteer body of individuals from business, organized labor, human services and education that serve to oversee and set policy with regard to WIOA-funded activities in these counties. By law, a majority of the Board's membership must be people from the private sector (business and industry).

The Southwest Alabama Partnership for Training and Employment was created through an agreement between the Alabama Department of Commerce, the Governors' office and the Presidents of the County Commissions who select and appoint the members of the Workforce Development Board.

### **A. 2. Purpose of this RFP**

The purpose of this RFP is to solicit proposals for the conduct of activities and services related to providing comprehensive workforce development services to In-School Youth (age 17 to 21) residing in the SWAPTE service area. This RFP seeks services, for WIOA eligible Youth who are In-School. At present this definition applies to youth who are documented as being in one of the following categories: Section 129 of WIOA and the specifications detailed at Sections B.8, B.9 and B.10 in this package. SWAPTE is required to utilize 25% of the WIOA funding for Youth to serve in-school youth. In addition, all programs must allocate a minimum of 20% of their funding to work based learning activities. This RFP seeks vendors to provide services for WIOA eligible Youth. At present this definition applies to youth who are living in low income households that are below 70% LLSIL, and who are documented as being in one of the following categories:

### Out of School Youth

Not attending any school

Not younger than 16 or older than 24 **and** one or more of the following:

- A school drop-out
- 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.
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual **and** is (a) basic skills deficient or (b) an English language learner.
- An individual who is subject to the juvenile or adult justice system
- A homeless individual, a runaway, in foster care or has aged out of the foster care system or a child eligible for assistance under section 477 of the Social Security Act or in an out-of-home placement
- An individual who is pregnant or parenting
- A youth who is an individual with a disability
- A low-income individual **and** who requires additional assistance to enter or complete an education program or to secure or hold employment.

### In-School Youth

Attending school (as defined under law), including secondary and postsecondary school:

Not younger than 16 or older than 21 at the time of enrollment

Household income below 70% LLSIL **and**

One or more of the following:

- Basic skills deficient
- An English Language Learner
- Under the jurisdiction of the judicial system
- Homeless
- Runaway
- Currently in foster care or has aged out of foster care
- Eligible for assistance under Section 477 of the Social Security Act, or in an out of home placement

- Pregnant or parenting
- Has a disability
- In need of additional assistance to complete an educational program or to secure or hold employment. (WIOA Section 129 (a)(1)(c)) \*\*

\*\*Use of this barrier must be approved by the Southwest Alabama Partnership for Training and Employment prior to enrollment.

### **A. 3. Proposal Constitutes Offer**

By submitting a proposal, the Proposer agrees to be governed by the terms and conditions as set forth in this RFP and any subsequent changes in program regulatory requirements.

### **A. 4. No Obligation to Southwest Alabama Partnership for Training and Employment**

Neither SWAPTE, nor any agent thereof can obligate resources by responding to any Proposer prior to the completion of the review and selection process.

### **A. 5. Amendments**

Verbal comments or discussions relative to this RFP cannot add, delete, or modify any of its written provisions. Any amendment of this RFP will be issued by SWAPTE in writing.

### **A. 6. Specifications Mandatory**

The Proposer must meet all the specific requirements set forth in this RFP to be considered as having offered an acceptable proposal.

### **A. 7. Proposers Questions**

Written questions concerning this RFP may be submitted to SWAPTE, Attn: Ms. Cynthia Nelms, V.P. Planning and Contracts via fax at (251) 432-1004 and may also be forwarded via e-mail to [cnelms@swapte.org](mailto:cnelms@swapte.org) and the answers will be provided via the [www.swapte.org](http://www.swapte.org) website.

### **A. 8. Multiple Proposals**

Proposers may submit more than one proposal. Each proposal must satisfy the requirements of this RFP and include complete budget information. If alternative proposals are submitted, such alternatives must be clearly labeled and identified on the cover page of each proposal document. The reason(s) for each alternative and its comparative benefits should be fully explained. Each proposal submitted will be evaluated on its own merits.

### **A. 9. Receipt of Proposals (date/time)**

Proposals must be in the hands of the Southwest Alabama Partnership for Training and Employment **no later than 4:00 PM** (local prevailing time) on **December 21<sup>st</sup>**.

By U. S. Mail to:  
SWAPTE  
Attn: Youth RFP  
515 Springhill Plaza Court  
Mobile, Alabama 36608

By Hand Delivery to:  
SWAPTE  
Attn: Youth RFP  
515 Springhill Plaza Court  
Mobile, Alabama 36608

All Proposers must allow sufficient delivery time to assure that SWAPTE **receives** proposals on or before the closing date/time. **Postmarks or Courier Service pick-up receipts will not be considered.** Any proposal received after the established closing date/time will be disqualified. No proposals will be accepted via fax machine transmissions or e-mail.

#### **A. 10. Proposal Submission Format**

Proposers should submit, in a single sealed package, one (1) original and five (5) copies of each proposal for a total of six. The original proposal should bear the signature of the officer of the proposing entity who is authorized to bind the proposer. This proposal should be stamped or otherwise annotated so that SWAPTE can easily identify which document bears the original signature.

The proposal cover sheet (signature page) should be **Page One (1)** of the proposal document and all subsequent pages should be consecutively numbered in the lower right corner. The proposal should be presented as a *single volume* and then *stapled*, or *spring clipped* in its upper left corner. Use standard 8.5" x 11" white paper for all pages. **Please do not submit proposals in any elaborate binders or portfolios.**

#### **A. 11. Proposer Qualifications**

The Proposer must, upon request of SWAPTE, furnish satisfactory evidence of its ability to successfully provide the proposed services in accordance with the terms and conditions of this Request for Proposals. SWAPTE reserves the right to conduct a pre-award survey to aid it in making a final determination of the Proposer's ability to perform. [See Part B.13 and 14] Proposers should note that the provision of the services specified in this RFP requires substantive knowledge and understanding of the Workforce Innovation and Opportunity Act and its implementing regulations. The Department of Labor maintains an Internet website at [www.doleta.org](http://www.doleta.org) that provides valuable information about WIOA and related Youth issues. Directives that establish policy for the WIOA program in Alabama can be found at <http://www.madeinalabama.com/workforce-and-training/workforce-initiatives/tools-and-resources/governors-workforce-innovation-directive/>

#### **A. 12. Proposal Costs**

The Proposer must bear all costs associated with the preparation and delivery of any proposal and any costs associated with any subsequent discussions/negotiations pursuant to any proposal.

### **A. 13. Confidential Information**

The proposal evaluation and selection process is confidential and all proposals are exempt from public disclosure until the process is completed. Should a proposal contain information which the Proposer considers privileged or proprietary, those applicable pages of the proposal should be visibly marked as **Confidential**. Information legally deemed confidential will be exempt from public disclosure to the extent allowable under applicable WIOA law and regulation.

### **A. 14. Price Not Determinate**

The Southwest Alabama Partnership for Training and Employment reserves the right to provide funding for the proposal(s) that it deems are most advantageous to its program and is not bound to fund any proposal based on price alone. SWAPTE reserves the right to reject any or all proposals.

### **A. 15. Discussions**

SWAPTE reserves the right to conduct discussions with Proposers whose submissions appear eligible for funding to seek clarification in order to assure a full understanding of the proposal. Proposers will be accorded fair and equal treatment with respect to any opportunity for discussions and revisions concerning their proposals. Revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers.

## **Part B: Scope of this Request for Proposals**

### **B. 1. Rationale for this RFP**

The Southwest Alabama Partnership for Training and Employment (SWAPTE) seeks services to create a comprehensive framework of available services for eligible Youth in accordance the goals, objectives and requirements detailed in Title I of WIOA and its implementing regulations. This RFP specifically seeks to identify programs able to best serve WIOA eligible Youth. Part B, Section B.8, B.9 and B.10 provide the specifics of the services SWAPTE is seeking.

### **B. 2. Eligible Proposers**

Any public entity, private non-profit entity or private for-profit entity meeting the qualifications



outlined in this RFP may apply. Contract awards shall only be made to qualified entities that are able to comply with WIOA administrative standards.

### **B. 3. Service Area**

Unless otherwise specified by SWAPTE, all Youth to be served in programs funded pursuant to this RFP must reside within Alabama with a focus on the workforce region 7.

### **B. 4. Participant Eligibility**

Youth will be screened for eligibility for the program and meet all other applicable criteria to receive services with WIOA funds. Youth served with WIOA funds must be:

In-School Youth:

Attending school (as defined under law), including secondary and postsecondary school:

Not younger than 16 or older than 21 at the time of enrollment

Household income below 70% LLSIL **and** one or more of the following:

- Basic skills deficient
- An English Language Learner
- Under the jurisdiction of the judicial system
- Homeless
- Runaway
- Currently in foster care or has aged out of foster care
- Eligible for assistance under Section 477 of the Social Security Act, or in an out of home placement
- Pregnant or parenting
- Has a disability
- In need of additional assistance to complete an educational program or to secure or hold employment. (WIOA Section 129 (a)(1)(c)) \*\*

\*\*Use of this barrier must be approved by the Southwest Alabama Partnership for Training and Employment prior to enrollment.

**OR**

Out of School Youth:

Not attending any school

Not younger than 16 or older than 24 **and** one or more of the following:

- A school drop-out
- 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.

- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual **and** is (a) basic skills deficient or (b) an English language learner.
- An individual who is subject to the juvenile or adult justice system
- A homeless individual, a runaway, in foster care or has aged out of the foster care system or a child eligible for assistance under section 477 of the Social Security Act or in an out-of-home placement
- An individual who is pregnant or parenting
- A youth who is an individual with a disability
- A low-income individual **and** who requires additional assistance to enter or complete an education program or to secure or hold employment.

### **B. 5. Fund Availability**

All activities pursuant to this RFP and any resulting contractual agreement(s) are contingent upon WIOA Youth funds being made available to SWAPTE by the Governor of Alabama and the United States Department of Labor.

### **B. 6. Non-duplication -- No Substitution**

Programs operated with WIOA funds should provide services and activities that are in addition to those already available in the area. WIOA funds should not be used to substitute for or to supplant other existing funds currently being used to provide services/activities similar to those being sought by this RFP. The Program Narrative in the RFP Response Package includes an item for proposers to provide assurances that the program being proposed for WIOA funding will provide services and/or activities that are in addition to those already existent in the area.

### **B. 7. Period of Performance**

Proposers should develop their program designs to conform to an *initial period of performance* of 12 months. SWAPTE reserves the right to revise the final schedule for program activities as needed. The budget proposal should project the costs for the initial 12-month period of the contract. A budget for the subsequent year will be requested and reviewed in the final quarter of the first year in the event SWAPTE opts to renew the contract.

SWAPTE reserves the right to **extend/renew** its initial contract for services for up to *one* (1) *additional* 24-month period. SWAPTE's decision to extend/renew its contract for services (if agreeable to the service provider) will be based upon a determination of:

- ⊖ The continued need for the specific services.
- ⊖ The availability of WIOA funds.
- ⊖ Satisfactory performance by the service provider during the initial period.
- ⊖ Negotiation of a satisfactory budget for the renewal/extension period(s).

## **B. 8. Program Design Specifications**

The design framework for services to Youth should at a minimum include resources to;

Provide for each youth to be evaluated for eligibility by SWAPTE/WIOA staff and provide for an assessment using the TABE (test of adult basic education) of each youth participant that meets the requirements of WIOA Section 129(c) (1) (A) and includes a review of the service needs of each youth.

Develop service strategies for each youth participant that meets the requirements of WIOA Section 129(c) (2) (A&B), including identification of a career goal. Programs must consider the assessment results for each Youth; and provide remediation to those youth who test below the 9<sup>th</sup> grade level in Math and/or Reading.

Programs should provide preparation for post-secondary educational opportunities, linkages between academic and occupational learning, preparation for employment, effective connections to intermediary organizations that provide strong links to the job market and employers and/or a direct link to employers.

SWAPTE anticipates that the above activities will be initiated in collaboration with the Alabama Career Centers. More detailed assessment, service strategy development, and referral/case management may be conducted by individual program operators. The final configuration of the program design framework may be determined through negotiations between SWAPTE and selected program operators.

The law requires that programs funded by the Southwest Alabama Partnership for Training and Employment must make available to Youth program participants the following.

- 1) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities or for a recognized post-secondary credential leading to secondary school completion.
- 2) Alternative secondary school offerings, or dropout recovery services as appropriate
- 3) Paid and unpaid work experiences that have as a component academic and occupational education which may include,

Summer employment opportunities and other employment opportunities available throughout the year

Pre-apprenticeship programs, internships, and job shadowing

On-the-job-training opportunities

Occupational skills training which shall include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with the in-demand occupation in the local area.

- 4) Leadership development opportunities which may include community service and peer centered activities encouraging responsibility and other positive social and civic behaviors as appropriate.
- 5) Support services
- 6) Adult mentoring for the period of participation and a subsequent period for a total of 12 months after the completion of participant
- 7) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral as appropriate
- 8) Financial literacy education entrepreneurial skills training; services that provide labor market and employment information about in demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration.
- 9) Activities that help youth prepare for and transition to postsecondary education and training

**Important Note:** WIOA mandates that the above program elements be provided to all participants when indicated by assessment results. However, WIOA funds are insufficient to provide all required elements. Participants may be referred to other entities in the community for receipt of services not provided by the WIOA-funded program operators. Programs should include information about agencies to which they plan to refer participants.

## **B. 9. Areas of Special Interest in Program Design**

WIOA Requirement -The legislation requires that each program allocate at least 20% of their budget to work based learning activities. These costs can be stipends, wages, support services and other costs directly linked to participants accessing work-based initiatives including staff time dedicated to work experience.

## **B. 10. Areas of Interest in Targeting WIOA Resources**

In providing services to **In-School Youth**, SWAPTE is particularly interested in programs that find creative ways to partner with businesses to develop a program plan that provides outreach to the target population while overcoming the stigmas associated with the risks that trigger eligibility. The ideal program will aid students secure experience within the workplace including work experience and when appropriate, academic assistance in improving skills needed to succeed in

securing and retaining unsubsidized employment.

Programs should include strong job development & placement services and/or effective strategies for placement of participants in post-secondary or advanced training programs. Programs should provide Youth with linkages to opportunities for employment that lead to self-sufficiency and to other workforce training opportunities (vocational training, apprenticeship programs, etc.).

WIOA requires that no more than 25% of available Youth resources be targeted to provide services to **In-School Youth**. In considering the needs in this region, SWAPTE reserves the right to devote more than 75 % of its Youth funds to programs serving Out-of-School Youth.

### **B. 11. Performance Standards**

The work to be performed under this RFP shall be done to the satisfaction of the Workforce Development Board. The Workforce Development Board will be the sole body determining the acceptability of service provider performance. This section depicts WIOA mandated performance outcomes for Youth programs and the target standards that SWAPTE has set for its Youth programs.

#### **WIOA YOUTH COMMON MEASURES:**

Employment Rate 2 <sup>nd</sup> Qtr. after Exit	67.8%
Employment Rate 4th Qtr. after Exit	67.5%
Median Earnings	\$2,795
Credential Attainment within 4 Quarters after exit	45%
Measurable Skills Gain	47%

### **B. 12. Agreement Type**

All proposals must present a line-item budget using the forms included with this RFP. Grants or contracts awarded pursuant to this RFP will be cost reimbursement unless a different type of agreement is determined by SWAPTE to be more advantageous. A contract for services will be entered into between the selected service provider(s) and SWAPTE on behalf of the WIOA grant recipient that will codify all of the program elements and the final budget. Once a contract is in place, modifications will only be made in response to a written request from the provider to SWAPTE.

### **B. 13. Proposer Administrative and Fiscal Capabilities**

As a part of the evaluation and award process the SWAPTE may conduct a pre-award survey to assess the Proposer's ability to conduct the program from the standpoint of its administrative and fiscal control capabilities. The Board expects that Proposers will have in place or agree to establish the following:

- a) Personnel/Grievance/Drug Free Workplace/Travel policies
- b) Equal Opportunity/Nondiscrimination policies
- c) Lobbying Activities Certification
- d) Financial accounting and fiscal control policies & procedures
- e) Cost allocation plans, if appropriate
- f) Approved indirect cost rates established as required by the governing entity of the program provider, if applicable
- g) Annual Financial Audit

Other requirements may also apply depending upon the type of organization and other terms and conditions established pursuant to applicable WIOA regulations. Before proposals are finalized, any discrepancies concerning the above elements that are not resolved through negotiations will be brought before the Workforce Development Board for final resolution.

#### **B. 14. General Requirements for Program Operators**

Included as **Attachment A** within this RFP package are SWAPTE's current Assurances and Certifications applicable to WIOA grants and contracts. Potential proposers should review these provisions to familiarize themselves with the legal and regulatory requirements that provide the framework for the operation of a WIOA funded program. There are also Circulars from the Office of Management and Budget (OMB) that outline allowable expenditures with which you should be familiar.

### **Part C Proposal Evaluation Process and Criteria**

#### **C. 1. Evaluation Process**

Proposals will be reviewed, evaluated, and selected in accord with the requirements detailed within this part:

- a) Proposal that have been received on or before the established deadline date/time, are substantially responsive to RFP Response Package requirements and are properly endorsed by an authorized signatory of the proposing entity will be evaluated.
- b) The Southwest Alabama Partnership for Training and Employment staff conducts a detailed technical and cost/price review of proposals based upon the criteria included within this part of the RFP package. Staff evaluations are advisory in nature and are not binding upon the SWAPTE Workforce Development.
- c) Proposals and staff evaluations/comments will be reviewed by a sub-committee of the Workforce Investment Board responsible for oversight of training programs for SWAPTE. The committee will make final recommendations to the Workforce Investment Board regarding which proposals are worthy of funding.
- d) SWAPTE, with the approval of the Chief Elected Officials Workforce Investment Area,

will make the final decision regarding which proposals, if any, are worthy of funding.

Selections are made based upon determinations of which proposal(s) is/are most advantageous to SWAPTE in fulfilling WIOA plans and designs, taking into consideration technical quality, price, the mix of programs & services SWAPTE desires to provide specific services and other relevant factors. WIOA funds are limited and not all meritorious proposals can be funded.

- e) The award of any contract(s) is contingent upon successful negotiations to conclude any cost or technical changes to a proposal that may be required by SWAPTE.

Proposers are advised that discussions may be needed to clarify certain aspects of a proposal to assist in evaluations. The occurrence of any discussions should not be viewed by the Proposer as an indication that any proposal(s) is/are being viewed favorably or unfavorably.

Proposers are advised that notification of a favorable review or any invitation to participate in negotiations is no guarantee that any contractual agreement will be consummated. SWAPTE may stipulate that contracts not be awarded unless the proposers accede to certain technical or cost/price changes. Accordingly, SWAPTE reserves the right to:

- ə Negotiate costs and/or prices to enhance cost effectiveness. The dollar amount of any resulting contract will not necessarily match the dollar amount of the budget in the proposer's original proposal. Any and all costs are subject to negotiations.
- ə Negotiate the technical aspects of a proposal in order to fulfill SWAPTE goals and objectives and/or to assure compliance with WIOA law, regulation, and policy. The technical aspects of any resulting contract will not necessarily match the technical aspects of the proposer's original proposal. Technical aspects subject to negotiation include but are not limited to services to be provided, program design, target groups, service levels, delivery schedules and performance goals.

Proposers are advised that this RFP is used only to solicit offers. Nothing herein shall be construed to obligate SWAPTE to accept any offer, fund any proposal or award any contract, nor pay for any costs incurred for proposal preparation or presentation. SWAPTE reserves the right to:

- a) Accept or reject any or all proposals.
- b) Cancel this RFP (in whole or part) if it deems that it is in its best interests to do so.
- c) Amend and/or revise this RFP at any time prior to the RFP deadline date.

## **C. 2. Notification to Proposers**

SWAPTE will provide written notice of final decision(s) regarding this RFP once all evaluation and final selection steps are concluded.

### **C. 3. Protests**

Proposers who may be aggrieved by the selection process may file a formal protest. Protest procedures are on file at the offices of the Southwest Alabama Partnership for Training and Employment.

Proposers must provide SWAPTE with written notice of an intent to protest. Such notice must be received by SWAPTE within 15 working days of the date of the notification letter referenced in the preceding section.

Protest procedures are established to provide recourse to proposers who think that their proposal did not receive proper consideration. Proposers entering a protest should be prepared to document specific factors (e.g. conflict-of-interest, nepotism, etc.) and/or specific violations of WIOA law or regulation which put the aggrieved proposer at a competitive disadvantage. Protest procedures are not intended to be an avenue for airing disagreements with the decisions reached by SWAPTE. Proposers should not protest simply because they believe their proposal to be superior to the one(s) selected. SWAPTE reserves the right to refuse to consider any protest that does not identify specific procedural shortcomings or violations of applicable law or regulation.



## **RFP Response Package General Instructions**

Following this page are the forms and instructions you will use to submit your proposal.

From this point forward the lower right hand page numbers 21 through 32 herein are only for maintaining the order of this package. You should number the pages of *your responding proposal* in accord with the instructions below.

The completed and signed **Youth Proposal Cover Sheet** should serve as the cover sheet for your complete proposal response.

Your response to the **Program Narrative** should begin with **page 1**. Follow the program narrative outline and address each item (I through XI). Please number all remaining pages in your proposal in the bottom right corner.

Following the Program Narrative, submit a completed **Line Item Budget** form [page 21 in this package] and a **Budget Narrative**.

Following the Budget Narrative, include the completed **Proposing Agency Qualifications** checklist and the **Proposer's Representations and Certifications** [pages 26 to 28 in this package].

### **The order of your proposal should be:**

The **Youth Proposal Cover Sheet**

The **Program Narrative** will begin on page 1.

The **Line-Item Budget** form will follow the end of the program narrative.

The **Budget Narrative** will begin on the next page following the budget form.

The **Proposing Agency Qualifications** checklist follows the budget narrative.

The **Proposer's Representations and Certifications** follows the checklist as the final item in your response.

**Make sure your proposal is signed and dated on the Cover by an appropriate official of your agency!!**

## **Youth Program Proposal Cover Sheet**

Proposer Identification: (organization's legal name and address)

Employer Tax ID #:

Contact Person: (name/title/phone/fax)

Title and descriptive summary of the proposed program in 200 words or less:

Total participants to be served: \_\_\_\_\_ Total WIOA funds requested: \$ \_\_\_\_\_

### **Certification:**

The information contained in this proposal fairly represents the operational plans and funding necessary to conduct the program described in this package. I acknowledge that I have read and under-stood the requirements of the RFP and that my organization is prepared to implement the program proposed herein. I further certify that I am authorized to sign this proposal on behalf of my organization and that this proposal constitutes a firm offer for 120 days from the closing date established in the RFP.

Signature/date:

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Typed name and title:

**Program Narrative** Begin as the first page of your response package immediately behind the completed proposal cover sheet. This narrative will be the heart of your proposal. Please provide a comprehensive narrative explanation of your proposed program. Please use the outline delineated here and address each item, I) through XI):

I) Summary: Open with a concise summation of your program.

Who will the program serve; where will the services be offered, what will it do; how will it do it and what outcomes will Youth achieve because of participation?

II) Target: What plans do you have to identify and enroll the target population?

How many youth will you serve?

What linkages, partnerships or existing collaborations do you have or plan to initiate to achieve full enrollment?

Other special criteria/circumstances in order to enter the program?

Discuss in this section, specific recruiting and enrollment strategies that clearly describe how you will assure that your program serves the number of youth intended to benefit.

III) Design How will your program fit into the required Design Framework?

Your program will be required to use the TABE assessment tool that reports results in terms of grade equivalency. A minimum of one Educational Functional Level (EFL) improvement is required to receive credit for a meaningful skills gain.

How will your program provide required linkages? [See section B.8]

IV) Services: What services/activities will your program provide?

Discuss the services and activities your program will provide, based upon the WIOA **Program Elements** (see section B.8.).

What/which elements will be provided by your program with WIOA funds?

What activities/services will be provided within each element?

How and why will these activities/services achieve program goals?  
How will your program assure that Youth have access to the WIOA elements that your program *will not* provide? What resources can you refer youth to for access to these elements?

Youth programs are **required** to budget 20% of the dollars requested for Work Based Learning (WBL). WBL wages are paid through an agreement between SWAPTE and Family Guidance which manages the payroll and workers compensation process for all youth who are engaged in WBL jobs or who receive stipends or incentive dollars.

V) Outcomes

What successful outcomes will Youth achieve via your program?

Identify and quantify outcomes to be achieved during the contract period as a result of the services your program will provide. Discuss your understanding of the performance measures required by WIOA and your plan for documenting and tracking these outcomes.

Placement into and retention of employment?

Achievement of a GED or another credential? Be specific.

Entry to post-secondary education, apprenticeships, other training?

Discuss in this section the schedule for pre- and post-testing and explain your plan for those enrollees who need remediation.

[See section B. 11.]

VI) Format:

How and when will the program's services/activities be delivered?

Discuss how the Youth will receive the program's services/activities.

Identify the duration of the program and its elements including the minimum amount of program participation required for each youth served in order to achieve the desired results.

Is delivery individualized or is it based on classes/groups?

How many participants will enter/exit the program each quarter?

[Participant entry/exit schedules may be incorporated into the narrative but a separate timeline for program activity should also be included.]

Attach copies of the curriculum, certificates of completion and other forms and documents you will use in the delivery of these programs. In the case of certificates of successful outcome, explain the basis for the awarding of each.

VII) Personnel

Who will deliver the program's activities/services?

Discuss the personnel/staff to be committed to the program.  
List job titles and discuss qualifications & experience  
Will staff already on board be assigned to the program if funded?  
Will staff be hired only if the program is funded?  
Identify any subcontractors and what they will do.

VIII) Location      Where do you plan to deliver the program's activities/services?

Specify the proposed site(s) for service/activity delivery.  
If not specified, indicate what kind of facilities will be required.  
Will youth have to be transported between/among sites?

IX) Non-duplication      How is this program distinct from existing Youth programs?

If you already provide the services/activities proposed herein, explain how and why this program does not duplicate your existing initiatives and/or does not use WIOA to substitute for other available funds.

If the services/activities proposed herein are available elsewhere in the area, explain how and why this program will be an addition to those other initiatives and not a duplication/substitution.  
[See section B.6.]

X) Experience      What makes you qualified to deliver this program?

Indicate why you can/will be successful in conducting this program.  
Describe how your history & mission are relevant to program aims.  
Discuss experience with other Youth programs.

XI) Management      How will you manage and administer this program?

Describe how you propose to assure proper management and administration of the program to meet WIOA requirements.  
What office/unit/division of your agency will supervise the program?  
Who will be responsible for participant record keeping?  
Who will be responsible for financial reporting?

Include in your proposal, a calendar/timeline that clearly identifies program milestones and activities assuming a February 1<sup>st</sup> start date and a 12-month operating timeline. (Note that possible renewal of any program is usually done on an annual basis. This Youth initiative will likely run for 18 months prior to evaluation for renewal). Include on this timeline when you will complete

enrollment or how many youth you will have enrolled at the end of each quarter. Also show reporting activity, financial invoicing and other events that will occur during the program. This timeline should clearly communicate anticipated program activity on a month-by-month basis in a concise format. This timeline should be included as an addendum to the proposal and will not count against the page count of the proposal.

Please try to limit your narrative response to items I) through XI) in the outline to no **more than 20 pages**. Copies of forms, documents, certificates, etc. should be attached as an addendum and will not count against the page count.

**COSTS**                      What will be the cost for your program?

Complete the **Proposed LINE-ITEM Budget for Youth Programs** form on the following page to provide SWAPTE with information on the costs of your proposed program. Support this form with a detailed Budget Narrative in accord with the definitions and instructions that follow the budget form.

**Facsimiles** of this budget form that you create on your own word processing or spreadsheet software are allowable and will be accepted.

**Proposed LINE-ITEM Budget for Youth Programs**

Service Provider: \_\_\_\_\_

Program Title: \_\_\_\_\_

<b>Line Item Cost</b>	<b>Program Services</b>	
Staff Compensation	\$ _____	
Staff Fringe Benefits	\$ _____	
Travel/Transportation	\$ _____	
Facility Costs	\$ _____	
Communications	\$ _____	
Supplies	\$ _____	
Equipment	\$ _____	
Contractual	\$ _____	
Other Direct Costs	\$ _____	
<b>TOTAL COST:</b>	\$ _____	[sum of 1 thru 10]

Proposers should prepare a **Budget Narrative** to providing back-up details that support and explain each cost element and how each was calculated.

Example:                   Travel \$0.50/mile X 600 miles = \$300

Use the following **Line-Item Component Definitions** to provide supporting back-up in the manner requested. Please clearly number and label each **Line-Item Cost** in the narrative and provide information as requested in the Back-up Detail.

### **Line-Item Component Definitions for Use in Preparing the Budget Narrative**

#### **Staff Compensation**

Compensation in the form of salaries or wages to employees of the Service Provider for work performed under the program. Compensation for employees working for this program should not exceed the compensation for similarly situated employees of the Service Provider working under other programs and should be consistent with usual and customary personnel policies concerning employee compensation.

Back-up Detail:

List by job title and name (if known) every employee that will be working on the program and paid with WIOA funds. For full time staff, indicate basis for pay (salary/hourly wage/etc.) and show total compensation for each job title/person. For part time staff, indicate % of time devoted to the program, basis for pay and show total compensation for each job title/person.

#### **Staff Fringe Benefits**

Fringe benefit costs for employees of the Service Provider listed online PGS # 1 as working under the WIOA program. This may include FICA, Unemployment Compensation, Workers Compensation, Insurance and Retirement benefits. Benefits provided should be consistent with the Service Provider's usual and customary personnel policies concerning the provision of benefits.

Back-up Detail:

For all employees listed under Staff Compensation, identify the various fringe benefits to be



provided and explain how the benefits total was calculated. Indicate if some employees will *not* receive certain benefits and if so, why not.

### **Travel & Transportation**

Cost for local travel or out-of-area travel by the Service Provider's employees in connection with work performed under the program. May include automobile mileage, fees, fares, tolls, other transportation charges, meals, lodging, per diem payments, etc. Travel for the program should be managed and paid for in a manner consistent with the Service Provider's usual and customary policies concerning employee travel on official business. Also include here any travel/transportation costs associated with program participants (such as field trips).

Back-up Detail:

Explain how the total was calculated by depicting various components of the total such as mileage reimbursement, meal allowances, out-of-area travel, conference fees, etc.

### **Facility Costs**

Costs for building space and/or grounds necessary to fulfill the purposes of the program. May consist of rental or lease payments made to a third-party landlord, or payment of depreciation charges or use allowances for building space or grounds owned by the Service Provider.

Other costs paid separately in support of the facilities used by the program. May include, but not be limited to, costs for electricity, gas, water/sewer, waste disposal, pest control, security alarms and moving expenses. Also, allowable costs for minor repair/ upkeep or alteration that may be the responsibility of the program under its lease terms.

Back-up Detail:

Explain how the total was determined by depicting anticipated costs of the various elements contained in the definition. Any request for funds related to the use of facilities owned by the Service Provider must include an explanation of how such charges were calculated.

### **Communications**

Costs for local and long-distance telephone service or other data transmission service. May include costs for service installation and repair or service relocation. Also includes costs for postage, express mail services, overnight delivery services, facsimile services, etc. Costs associated with advertisements, program outreach and/or public relations should also be included here.

Back-up Detail:

Explain how the total was determined by depicting anticipated costs of the various elements

contained in the definition.

### **Supplies**

Consumable property and low-cost non-consumable property for use by the program staff and/or participants. May consist of:

- a) Costs for books, instructional supplies, and training aids, teaching materials or other consumable materials to be used by or for participants in order to carry out program objectives.
- b) Costs for office supplies or desktop supplies to be used by program staff and/or participants.
- c) Costs for the purchase of low-cost non-consumable property needed for the program. Normally, non-consumable items having an acquisition cost of less than \$ 5,000 per unit are classified as supplies rather than equipment.

Back-up Detail:

Explain how the total was determined by depicting anticipated costs of the various elements contained in the definition.

### **Equipment**

Normally, equipment is defined as non-consumable tangible property having an acquisition cost of \$ 5,000 or more per unit and an expected useful life of one year or more. Such items must be procured competitively. Costs for equipment may consist of:

- a) Costs for the outright purchase of equipment needed to carry out the program. Equipment purchased with federal funds is considered to be the property of the funding agency. \*
- b) Costs for the rental or lease from a third party of equipment needed to carry out the program.
- c) Payment of depreciation charges or use allowances for equipment owned by the Service Provider and used in the program.
- d) Costs associated with payments for equipment maintenance & service agreements, equipment installation or relocation or the repair or upkeep of equipment owned by the Service Provider but used in the program.

\* Note:SWAPTE reserves the right to make purchases of equipment through its own procurement system.

Back-up Detail:

Explain how the total was determined by depicting anticipated costs of the various elements contained in the definition. Indicate if items are to be acquired through purchase, rental/lease, etc. If there are charges for equipment owned by the Service Provider, explain how such charges were calculated/determined.

### **Contractual**

Cost for services rendered to the program by third parties (people not employed by the Service Provider) paid by the Service Provider through subcontract or fee-for-service arrangements. May also include fees to outside consultants, seminar leaders, guest speakers, etc.

Back-up Detail:

Explain how the total was determined by depicting anticipated costs of the various elements contained in the definition. Explain how the proposed cost/price of any subcontracted services was determined. Identify any known subcontractors. If unknown, explain the process you will use to procure the services of a qualified subcontractor.

### **Other Direct Costs**

Any other direct costs necessary to carry out the program that cannot otherwise be classified in another direct-cost line item should be included on this line and fully explained.

Back-up Detail:

Clearly identify and explain all other direct. All other direct costs must meet allowable cost guidelines applicable to WIOA funded programs.

### Proposing Agency Qualifications

Please complete the following checklist: Make check marks and/or circle Yes/No responses, or fill in blanks, as applicable to any particular question or information request.

Type of Agency: (check)

- |  |  |
|--|--|
| <input type="checkbox"/> Public School     | <input type="checkbox"/> Municipality/County Government      |
| <input type="checkbox"/> Two Year College  | <input type="checkbox"/> Private Not-For-Profit Organization |
| <input type="checkbox"/> Four Year College | <input type="checkbox"/> Commercial FOR-PROFIT Organization  |
| <input type="checkbox"/> State Agency      | <input type="checkbox"/> Other (please specify below)        |

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Are you licensed or registered to do business in Alabama? **YES NO**

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Are you now --or in the past two years have you been-- obliged to **repay** any costs incurred by your agency under any federal assistance program that were subsequently **disallowed** as a result of any **audit or other review**? **YES NO**

If **YES**, explain the circumstances on a separate sheet inserted behind this item.

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Does your agency's financial unit have experience in fiscal controls and financial accounting procedures related to expending Federal Funds pursuant to **Generally Accepted Accounting Principles** (GAAP)? **YES NO**

Can your financial system report expenditures of WIOA funds on an accrual basis?  
**YES NO**

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Within the past year, what percentage (%) of your agency's total revenues have been derived from grants and/or contracts made possible through Workforce Innovation and Opportunity Act (WIOA) funds?

\_\_\_\_\_ %

What was the date of your agency's last independent audit? \_\_\_\_\_

Name of audit firm/agency? \_\_\_\_\_

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### **Proposer's Representations and Certifications**

Please complete the following items:

The Proposer hereby represents and certifies, as an integral part of this proposal, that:

- A) It is a regular dealer in the services it is offering or proposing pursuant to its response to this RFP.
- B) It operates as: (check) \_\_\_\_\_ an Individual, \_\_\_\_\_ a Partnership, \_\_\_\_\_ a Corporation incorporated under the laws of the State of \_\_\_\_\_ or \_\_\_\_\_ as an agency or instrumentality of government.
- C) It is/ \_\_\_\_\_ is NOT \_\_\_\_\_ owned or controlled by a parent company. If so owned or controlled, it represents that its parent company's name and address is:
- D) It has not employed or retained any person or company that has, or would cause to have, a **conflict of interest** with the Southwest Alabama Partnership for Training and Employment in connection with this RFP.
- E) It **has** \_\_\_\_\_ /**has NOT** \_\_\_\_\_ **agreed** to pay to any person or firm a fee, commission, percentage, gift or any other consideration contingent upon, or resulting from, it being awarded a contract pursuant to this RFP. And, if having agreed to any such payment, it has included behind this item a written explanation to describe in detail the facts surrounding such a payment, including the name of the person/firm and the reason(s) for such payment, so that SWAPTE may make a determination of any **conflict of interest**.
- F) It can fulfill any requirements identified in this RFP and that its proposal includes all costs to SWAPTE that are necessary for, and incidental to, its total performance under this proposal, and any possible contractual agreement pursuant to this proposal.
- G) It has read the SWAPTE RFP instructions and Statement of Work solicitations included in this RFP, and its proposal is made in accordance with those RFP provisions.
- H) It has made no attempt, nor will it attempt, to influence or induce any other person or firm to

submit, or NOT submit, a proposal in response to this RFP, for the purposes of restricting competition.

- I) The prices submitted in this proposal have been arrived at independently; without consultation, communication, or agreement(s) between or among any other person(s) or firm(s) for the purposes of restricting competition.
- J) Unless otherwise required by law, its prices submitted in this proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed to any other person(s) or firm(s) prior to any possible contract award.
- K) The personnel that are responsible for the decision(s) as to the prices being offered in its response to this RFP have not participated in, and will not participant in, any action(s) contrary to subsections (H) through (J) of this item.
- L) To the best of its knowledge and belief, its cost and/or pricing data submitted in response to this RFP are accurate, complete and current as of the date of signature by the Proposer's RFP Signatory Official.
- M) That its signature by its properly authorized Signatory Official on the RFP Response Package **Cover Sheet** constitutes its representation and certification to SWAPTE of the truth and accuracy of the statements and responses under this item, to the best of its knowledge and belief in and its capacity to undertake if funded the activities described in the proposal in a timely manner consistent with the submitted timeline and budget.