



REQUEST FOR PROPOSAL
WORKFORCE INVESTMENT ACT
TITLE 1B OLDER (OUT-OF-SCHOOL)
YOUTH PROGRAM

July 1, 2007 – June 30, 2008

Office of Economic Development
work2future – San Jose One Stop
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work2future

Mission

The work2future mission is to meet business and individual needs for a skilled workforce and to help each stay competitive in a rapidly changing environment.

Vision

work2future envisions that through our collective efforts individuals will lead successful and fulfilling lives and we will foster industry growth and stability.

Guiding Principles

These are the strategy drivers around which we focus our policy development, strategy deployment, and service and budgetary mix. The entire work2future Strategy can be found at www.onestoppartners.org.

- Maximizing Performance while serving those most likely to benefit.
- Engaging Job Seekers and Business as co-equal customers.
- Full Commitment to Continuous Quality Improvement (CQI).
- Serving as a Catalyst to meet large unmet need.

REQUEST FOR PROPOSAL TIMELINE

RFP Release Date	February 22, 2007
Technical Assistance Conference	March 8, 2007; 2:00 PM
Deadline and Location to Submit Proposal (Proposals received after this deadline will not be opened.)	April 1, 2007; 5:00 PM work2future San Jose One-Stop 1290 Parkmoor Ave San Jose, CA 95126 Attn: Fran Vader, Analyst
Evaluation of proposals/Interviews	April 2 – April 20, 2007
Award of Contract	May 17, 2007
Final Contract Negotiation	June 1, 2007
Contractors' Training	June 1 – June 30, 2007
Services Begin	July 1, 2007

Note: All dates subject to change; any changes and all Technical Assistance Conference minutes, questions, and answers will be posted at: www.sjeconomy.com and www.onestoppartners.org.

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Section 1. OVERVIEW

1.1 Introduction

This request for proposal (RFP) solicits interest and provides a framework to assess the qualifications and workplan for providing intensive case management services at the San Jose, Morgan Hill, and Gilroy One-Stops, partner affiliate sites, and/or work2future approved satellite locations, for eligible out-of-school youth, ages 19-21.

work2future anticipates that a minimum of two older, out-of-school youth services providers will be funded: one in the South County area (Gilroy, San Martin, Morgan Hill), and one in the Central County area (San Jose, Campbell, Los Gatos, Saratoga, Los Altos Hills, Monte Sereno). Alternatively, work2future will consider funding one or more providers that will offer services in both the South County and Central County areas.

Service providers must maintain a full-time (40 hours per week) presence sufficient to meet the needs of the clientele, and be effective partners, in all three One-Stops.

The length of service for each participant is dependent upon the needs of the individual; however, the Workforce Investment Act (WIA) legislation is clear in its intent that long-term intervention is the key. To ensure that work2future meets its State-mandated performance measures, this Request for Proposal encourages year-round program interventions for periods lasting up to 12 months in length, with an additional 12 months of follow-up as required by WIA. Workplans will provide a continuum of care with active participant involvement throughout the life of the service intervention.

Intensive Services shall be provided through either a single agency (“Agency”) or through Collaborative partnerships (“Collaborative”). Each Agency or Collaborative must propose to offer all WIA Intensive Services as required by the Workforce Investment Act (WIA). Services must be provided in compliance with all WIA laws and regulations, which can be found at www.onestoppartners.org.

If services are provided through a Collaborative, the Collaborative shall consist of a Lead Agency and one or more Partners; A Lead Agency must represent each Collaborative. A Memorandum of Understanding (MOU) for each Collaborator is required. All MOUs shall include, at a minimum, the components described in section 4.2. A sample MOU is provided in Appendix B.

A Lead Agency will be responsible for ensuring that Collaborators meet or exceed State-mandated performance goals and Common Measures for work2future’s Service Delivery Area. The State performance measures and Common Measures for Older Youth can be found at www.onestoppartners.org. work2future may impose additional performance measures above those required by the State.

Only proposals submitted by an eligible Agency or Lead Agency will be funded; qualified organizations may fall within any of the following categories:

- Community-Based Organizations (CBO)
- Public Agencies
- Labor Organizations
- Business & Trade Associations
- Governmental Organizations
- Private For-Profit Businesses
- Private Non-Profit Organizations
- Educational Entities

The contract period is July 1, 2007 through June 30, 2008 with a one-year extension. Contract can be extended up to a total of five (5) years, based on successful performance and quality index results for each year.

1.2 Strategy

The ultimate goal of the work2future Older Youth Program is to provide activities for WIA-eligible older youth that increase their employment, retention, earnings, and occupational skills for local growth occupations.

These are the strategy drivers around which we focus our policy development, strategy deployment, and service and budgetary mix. The entire work2future Strategy can be found at www.onestoppartners.org.

- Maximizing Performance while serving those most likely to benefit: We will continue to serve a client base with high barriers to employment. Over 88% of our clients are low-income and 75% have a high school diploma or less. work2future must continue to adapt its systems and internal policies and procedures to reach those with higher barriers to employment, while still preserving its performance outcomes. We believe we can still meet all our U.S. Department of Labor outcomes and continue to serve clients with multiple barriers to employment.
- Engaging Job Seekers and Business as co-equal customers. We must understand the needs and be able to serve both customers in order to meet our mission. work2future has pursued these diverse avenues with a firm belief and commitment that businesses can be effectively served by individuals living in historically underserved areas when they are provided with the appropriate training, counseling, and other support. It is incumbent that work2future work with and refer job seekers prepared to meet the needs of business.
- Full Commitment to Continuous Quality Improvement (CQI). Fluctuations in funding and changes to economic conditions and governing rules and regulations are inevitable and must be dealt with quickly and strategically. work2future is committed to a CQI approach that addresses all organizations and all levels of staff and management. We are committed to being a “learning organization” and

will continue to develop and apply the tools that allow us to learn from all levels of staff, our partners and our customers.

- Serving as a Catalyst to meet large unmet needs. Given the tremendous scale of need existing in our community, we must build and work through partnerships to leverage resources and expertise to optimize use of our own scarce resources. work2future seeks to target its resources to address the needs of older, out-of-school youths with higher barriers, or multiple barriers, to self-sufficiency. These targeted low-income youth populations include:
 - Homeless youth
 - Youth aged out of Foster Care

In light of funding available to work2future relative to the need that exists within the community, more points shall be awarded for workplans that target and focus available resources on services for older youths with higher or multiple barriers to self-sufficient employment. work2future is also interested in supporting those proposals that can clearly demonstrate a focused and statistically demonstrable impact in the community.

Areas of Focus and Intervention

The following areas of focus and intervention embrace and support the guiding principals. The implementation and work plan derive and connect back to these “pillars.”

- **Comprehensive Performance Management:** work2future met or exceeded all 15 of its DOL performance outcomes during FY 05-06. The State performance measures for Title 1 Older youth can be found at www.onestoppartners.org. Beginning last year the organization formally geared up in anticipation of a new set of performance indicators, known as Common Measures. Efforts included revising its payment and contractual framework with its youth service providers, coordinating many training programs, and instituting internal reporting and monitoring systems.

The contract with the successful Agency or Lead Agency to provide intensive case management services to WIA-eligible Older Youth will be a minimum of 30% performance-based. **The performance-based portion of the funding is not reimbursed until the performance outcomes have been met.** Proposer’s budget and cost allocation narrative must indicate the ability to sustain the program without the performance-based portion of the funds until the performance-based outcomes have been met.

work2future strongly encourages proposals that demonstrate clear lines of reporting and oversight responsibilities between the proposing Agency or Lead Agency, the subcontractor(s) and other partners, and work2future. The proposal will include substantive detail that will form a basis for any subcontracts, including: 1) scope of work and time frame for completing this work, 2) total hours of instruction and preparation, 3) rate(s) of pay, method of requesting reimbursement, and total maximum reimbursement, 4) method for documenting

performance, and 5) method for documenting compliance with WIA laws and regulations.

- **Business Services:** work2future will continue to respond in 24 hours to a business request for human resource support. Where work2future has and will continue to distinguished itself is by its proactive approach to serving small business, and particularly minority- and women-owned firms. For example, work2future will reach out to the many businesses receiving permits and business licenses to inform them of available services.

Proposers must address the degree to which their employment program will support the needs of local employers in developing a qualified pool of applicants. Therefore, to the fullest extent possible, the training and services supported through this program should reflect the involvement of local employers in defining the training and placement initiatives required to create career paths from entry-level jobs to higher-skill, higher wage positions.

- **Industry Clusters:** work2future has identified eight (8) growth industries to direct a majority of its resources (funding, information, universal and intensive services) to inform youth and older youth clients of occupations and required skills sets. These Industry Clusters will be updated annually based on current growth and occupational trends, include:

- Bioscience
- Software and Information Technology
- Health Care
- Financial Services
- Construction and Trades
- Public Sector
- Retail
- Hospitality and Tourism

work2future will focus on developing customized training programs with employers in these Industry Clusters and will seek to provide to its clients information and counseling on local demand occupations. **At least 85% of client placements will be in occupations within these industry clusters.**

- **One-Stop Integration:** One clear example of where work2future has chosen to work through partnerships to meet the need is with respect to its one-stop integration effort. The very genesis of the name change to work2future reflects the Board's desire to offer a seamless service network to our job seeking and business customers. Driven by a Continuous Quality Improvement (CQI) approach, the partners strive to integrate their services to allow clients using our one-stops to quickly and appropriately secure the services that best meet their needs.

- **Financial Education:** According to recent Federal Reserve statistics, nearly 50% of low-income households in Santa Clara County spend up to \$1,000 annually at check cashing stores. Similarly, over 25% of those individuals declaring bankruptcy are under the age of 21. Anecdotally, predatory lending in our local areas is crippling the ability, particularly of low-income individuals, to engage in any form of asset accumulation. The difficulty in building and maintaining wealth faced by many of our clients undermines their ability to access training and services offered. Likewise, it creates instability within their households and ultimately at their places of work.

In the spirit of serving as a catalyst and working through partnerships to meet large unmet need, work2future will work with community partners to spin off this program. Over the next two years, it is envisioned that, though work2future will continue to fund a portion of this program, other parties will bring resources to the program, and that other agencies will adopt this program into their core operations.

work2future seeks to encourage youth training and services providers to develop proposals that are (1) creative and innovative, (2) high impact, (3) sustainable, (4) cost-effective, and 5) consistent with the policy priorities established by the work2future Board. We, therefore, encourage proposals that include subcontracting and/or non-financial partnerships to allow leveraging of additional resources through collaboration, and to provide specialized services as needed at each of the three One-Stops. The proposer's program should fit into activities and programs that are being carried out by others within the community, to ensure that these programs do not operate in isolation.

Members of the RFP Rating Panel may not be familiar with your (or your partners') organization, its mission, operating plan, or targeted population. Therefore, it is important to provide sufficient information, as specifically requested in Section 3, in the proposal, as it will be the major source of data for funding decisions.

1.3 RFP Process Information

1.3.1 Contact Information

The primary point of contact for information on this program is:

Fran Vader, Analyst

fran.vader@sanjoseca.gov

Questions concerning this RFP, the application process, or programmatic issues, should be submitted e-mail to Fran Vader prior to Technical Assistance Conference on March 8, 2007.

Contact information is provided above; however, work2future cannot assist proposers with the actual preparation of their proposal. During the period of time between the publication date of the RFP and the deadline date to submit technical RFP questions, work2future will only respond to technical questions about the RFP submitted by e-mail.

1.3.2 Technical Assistance

Following release of the RFP, work2future will provide general guidance such as clarifying or confirming information that is a prerequisite to the offer of an award, but not guidance in actually preparing your proposal. Technical assistance will not be available after March 22, 2007.

1.3.3 Submittal of Proposals

Proposals will be received at the work2future One-Stop reception desk, 1290 Parkmoor Ave., San Jose, CA 95126. Proposals received prior to the submittal deadline will be screened for compliance with the following format specifications:

- Proposers will submit one original, six (6) unbound typewritten copies, and one electronic copy of the Proposal Narrative, the Program Budget, the Program Operating Plan and the Program Cost Allocation Narrative, on 3.5" diskettes, or on a CD, in MS Word (6.0 or more recent) format, in a sealed envelope via hand delivery or certified mail.
- All narratives (and charts within the narratives) will be typed in Arial (regular, not narrow) or Times New Roman font, 12-point size or larger, on 8 ½ "x 11" pages. Allow 1" for all margins. Due to page limitations, **proposers may be disqualified** for providing narratives with font sizes smaller than 12-point.
- All narratives will be single-spaced, single-sided, and numbered sequentially throughout, including page numbers on all attachments. Proposals will be single-stapled or clipped. No bound inclusions will be submitted as part of the proposal.
- All proposers must provide information regarding any assistance provided by a grant writer and/or persons not affiliated with proposer. Information shall include the name, title, address and telephone number of the grant writer and/or person. Give a detailed description of grant writer's responsibility and involvement should the proposer be awarded a contract.

1.3.4 Review and Rating of Proposals

work2future Fiscal and Program staff will screen all proposals accepted prior to the submittal deadline for (1) compliance with the format specifications of the RFP described above, and (2) completeness as shown in Appendix A, Proposal Checklist. Proposals not in compliance with either of these criteria may not be forwarded to the RFP Rating Panel.

Members of the RFP Rating Panel will be screened to ensure that there is no direct financial benefit to them, their organizations and/or employers, or any member of their immediate families, as a result of the award of contract.

Each member of the RFP Rating Panel will evaluate all proposals passing work2future's format and completeness thresholds for the clarity of their response to three basic evaluation criteria as outlined in Section 3.2.

work2future may conduct oral interviews with proposers to further clarify and evaluate proposal details.

After the members of the Rating Panel have individually reviewed all proposals forwarded from work2future staff, the panel will meet to present individual justifications for scores assigned to each proposal; depending on the outcomes of these discussions, reviewers may or may not adjust their individual scoring. In the final analysis, reviewer scores will be averaged to determine the final score for each proposal.

1.3.5 Recommendation to the Youth Council, Executive Committee, and work2future Board

Following the RFP Rating Panel's evaluation of the technical merits of each proposal against the RFP evaluation criteria, the Project Analyst will provide the Youth Council Committee with evaluation documentation to include the aggregated RFP Rating Panel scores, proposal rankings, and an assessment of the relative strengths, weaknesses, and risks of each of the rated proposals.

work2future reserves the right to fund all or portions of a proposal, to award a contract to a proposer for only a portion of the proposed services, and/or to provide services in-house. The proposed budget will not necessarily be the funded amount.

A proposal shall not be forwarded to the Youth Council Committee for funding consideration if it:

- Contains misrepresentation or lack of accurate and specific information by a proposer, or
- Fails to achieve a minimum combined score of 45 points for "Qualifications and Experience" (35 points possible), and "Project Narrative" (35 points possible).

Only proposals that have met the minimum threshold requirements as specified in this RFP will be forwarded for consideration to the work2future Youth Council Committee, and subsequently, to the Executive Committee or work2future Board of Directors. All recommendations by the work2future Executive Committee will be forwarded to the work2future Board of Directors for their approval of the final award(s).

1.3.6 Contract Negotiation with Successful Proposer(s)

After all proposals have been rated and ranked, and recommendations have been approved by work2future, all successful proposers will be required to participate in negotiations to determine the specific terms of the Agreement and budget. If work2future cannot successfully conclude negotiations with the selected proposer or where a selected proposer fails to provide work2future with requested information by June 1, 2007, work2future reserves the right to begin negotiations with the next-highest rated proposer.

During the contract negotiation phase of the RFP process, the successful proposer(s) will be required to attend an Orientation to work2future Services, to ensure seamless integration with other work2future programs and services.

Proposals will clearly state the name and title of the person proposer designates to conduct contract negotiations.

1.4 Definitions

Definitions of key words, phrases, and concepts may be found at:
www.onestoppartners.org.

Section 2. SCOPE OF SERVICES

2.1 Introduction

This section of the RFP will specify the locations where services will be provided, the services requested through this RFP, a description of the program components, and the populations to be served through these programs.

work2future requires proposing entities to have 24 months of experience within the 60 months prior to the submittal deadline in providing all of these services to out-of-school older youth:

- Outreach and recruitment
- Academic and employability assessments
- Intensive counseling and case management
- Connection to needed community resources
- Supportive services assistance and referrals
- Job development services
- Job placement and referrals
- Occupational Skills Training

work2future reserves the right to provide all or a portion of the services requested in this RFP and/or to change the service model to have one or more proposer provide case management services and one or more proposer provide Occupational Skills Training.

2.2 work2future Service Delivery Area

The 1998 Workforce Investment Act, or WIA, requires coordination of services to assist older youth in preparation for the workforce. work2future was formed to serve the employment needs of the communities within the Local Workforce Investment Area (LWIA). The work2future service delivery area includes the cities of Gilroy, Morgan Hill, Los Gatos, Monte Sereno, Saratoga, Los Altos Hills, Campbell, unincorporated areas of Santa Clara County, and San José. Business and WIA-eligible client services are provided at work2future's One Stop Centers, partner affiliate sites, and/or work2future - approved satellite locations.

2.3 Services requested through this RFP

2.3.1 WIA Program Overview

Program goals are (1) occupational training leading to employment, (2) placement and retention into unsubsidized employment, and (3) Basic Skills Deficiency remediation. The following services will be required:

- Outreach and recruitment
- Orientation to WIA Youth services
- Academic and employability assessments

- Intensive counseling and WIA case management
- Eligibility verification and documentation
- Connection to needed community resources
- Supportive services assistance and referrals
- Job development services
- Job placement and referrals
- Occupational training leading to employment in identified growth Industry Clusters and other local demand occupations
- Follow-up services and activities for the 12 months following exit, as required by WIA
- Occupational training leading to employment in identified growth Industry Clusters and other local demand occupations
- Development of Individualized Service Strategies (ISS)
- Basic Skills Deficiency remediation referrals
- Financial education
- Connection to needed community resources

Active participation from employer partners must be demonstrated in all aspects of the training plan, including recruitment and selection of trainees, development of curriculum and training materials, implementation of the training, and the monitoring and evaluation of the trainees and overall results. WIA's Core Program Elements, including **Financial Education**, will be made available through either the work2future Youth Services Provider List or through the proposer's and/or partners' organizations.

The 19-21 year old youth may be co-enrolled as an Adult, to meet individual goals.

WIA Reauthorization legislation may require changes to the current WIA eligibility requirements, performance measures, formula funding calculation methodologies, core program elements, percentage of funds currently mandated for Out-of-School youth (OSY) services, and other program parameters. In order to minimize impact to programs through revisions of Federal requirements at the time Reauthorization is finalized, work2future is (1) requesting services for youth ages 19-21, and (2) establishing new Core Program Elements including **Financial Education**, and performance measures for youth. Please see Appendix B, Program Operating Plan. Contractors will be required to adjust their programs to be in compliance with the finalized Federal requirements.

work2future anticipates that up to \$1.2 million will be available to provide case management and occupational training services to 250 Older Youth, subject to receipt of projected FY '07-'08 funding allocation.

WIA requires that access to the services listed below must be made available to all eligible older youth:

1. Tutoring, study skills training, and instructions leading to secondary school completion, including dropout prevention strategies.
2. Alternative secondary school services.
3. Paid and unpaid work experiences, including internships and job shadowing.
4. Occupational skills learning for Labor Market Information-identified occupations.
5. Leadership development opportunities such as activities that encourage positive social behaviors and soft skills, decision-making, teamwork and other related activities.
6. Supportive services (linkage to community services, childcare, housing assistance cost, transportation, medical services referral, uniforms and any other appropriate work attire and work related tool costs, safety shoes, and protective eye gear).
7. Adult mentoring for the period of participation.
8. Guidance and Counseling, which may include drug and alcohol abuse counseling and referral.
9. Twelve months of follow-up services, i.e. regular contacts with the participant/employer, assistance to get a better job, tracking the progress of youth in employment after training, adult mentoring etc.
10. On-the-job training.
11. Financial Education. Please note that this Program Element is also a work2future policy priority.

2.3.2 Program Elements

The proposer will provide a detailed description in the Project Narrative regarding how objectives will be met for each of the following WIA elements:

a. Outreach

Outreach activities are crucial to support work2future's Strategy Guiding Principle to serve as a catalyst to meet large unmet needs. Proposals will describe how outreach to older, out-of-school youth participants will be conducted, at what frequency, and how participants in the targeted areas of need within the community, such as low income, homeless, and youth aged out of foster care, will be informed of the availability of WIA services. To determine whether youth will be considered in-school or out-of-school at the time of their enrollment in your proposed program, please go to: <http://www.onestoppartners.org/files/Decision%20Chart%20Youth%2006.pdf> for a definition of WIA Out-of-School versus In-School Youth.

b. Tutoring, study skills training, and instruction leading to completion of secondary school including dropout prevention strategies

Basic and remedial education will consist of classroom training in reading and mathematics, with a focus on literacy and numeracy skill gains for individual participants. The training may be provided in a traditional classroom setting, in a small group or individualized setting, and/or self-paced computer-based setting. Certified teachers (or equivalent) will provide all basic and remedial education.

c. Work Readiness Training

Participant progress toward Work Readiness goals shall be measured in terms of increases in career opportunity awareness and positive work habits and attitudes that assist the participant in demonstrating an understanding of the world of work and employer expectations.

Individual work readiness goals may include:

- Work Preparedness - Includes the skills needed to help older youth transition into adulthood. Skill deficiency in these areas would undermine the individual's ability to secure and hold a job and become a productive citizen. Examples of these skills are: opening a bank account, time management, conflict resolution and cultural diversity awareness. They also include work habits and behaviors such as regular attendance, communication skills, accepting constructive criticism, reliability and assuming responsibility. This category also includes the development of effective coping and problem-solving skills and self-image improvement.
- Work Maturity - Includes skills needed to keep a job and progress in employment. Also includes the continual development of self-image that allows an individual to accept increased responsibility, complete complex tasks and show initiative.

d. Occupational Skills Training (OST)

Occupational Skills Training consists of one or more courses or classes, or a structured regimen, that upon successful completion, leads to: (a) an associate or baccalaureate degree, or (b) a nationally recognized credential certifying the acquisition of skills or competencies needed for a specific job or jobs in work2future Board designated eight growth-industry clusters. (Proposers should focus on two areas – one low end/one high end). Retail will not be one of the focus industry clusters; however, it is expected that proposers will include a plan for employment in all of the eight industry clusters.

e. Tutoring, study skills training, and instruction leading to completion of secondary school including dropout prevention strategies

Basic and remedial education will consist of classroom training in reading and mathematics with a focus on literacy and numeracy gains of individual participants. The training may be provided in a traditional classroom setting, in a small group or individualized setting, and/or self-paced computer-based setting. Certified teachers or equivalent will provide all basic and remedial education.

f. Financial Education

As a consequence of the changing structure of our economy, financial knowledge has become not just a convenience but also an essential survival tool. A lack of financial knowledge can contribute to the making of poor financial choices that can be harmful to both individuals and communities. Without an appreciation of money concepts and an understanding of financial options, people are likely to pay more than they have to for financial services, fall into debt, damage their credit records, and over-invest in some financial products while under-investing in others. Individuals primarily low-income and immigrant families that lack basic financial skills become more vulnerable to sudden economic shocks such as health emergencies or unexpected job losses. As part of the work2future strategy financial education is an integral part of insuring that our participants are well versed and knowledgeable in financial education

Proposals should show how your organization or agency will provide information on Financial Education to all clients that will be served through this RFP.

Upon receipt of award contractor will coordinate with work2future Financial Education Coordinator **to develop a written plan** and to ensure that all participants have an opportunity to enroll and participate in work2future sponsored and approved financial services program.

g. Job Placement within Industry Clusters

The work2future Board has designated eight growth-industry clusters on which its resources will be focused

- Bioscience and Biotechnology
- Health Care
- Hospitality and Tourism
- Retail
- Software
- Financial Services
- Construction and Trades
- Public Sector

85% of all job placements must be within above designated Industry Clusters.

In partnership with employers in these industry clusters and other fields with demand occupations, work2future fosters coordination among educational providers and community-based organizations to develop creative solutions in order for industry and individuals to move forward.

2.3.3 Case Management Services

Case management services to be provided through the proposed program will include:

- Enrolling program participants according to WIA requirements and guidelines, including, but not limited to, local work2future policies and procedures in work2future Eligibility Technical Assistance Guide to be found at www.onestoppartners.org. All participant information will be entered into work2future's I-Train database. Participant documentation will be submitted to work2future MIS in a timely manner.
- Maintaining complete and legible records in each participant's case file, including case notes sufficiently detailed to show that participants have been connected to other programs and resources to provide assistance not provided by the proposing entity. Case notes must detail the date and type of each contact, and will describe, at minimum, the progress made by the participant and the case manager toward achieving the goals of the participant and/or program. Contact with each participant should be at least monthly, and more frequently as needed.

Assessments

*One hundred percent (100%) of all youth enrolled in the program **must** be assessed using a standardized grade-level equivalency test for reading and mathematics skills. Qualified examiners must administer the test and the results must be promptly placed in the youth's service file. The test results must indicate if the youth is performing in these areas at or below the standard for the youth's grade level. The assessment will be used to establish a baseline for the participants' subsequent achievement of goals.*

In addition to the academic assessment, each participant will be provided with an assessment of employment skills (occupational skills, prior work experience, employability, interests, and aptitudes). The results of all assessments will be recorded on the Individualized Service Strategy in the participant's case file.

Individual Service Strategy (ISS)

*One hundred percent (100%) of all youth enrolled in WIA Youth program **must** have a documented Individual Service Strategy (ISS) to reflect the needs and goals of the youth as determined by individual assessment. The assessment results will be used by the case manager and program participants to develop goals that are: 1) clearly specified, measurable, and carefully recorded on the Individualized Service Strategy; 2) achievable within the twelve (12) months of proposed program; and 3) mutually supported and agreed upon in writing, bearing both the signature of the participant and the case manager. The ISS will contain a participant's personal information including history of employment, barriers requiring additional assistance, long-term employment and educational*

goals, and short-term goals to be addressed through the proposed program. The case manager will outline a service strategy for each participant, a plan that will show how the proposed program will address the participant's academic and employment goals.

The ISS must be filled out within 10 days of a participant's enrollment into the program. The ISS will require continuous updating and must accurately reflect and record each measurement of the individual's progress while enrolled in the program.

Follow-Up Services and Activities

All youth must receive follow-up services for a minimum of 12 months after completion of participation (exit). The type of follow-up services provided must be based on the identified needs of the youth, and may include leadership development and supportive services, regular contact with a youth participant's employer, assistance in securing better paying jobs, career development and further education, work-related peer support groups, and adult mentoring. Case manager(s) will track the post-exit progress of each program participant for 12 months following exit from the program. On a monthly basis, case managers will submit updated paperwork required with follow-up activities and services. work2future reserves the right to provide these services in-house.

2.4 Eligible Program Participants

WIA Youth Program eligibility guidelines for the Local Workforce Investment Area are published in the work2future Eligibility Technical Assistance Guide, or TAG, available at www.onestoppartners.org.

All participants must be screened for WIA eligibility prior to enrollment. A referral system must be in place for youth who are determined not eligible for WIA services.

If it has been determined that an Applicant is WIA eligible and would benefit from program/Intensive Services, then the Applicant should be enrolled into the WIA system. The Applicant becomes enrolled into the work2future programs at the time he or she is determined eligible. At this point the Applicant becomes a "Participant." Enrollment takes place when enrollment documents have been completed and entered into work2future management information system (MIS). MIS will provide technical assistance to assist in preparation of enrollment and other documents to be submitted. work2future staff will maintain records indicating error rates on all documents entered into work2future MIS. Error rates will be used by work2future in the on-going evaluation of the contractor's performance, with this being a factor in the renewal of the service provider's contract for the second year.

As the title implies, OSY are predominantly out-of-school youth. These are youth who (1) are dropouts, (2) have limited or no English skills, (3) lack high school diploma/GED, and/or (4) have high school diploma but are basic skills deficient, unemployed, or underemployed. Successful proposals will include and emphasize having the capacity to engage young people with serious behavior issues, offender problems, educational

deficiencies, and/or significant barriers. Services for these youth may be more costly and linkages with other organizations to provide services will be required.

2.5 Quality Index

work²future, in support of the Strategy of Continuous Quality Improvement, has developed a quality index to measure the quality of the services offered to our participants. The successful Proposer will be measured a minimum of once per quarter using the quality index. The complete quality index can be found at www.onestoppartners.org.

2.6 Common Measures

It is expected that all three of the WIA Older (Out-of-School) Youth common measure goals will be achieved as part of the contract. These measures are:

- (1) Placement in Employment or Education,
- (2) Attainment of a Degree or Certificate,
- (3) Literacy and Numeracy Gains

Training on these State-mandated common measures and WIA paperwork requirements will be mandatory for all selected providers. Please refer to www.onestoppartners.org for more detailed information regarding Common Measures.

Section 3. EVALUATION CRITERIA

3.1 Introduction

The Program Workplan Narrative, including a one-page Executive Summary, shall not exceed 25 pages. The Cost Allocation Narrative shall not exceed 10 pages, including the Staffing Plan found in Appendix C, Attachment J.

NOTE: Although submitting pages in excess of the page limit will not disqualify your proposal, work2future will not consider the information on any excess pages, which may result in a lower score or failure to meet a minimum threshold.

Proposals meeting the format specifications will be screened for completeness. In addition to the complete list of required documents and inclusions in Appendix A, Proposal Checklist, please note:

- Proposals not including a Proposal Summary Form with the signature of the authorized representative **may be disqualified.**
- Proposals not including a Memorandum of Understanding (MOU) for each financial partner that addresses all applicable issues on the MOU Template included in this RFP under Appendix B **may be disqualified.**

3.2 Evaluation Criteria

Proposers should prepare their Program Workplan Narratives to address these three basic evaluation categories:

- Qualifications and Experience
- Program Workplan, including Executive Summary
- Cost Allocation Narrative and Budget

Respond to all questions and issues. It is not necessary to repeat the item to which you're responding. Use the Section numbering (3.2.1 through 3.2.3) and the letters in front of the questions/issues to identify your responses; for example, use (3.2.2a) to identify your response to the request for "verifiable evidence of your organization's required 24 months of experience within the 60 months prior to the submittal deadline in serving at-risk youth."

3.2.1 Qualifications and Experience (35 total points possible)

In this section, proposers will answer questions and address the following issues regarding the relevant experience of the organization, key personnel, and proposed partners in providing requested services and implementing the proposed workplan in a timely manner within the award period with seamless integration with prior program. Proposals will include a detailed organization chart for both the program and the organization including the names, titles, and brief job descriptions of key staff. Proposers will show how they will ensure that staff will be in place by July 1, 2007 and services will commence prior to August 1, 2007

3.2.1.1 Organizational Qualifications

- a. Verifiable evidence of your organization's required 24 months of experience within the 60 months prior to the submittal deadline in serving older, out-of-school youth. Please relate your organization's experience in providing each of the required services listed under Section 2.3, relative to the specific population to be served, the types of services provided in the past relative to the proposed services, numbers of people served previously relative to proposed numbers to be served, budgets managed in the past relative to the amount requested in your workplan, and the organization's experience in addressing the specific needs of employers through the design and implementation of job training programs. The more closely the prior experience of your organization and partners resembles the services, client population, numbers of clients, and budget presented in your proposed workplan under this RFP, the more points will be awarded under this sub-factor.
- b. Verifiable evidence of your organization's successful outcomes of prior funding for similar programs serving older, out-of-school youth.
- c. Organization's and partner's recent experience in producing deliverables, appropriate documentation and reports in any previous grant programs funded with work2future or other Federal, State, local or non-profit funds. In assessing points for this sub-factor, work2future reserves the right to take into account your past performance in meeting performance and reporting goals on any previous work2future programs. Proposers that can demonstrate a closer and greater linkage between the expected outcomes of this proposal and their previously generated outcomes will receive higher points for this sub-factor.
- d. How proposer's organizational mission, structure, and staffing plan contribute to the ability of your organization to (1) perform successfully according to WIA, and (2) accept fiscal liability for WIA grant funds. Describe the system your organization has in place to safeguard these funds. How your organization's fiscal system and record-keeping methods adhere to generally accepted accounting protocols to facilitate positive audit results at all times.
- e. Proposer's capacity to effectively track, monitor, and implement internal controls regarding youth progress and program performance. Describe how your organization's internal controls ensure program meets performance measurement criteria in the work2future Quality Index (see section 2.5).
- f. Have your organization or key partners been subject to fines or suspension, been convicted of fraud, or defaulted on any contract? If yes, please explain.

- g. Have your organization or key partners been notified of any recent audit findings, IRS liens, or negative credit reports? If yes, please include these notifications in your Corrective Action Report (see Section 4.3).
- h. Contact information for three references capable of verifying your organization's timely performance under prior contracts.
- i. Describe in detail organization's knowledge relating to: 1) WIA regulations, 2) case management, and 3) policy and procedures.

3.2.1.2 Coordination with Local Programs and Services

- j. Proposer's current and planned linkages to local employers and the value these relationships will bring to your program. Describe your organization's experience in addressing the specific needs of employers through the design and implementation of job training programs.
- k. Description of current and planned community partnerships that will add value to the services available to youth clients and employers in support of work2future and WIA mandated goals.

3.2.1.3 Key Personnel Qualifications

- l. Experience of key staff and of partners' key staff (such as Director, Assistant Director, Fiscal Officer, Program Coordinator, and Case Managers) **relative to their importance in providing activities detailed in the proposed workplan**. Describe the experience of key staff relating to serving the targeted population, types of services, numbers of people served relative to proposed numbers, and budgets managed in the past relative to the amount requested. The more closely the prior experience of your key staff and partners' key staff resembles the services, client population, numbers of clients, and budget presented in your proposed workplan under this RFP, the more points will be awarded under this sub-factor.

For the Director of the project, describe relevant experience in managing projects of similar size, scope and dollar amount. Provide the resumes of key staff to be assigned to the project, detailing their qualifications per specific activity (recruitment, eligibility determination, assessment, etc.), including number of hours of relevant training and any relevant licenses and certifications. Provide job descriptions for key staff yet to be hired.

Please note: the questions and issues to be addressed in this section are intended to show the connection between the qualifications and experience of key staff and the value their expertise will bring to the proposed program. Please do not append resumes of individuals who will not be working on this specific project.

- m. work2future expects that the successful proposer(s) will hire and develop quality staff and implement systems for staff stability and continuity of services. For each proposed staff member, provide the length of

continuous employment by job classification. When responding, please remember to provide dates, job titles, and relevance of past experience to work undertaken by the employee and proposed partners in your workplan.

- n. Qualifications and experience of proposed partners' key personnel, relative to their importance in providing activities detailed in the workplan; please address all issues identified in the above items (l) and (m).
- o. Qualifications of those who will be responsible for internal self-monitoring and for providing program impact evaluation plans.

3.2.2 Program Workplan (35 total points possible)

In this section, proposers will describe their comprehensive system designed to address the needs of the target population identified in the proposal. This factor takes into account the activities to be undertaken, the cost-effectiveness of your proposed program, and the linkages between identified needs and your proposed activities.

Proposers must provide samples of curricula for each activity.

In assessing cost effectiveness, work2future will take into account staffing levels, beneficiaries to be served, a timetable for delivery of services and anticipated outcomes. The RFP Rating Panel will assess outcomes resulting from your proposed workplan for the likelihood it will result in measurable and achievable outcomes. You must include in your proposal a quantitative description of the number of people to be served and the associated outcomes in order to receive points for this rating factor. You will receive a greater number of points if your workplan is consistent with the Board strategy set forth in Section 1.2.

The Program Workplan must explain the value added to proposer's existing programs or services by the activities proposed in response to this RFP, including a comparison of existing and proposed program elements and staffing.

It is important that proposers take into account the differences in the demographics and needs of the client populations and the business communities to be served at each of the One-Stops; successful proposals will clearly indicate what those differences are, and how your staffing and service delivery strategy will be responsive to these differences.

The RFP Rating Panel will examine the proposal to rate the following sub-factors:

- Is the workplan comprehensive and responsive to the items listed in 3.2.2.1 (a) through (n) below under Comprehensive Workplan? How consistent is it with the strategy of work2future? The more comprehensive the workplan, and the more responsive it is to this RFP and to the Guiding Principles and Strategic Interventions of work2future, the more points will be awarded under this sub-factor.

- How collaborative is the proposed workplan? Is the workplan responsive to items (o) through (p) listed below under Collaboration? This sub-factor will address the extent to which a proposed program is coordinated with other ongoing and related activities in each specific One-Stop area with the proposed target population; the purpose of this sub-factor is to insure that, whenever possible, activities are not operated in isolation but are linked with related activities and organizations to improve the overall effectiveness of all efforts being undertaken as part of the workplan. Consideration will be given to the extent to which activities are coordinated with other known organizations and have addressed the described need in a holistic and comprehensive manner through linkages with other activities in each specific One-Stop area that are funded by other local organizations, State or local governments, national non-profits, foundations and business/private industry. The more comprehensive and relevant these activities are, the more points will be awarded under this sub-factor.
- How will the proposed workplan and staffing plan ensure that the specific needs of participants with higher barriers are met in a cost-effective manner? Is the workplan responsive to items (q) through (t) listed below under Linkage between Participant Needs and Planned Activities? How free is the workplan from any potential conflict of interest, specifically regarding the issue of self-referrals? work2future wishes to provide the services actually needed by the youth, as opposed to those services a certain proposer or partner may offer or desire to provide to a participant. The more cost-effective the workplan and staffing plan in terms of meeting the actual needs of those with higher barriers, the more points will be awarded under this sub-factor.

3.2.2.1 Comprehensive Workplan

- a. Proposer will describe a continuous flow of planned services to eligible youth beginning with recruitment through termination and follow-up. Show each of the services bulleted in Section 2.3. **Provide a flow chart of how youth will move through your proposed system, indicating which partner is responsible for each service/activity.** Please include this document in your proposal in the order specified in Appendix A, Proposal Checklist.
- b. Present your timetable for start-up on July 1, 2007, identifying (1) key milestones for achievement of measurable goals and (2) timelines for carrying out these activities. Other things being equal, proposals with a clearly defined workplan that can produce immediate results will receive more points.
- c. What is your strategy to place at least 85% of your proposed program's participants in Industry Cluster occupations?
- d. What will be your strategy to facilitate One-Stop integration of programs and services?

- e. What services will be provided to facilitate and support client participation in Financial Education?
- f. Describe proposer's and/or partners' outreach and recruiting methods, including strategies for recruiting and maintaining contact with out-of-school and special-needs youth. How do these methods demonstrate sensitivity and competency toward the unique needs and cultures of the targeted youth population?
- g. Describe the proposed intake/eligibility certification processes and qualifications of those who will be responsible for providing these services. If your organization has no experience in providing WIA services, explain how you will ensure compliance with WIA regulations.
- h. Describe methods for appropriate service referral for applicants who are not eligible for WIA youth services.
- i. Describe the process for conducting participant assessments. Case management strategies, including the principles, procedures, and practices (methodology) of case management to be provided, proposed case manager-to-participant ratio, anticipated frequency of contact, and how case management staff will link each participant with needed services.
- j. Describe the kind(s) of additional support services that will be provided to participants in addition to direct WIA services; these services include childcare, transportation, mental health, and health care.
- k. Provide an estimate, specific to your target population's anticipated barriers, of the average length of a participant's intervention.
- l. Your workplan will be evaluated to ensure that you and your partners have a mechanism for (1) monitoring and self-assessing your progress in meeting program goals and objectives, and (2) ensuring that the integrity of the use of funds is in accordance with WIA cost allocation and record-keeping requirements, OMB Cost Principles, and the approved program budget.
- m. Your workplan should describe and identify the specific steps that you will take to carry out a self-monitoring function that meets these requirements. Detail the process for utilizing evaluation information in making management decisions and program improvements. Proposers that clearly define roles, responsibilities, and steps to be taken to meet this requirement will receive a greater number of rating points in this category.
- n. Does the workplan address the needs of participating growth-industry cluster employers and support work2future's Strategy of engaging job seekers and business as co-equal customers, (see Section 1.2: work2future Strategy) in terms of available labor supply, skills shortages,

new technology, expansion plans, and other conditions contributing to the need for new employee training? Describe your organization's plan for outreach to and working with local growth-industry cluster employers for job development and placement opportunities.

3.2.2.2 Collaboration

- o. Describe the extent to which your program will collaborate with other local youth programs. How will the lead agency ensure seamless service delivery provided through a multi-tiered system, and maintain interaction and involvement with each other through the duration of this program to assure the continuous improvement of the youth services delivery system?
- p. How will your marketing and branding materials reflect a work2future partnership? Identify your best practices for system integration with other older youth providers.

3.2.2.3 Linkage between Participant Needs and Planned Activities

- q. How closely does the workplan link the needs of the target population with the proposed activities? How do program services and staffing plans vary in response to the different demographics and economic conditions around each of the three One-Stops? **Provide an Organizational Chart showing the lines of responsibility for all proposed staff.** More points will be awarded under this sub factor if individuals are named in the Organization Chart. Please include this document in your proposal in the order specified in Appendix A, Proposal Checklist.
- r. Please provide sample curricula for each activity, including a brief description of how the curricula was designed and the experience your organization has had in providing the curricula to your target population(s).
- s. Does the proposal provide a system of checks and balances to ensure an unbiased assessment of individual needs, and, where applicable, criteria for self-referral?
- t. Provide evidence of (1) leveraging of funds and/or (2) leveraging of in-kind staff time contributions in support of the program. Include "Letters of Firm Commitment" (Please see order of proposal documents in Appendix A) subject only to receipt of funding award, to document cash and/or staff time matches. For in-kind staff contributions, provide the number of individuals, the number of hours, and the specific activities to be performed.

Again, it is essential that your workplan describes the specific accommodations you will provide, through your staffing plan and service delivery strategy, to address the

demographic differences and needs of the client populations and local businesses at each of the three One-Stops in the work2future service delivery area.

3.2.3 Budget and Cost Allocation Narrative (30 points possible)

This factor addresses the extent to which the allocated funds effectively and efficiently address the needs of the participants. In assessing cost effectiveness, work2future will take into account staffing levels, beneficiaries to be served, a timetable for delivery of services and anticipated outcomes. The staffing plan is a key component of the cost allocation narrative.

The RFP Rating Panel will examine the proposal to rate the following sub-factors:

- How will the proposed workplan and staffing plan ensure that the specific needs of Participants with higher barriers are met in a cost-effective manner? work2future wishes to provide the services actually needed by the Participant, as opposed to those services a certain proposer or partner may offer or desire to provide.
- Justify your cost-per-participant ratio in terms of (a) how your program will meet the employment needs of those with high (or multiple) barriers, and (b) how this cost compares with what is paid locally for similar services for hard-to-serve youth. In the Cost Allocation Narrative, please provide: (1) a breakdown of the specific level of staffing per activity (assessment, client contact/case management, self-monitoring, etc.) per location. Please use Appendix C, Attachment J, Staffing Plan Form to present information; (2) a justification of every line item on the proposed budget; and (3) other information as requested in Section 4.3. Administrative costs associated with providing your proposed program shall not exceed 5% of the WIA budget.

3.2.3.1 Cost Allocation Narrative

The proposer will prepare and submit to work2future, as part of the proposal, a Cost Allocation Narrative not to exceed 10 pages, including the Staffing Plan referenced above. A Cost Allocation Narrative is a document which describes: 1) the programs operated by the proposer; 2) how the proposer will identify and accumulate (pool) all shared allowable costs (either shared amongst WIA cost categories and/or amongst all funding sources); 3) the methodology that will be used to allocate shared costs (i.e. based on Participants served); and 4) a description of each line-item, how it relates to services to be provided, and how the estimates were calculated. The methodology used must be in compliance with WIA regulations and all applicable OMB Circulars, and presented in a manner and format acceptable to the work2future. The work2future contract monitor will test the proposer's Cost Allocation Narrative during their fiscal monitoring review.

The proposer will be responsible for all payroll services and responsibilities. Payroll processing may be charged to the Administration category and Worker's Compensation costs to participant fringe benefits under the Participant Cost Category, provided such costs are not excessive.

Proposals representing a higher return on investment, as indicated by a workplan and staffing plan that demonstrably meets the actual needs of those with higher barriers in a cost-effective manner, will be awarded more points under this sub-factor.

Section 4. ADDITIONAL INFORMATION

4.1 Requirements for Contractors without WIA Experience

It is anticipated that contractors without prior experience in operating WIA youth programs will be interested in providing the requested services; these contractors will be required to submit at least one letter of reference from funding sources for which the contractor has previously operated youth programs. The text of this letter shall clearly indicate (1) the performance requirements of the funding source and (2) the degree to which those requirements were met by the proposing entity. **Proposals from entities without prior WIA experience that do not include a letter of reference with the required information on the performance requirements of the funding source and the degree of proposer's compliance with these requirements will be disqualified.**

4.2 Requirements for Collaborators

Proposals submitted without a signed MOU for each proposed partner **may be disqualified.** The MOU must contain, at minimum, the specific activities, services, and support to be provided by each partner, and the responsibilities of each partner in the management, administration, and implementation of the program design. A sample MOU is provided in Appendix B. The MOU will also clarify:

- Full legal name of Collaborator
- Legal type of entity (sole proprietorship, California Corporation, etc)
- City of San Jose Business License Number
- Term
- Scope of Services
- Financial Agreements/arrangements
- Which organization will function as the primary contractor;
- How that organization will carry out its contractual responsibilities;
- How the activities of the subcontractor, including reporting requirements, will be managed by the primary contractor;
- How the primary contractor will ensure subcontractor compliance with WIA regulations;
- How these services will be compensated by the primary contractor;
- How performance commitments for each partner relative to the mandated WIA performance measures will be realized; and
- How these services will be provided in the event of partner or subcontractor default.

The MOU must contain a statement to the effect that no other non-WIA funds are available to the proposer or partner(s) for the provision of the planned services.

4.3 Funding Terms

Cost of Proposals

work2future shall not in any way be liable or responsible for any costs incurred in connection with the preparation of any proposal submitted in response to this RFP.

The proposer will be responsible for all payroll services and responsibilities. Payroll processing may be charged to the Administration category and Worker's Compensation costs to participant fringe benefits under the Participant Cost Category, provided such costs are not excessive.

Constraints

Funds **may not** be used to:

- Support activities which would be provided in the absence of these funds, or which are otherwise available from other sources;
- Support unallowable activities under WIA, such as political activities, displacement of employees by WIA participants, charging a fee for placement or referral of an individual into a WIA activity, or the promotion or deterrence of union organizing.
- Place a participant in a WIA employment activity where that individual will oversee, in a supervisory capacity, an immediate family member;
- Place a participant in a WIA employment activity where that individual will be supervised by an immediate family member;
- Cover costs which are not appropriate and reasonable for the operation of the grant;
- Acquire equipment which is not necessary for the operation of the grant; or
- Reimburse project-related costs incurred prior to the effective date of the grant award.

4.4 Other Provisions

Corrective Action Report

Proposers and partners that have been monitored or audited by a Federal, State, or local agency within the 24 months prior to the submittal deadline for this RFP will be required to provide a Corrective Action Report for all outstanding findings unresolved by the submittal deadline; proposers will append the Corrective Action Report to the proposal.

Proposing entities and partners with outstanding findings that fail to provide a Corrective Action Report specifically addressing the remediation of each outstanding finding may be eliminated from further consideration. work2future reserves the right to withdraw an award if it is determined that the award was based on false information provided by the proposer.

Agency Litigation Involvement Form

work2future is concerned with litigation involving proposers that may affect the proposer's ability to (1) implement the Workplan in a timely manner, and/or (2) provide the staff and resources specified in the proposal. Please provide specific details of current litigation and any potential impact on the proposed Workplan in the "Agency Litigation Involvement" form attached as Appendix C, Attachment A of this RFP.

Selection by the work2future Board

Notwithstanding any other provision of this RFP, proposers are hereby advised that this RFP is a solicitation for proposals only, and is not intended and is not to be construed as an offer to enter into any contract or other agreement, or engage in any formal competitive bidding or negotiation pursuant to any statute, ordinance, rule or regulation. work2future reserves the right to withdraw or modify the RFP at any time. In the event of a modification, the proposer(s) will be given a limited amount of time to revise proposals.

After the submittal deadline work2future will not consider any unsolicited information a proposer wishes to provide; however, work2future may contact you to clarify an item in your application. work2future will not seek clarification of items or responses that improve the substantive quality of your response to evaluation criteria.

Notwithstanding a recommendation of a department, agency, individual, or other, the work2future retains the right to exercise its judgment concerning the selection of a proposer and the terms of any resultant contract, and to determine which proposal best serves the interests of the work2future. The work2future Board is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract. work2future reserves the right to establish additional consideration or criteria for funding, as deemed necessary. Such considerations may be addressed through final contract negotiations.

work2future reserves the right to establish minimum threshold levels in this RFP to ensure that work2future policy objectives are achieved; these minimum threshold levels are established in Sections 1 through 4 of this RFP.

work2future may reject any proposal and waive any requirement when the action is considered to be in work2future's best interest and negotiate with any proposer changes, revisions, and/or modification of their proposals. work2future reserves the right to fund all or part(s) of a proposal. Submission of a proposal does not guarantee that a proposal will be funded. Proposers must permit work2future to use ideas presented in their proposals without payment or other consideration.

work2future reserves the right to modify the scope of the program to any extent necessary to ensure compliance with State and/or Federal guidelines. **Failure of the proposer to modify its program in accordance with such guidelines may result in reconsideration of funding recommendations, or termination and recovery of funding.**

Agencies employing or retaining employees of City of San José and/or work2future, or members of the work2future Youth Council Committee, as

contractors, subcontractors, partners, or consultants, or in any other capacity, must make such information known within their proposal document. Failure to do so may result in disqualification of the proposal, cancellation of contract or contract award, or result in disciplinary action against individuals involved.

Acceptance of Terms and Conditions

Any proposer submitting a proposal understands and agrees that its proposal shall constitute acknowledgment and acceptance of, and intent to comply with, all the terms and conditions contained in the RFP. Any response to this RFP not meeting the RFP's terms and conditions may be rejected.

Compliance with RFP

The response to this RFP shall be made according to the specifications contained herein. Failure to adhere to RFP instructions may be cause for rejection of the proposal. A proposal that contains conditions or limitations set up by the proposer may be deemed irregular and rejected by work2future or work2future may waive such irregularities in its sole discretion .

Truth and Accuracy of Representation

False, incomplete, or unresponsive statements in connection with a proposal may be cause for its rejection. The evaluation and determination of the fulfillment of this requirement shall be in work2future's sole judgment, and its judgment shall be final and conclusive.

Changes to RFP

A proposer submitting a proposal shall not change the wording of the RFP, and no words or comments shall be added to the general conditions and detailed specifications. Proposals submitted with unauthorized changes to the RFP may be deemed irregular and rejected.

Insufficient Proposals

work2future reserves the right to reissue this RFP or a new RFP, or to enter into a sole source procurement, if applicable, or to perform the services themselves, as allowed by law.

Fiscal Responsibility

The proposer must demonstrate the ability to accept fiscal liability for grant funds. (Office of Management and Budget Circular A-133 and 29 CFR Parts 96 and 97)

Public Records Act

Responses to this RFP become the exclusive property of the City of San José. At such time as work2future Board of Directors selects a proposer to receive funding, all proposals received in response to this RFP become a matter of public record, unless the recommendation is to reject all proposals and reissue the RFP, and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Lead Agency as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary." Neither work2future nor the City shall be liable or in any way responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains

language purporting to render all or significant portions of the proposal “Confidential,” “Trade Secret,” or “Proprietary,” shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of San José may not be in a position to establish that the information that a Lead Agency submits is a trade secret. If a request is made for information marked “Confidential,” “Trade Secret,” or “Proprietary”, the City will provide the Lead Agency who submitted the information with reasonable notice to allow the Lead Agency to seek protection from disclosure by a court of competent jurisdiction.

Disqualifications

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms, or conditions of this proposal;
- Any attempt to improperly influence any member of the selection staff;
- Existence of any lawsuit, unresolved contractual claim or dispute between proposer and the City;
- Evidence of incorrect information submitted as a part of the proposal;
- Evidence of proposer’s inability to successfully complete the responsibilities and obligations of the proposal; and
- Proposer’s default under any agreement, which results in termination of the agreement.

Requirements for Successful Agencies

Agencies selected for funding must submit a number of documents including without limitation:

- Articles of Incorporation
- Required Insurance Documentation
- Debarment Certificate (Appendix C, Attachment B)

Failure to provide a requested document within what work2future considers a reasonable time frame will be grounds for cancellation of a proposer’s selection.

Compliance with all WIA and Local Workforce Investment Area Requirements

All agencies and individuals awarded a contract will be subject to all actions (past, present, and future) by the Youth Council Committee/work2future regarding matters affecting Youth programs. This includes WIA bulletins issued periodically from work2future.

Type of Contract

work2future reserves the right to negotiate a combination cost reimbursement/performance-based contract for year-round services with successful proposers, based upon submission of an approved line item budget and cost allocation plan.

Program Performance Reporting Requirements

Any proposer awarded a contract will be required to report their monthly performance in a manner acceptable to work2future that clearly describes monthly and accrued performance goals versus actual, achieved-to-date monthly and accrued outcomes. The contract will include the ability for work2future to declare fiscal and administrative probation status with possible disallowed costs for contractors not providing monthly performance reports and not completing other program status reports.

EEO Certification

Successful proposers will be required to certify and agree that all persons employed by the proposer, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all Federal, State and local anti-discrimination laws.

Employee Health Insurance Coverage Information

Proposers will be required to provide information regarding the status of employee health insurance coverage provided by the proposer.

Drug-Free Workplace

If awarded the contract, the successful proposer shall warrant and certify that it will comply with the California Drug-Free Workplace Act of 1990 (Cal. Gov. Code 8350 et seq.) as amended, including provision of the requisite certification as set forth therein as well as any applicable federal drug free workplace requirements.

4.5 Information Regarding Submittals

work2future will not provide information regarding the number of proposals submitted, the amounts requested, or the names of proposing entities, until the recommendations for funding are made public.

All proposals become the property of the City of San Jose. It is understood and agreed that the proposer has no proprietary rights to the ideas or written materials contained in or attached to its proposal.

4.6 Appeals and Grievances

Appeals

If any agency submits a proposal and it is not recommended for funding during the review process, and the agency can show that any substantial portion of the RFP process has not been followed, the agency may appeal the recommendation to work2future. Only appeals that cite the specific sections of the RFP that are being challenged will be considered. Differences of opinion regarding the merits of proposals

recommended for funding are not grounds for submitting an appeal. The appeal must be in writing and shall set forth specific facts and evidence and specify which component of the RFP, procurement policy or procedure is being disputed. The appeal must be received by work2future within five (5) business days of the agency's receipt of the notification of refusal. All appeals should be directed to the attention of work2future Executive Director, at 1290 Parkmoor Avenue, San Jose, CA 95126. Appeals received after the established time frame will not be accepted. Appeals will be scheduled for hearing at the next regularly scheduled meeting of work2future Youth Council Committee's Quality Assurance (QA) Subcommittee or within 30 days of the submission of an appeal. A decision by the QA Subcommittee will be made within 10-business days following the hearing and communicated to the agency in writing within the same time period. An agency may appeal the decision of the QA subcommittee to the full work2future Board. A decision by the full work2future Board will be made within 10-business days following the hearing and communicated to the agency in writing within the same time period. All decisions of the work2future Board shall be final. Appeals of the final decision of the full work2future Board shall be limited to the relief set forth below and/or in accordance with 97 C.F.R. 97.36, or as may otherwise be available under applicable WIA laws and regulations.

Grievances

Following a decision made by the full work2future Board of Directors, a proposer may file a formal grievance with the State of California Employment Development Department Compliance Review Division.

All protest/appeal procedures must be exhausted at work2future before proceeding with a grievance to the State of California Employment Development Department Compliance Review Division. In no event shall the filing of an appeal or grievance to the California Employment Development Department Compliance Review Division delay the procurement process or the award of a contract under this RFP.

4.7 Proposer Debriefing Policy

Beginning not less than 30 days after the award is announced, and for 90 days after the award is announced (a 60-day window), work2future will provide any requesting proposer with a debriefing on their proposal. All requests for debriefing must be made in writing or by e-mail by the authorized official whose signature appears on the Proposal Cover Page, or his or her successor in office. Please submit your request to Fran Vader, Project Analyst, work2future, 1290 Parkmoor Avenue., San Jose, CA, 95126, or to fran.vader@sanjoseca.gov.

work2future offers debriefings to assist proposers in improving the overall quality and responsiveness of their proposals.

Section 5. APPENDICES

Appendix A

work2future RFP Proposal Checklist

This Checklist is intended to assist the proposer in assembling the required elements of their proposal. It is not intended to supplant the careful reading of the specifications of this RFP.

Please note that items 1-18 are mandatory for all proposals. Items 19 -21 are mandatory where applicable.

The proposal must include these forms, narratives, and addenda, in the following specified order:

1. _____ Proposal Cover Page (Appendix B)
2. _____ Table of Contents
3. _____ Proposal Summary Form (Appendix B)
4. _____ Proposal Workplan Narrative (25 pages or less, including Executive Summary)
5. _____ Project Line Item Budget (Appendix B)
6. _____ Cost Allocation Narrative (10 pages or less, including Appendix C, Attachment J, Staffing Plan Form)
7. _____ Most Recent Financial Statement
8. _____ Program Operating Plan (Appendix B)
9. _____ Signed Agency Litigation Involvement Form (Appendix C, Attachment A)
10. _____ Signed Certification re: Debarment and Suspension (Appendix C, Attachment B)
11. _____ Signed Certification re: Standards of Conduct including Drug-Free Workplace Compliance (Appendix C, Attachment C)
12. _____ Signed Certification re: Anti-lobbying Disclosure (Appendix C, Attachment D)
13. _____ Signed Certification re: Nondiscrimination Assurance (Appendix C, Attachment E)
14. _____ Filled-out ADA Compliance Survey (Appendix C, Attachment F)

15. _____ Resumes and/or Job Descriptions of Program Personnel
16. _____ Program Services Flow Chart (see Section 3.2.2)
17. _____ Participant Characteristics Plan (see Section 3.2.1 and Appendix C, Attachment I)
18. _____ Program Services Organizational Chart (see Section 3.2.2)
19. _____ Letter(s) of Reference (at least one letter is required for all proposers without prior experience in providing WIA services)
20. _____ Corrective Action Report (see Section 4.4)
21. _____ MOUs between primary contractor and each Collaborative agency (see MOU Template form, Appendix B)
22. _____ Signed Conflict of Interest Form (Appendix C, Attachment G)
23. _____ Letters of Firm Commitment (see Section 3.2.2.3)
24. _____ Letters of Support (optional)

Appendix B

- √ Proposal Cover Page
- √ Proposal Summary Form
- √ Project Line Item Budget
- √ Program Operating Plan
- √ MOU Template Form



TO: Fran Vader, Analyst
work2future
1290 Parkmoor Avenue
San Jose, California 95126

FROM: _____

RE: OLDER, OUT-OF-SCHOOL YOUTH CASE MANAGEMENT SERVICES

JULY 1, 2007 TO JUNE 30, 2008

Received by: _____

**Time/ Date
Received:**

(STAMP)

**WORK2FUTURE OLDER YOUTH PROGRAM
Proposal Summary Form**

Part 1 of 2

1. Proposing Entity Information			
Legal Name: _____			
Address: _____		Contact: _____	
_____		Telephone: _____	
_____		Fax: _____	
_____		E-Mail: _____	
2. Type of Organization		3. Proposed Total Enrollments: _____	
Government/Specify: _____ <input type="checkbox"/> Sub contractor/Specify: _____ <input type="checkbox"/> <input type="checkbox"/> Community Based Organization <input type="checkbox"/> Faith Based Organizations <input type="checkbox"/> Labor Organization <input type="checkbox"/> Business & Trade Association <input type="checkbox"/> Education/Specify: _____		Enrollment: _____ Cost per Participant: _____ Total Cost per Participant: _____	
4. Proposed Budget			
Service Delivery Area (Targeted Service)	Lead Agency Only (1)	All Collaborators (2)	Other TOTAL AMOUNT REQUESTED: (1+2)
San Jose One-Stop			
Morgan Hill One-Stop			
Gilroy One-Stop			
TOTAL			

**WORK2FUTURE OLDER YOUTH PROGRAM
Proposal Summary Form**

Part 2 of 2

Proposer Name: _____

All data in this application are true and correct. The governing body of the proposer has duly authorized the document and the proposer will comply with all contractual requirements as dictated by the Department of Labor, State of California and/or work2future if the requested assistance is awarded.

Typed Name of Authorized Representative: _____

Title: _____

Signature of Authorized Representative

Date: _____

Phone Number: () -- _____

E-mail: _____

Operating Budget

Proposer will break out and separately justify each budget line item in the Cost Allocation Narrative (10 page limit). See Section 4.4 for additional information.

Budget shall be in Excel format using the spreadsheet embedded below. Double click the icon to open the spreadsheet. If you are unable to open the embedded spreadsheet please email fran.vader@sanjoseca.gov for a copy. The spreadsheet contains macros. You must enable the macros when you open the spreadsheet in order to use it.



BudgetTemplate.xls

PROGRAM OPERATING PLAN

Quarterly Goals - CORE PROGRAM ELEMENTS

The data entered in the following matrices must include the proposed number of participants to be served by the service provider. The data entered must account for all activities and must be presented cumulatively by quarter.

Organization:

Project Title: Older Youth

Term:

1. Program Elements		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Tutoring, Study Skills Training	(#)				
Alternative Secondary Services	(#)				
Summer Employment Opportunities	(#)				
Work Experience-Including Paid and Unpaid Opportunities	(#)				
Occupational Skills Training	(#)				
Leadership Development	(#)				
Supportive Service Opportunities	(#)				
Older youth Mentoring	(#)				
Follow-up Services	(#)				
Comprehensive Guidance Counseling	(#)				
On-The-Job Training (OJT)	(#)				
Financial Education	(#)				

PROGRAM OPERATING PLAN

Quarterly Performance Goals

The data entered in the following matrices must include the proposed number of participants to be served by the service provider. The data entered must account for all activities and must be presented cumulatively by quarter.

Organization:						
Project Title:						
Term:						
2. Performance Measures			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Youth Ages 19-21 (# participants)						
Entered Employment, Post-Secondary Education, Advanced Training, or Military Service (#)						
Credential (#)						
Skill Attainment (#)						
Exited Youth (anticipated #)						
Customer Satisfaction (anticipated #)						

Memorandum of Understanding Template

Proposers shall submit a Memorandum of Understanding (MOU) executed by the proposer and each collaborative agency. Failure to submit an executed MOU as described in Sections 1.2 and 3.1 of this RFP shall be grounds for disqualification. The MOU shall, at a minimum, contain information that is responsive to each of the categories identified below and shall be substantially similar to this template.

The purpose of this Memorandum of Understanding (MOU) is to identify the responsibilities and expectations of the proposer (primary contractor) and each collaborative agency. Each collaborative agency with which the proposer will have a formal agreement for the provision of services (subcontract or MOU) must complete an MOU. Proposer and the authorized representative of each collaborating agency shall execute the MOU.

Each proposer and collaborative agency that will receive WIA funding through this RFP shall enter into a formal agreement that is consistent with the terms set forth in the MOU in the event the proposer is selected by the work2future to provide WIA youth services.

Name of proposer who will function as primary contractor:

Address of proposer:

Telephone number, FAX number, and contact e-mail address of proposer:

Name of collaborative agency that will provide services through this proposed partnership:

Address of collaborative agency:

Telephone number, FAX number, and contact e-mail address of the collaborative agency:

Proposed amount of WIA funding request to be allocated to the collaborative agency, where applicable:

Amount of financial contribution(s) from collaborative agency in support of the proposed program:

In-kind staff contributions from collaborative agency in support of the proposed program (specify number of individuals, number of hours, and specific activities to be provided):

Non-financial resources and/or services to be provided by collaborative agency in support of the proposed program (specify):

Description of the Scope of Work to be performed by the collaborative agency and the time frame for completing the Scope of Work:

Location(s) where collaborative agency's services will be provided:

Describe the specific WIA Core Program Elements to be provided by collaborative agency:

Collaborative agency's total hours of classroom instruction and preparation, rate(s) of pay for instruction and preparation time, method of requesting reimbursement from primary contractor, and total maximum reimbursement for each specific service:

Describe how the collaborative agency will assist proposer in achieving mandated WIA performance commitments and program outcomes as listed in the proposer's Program Operating Plan:

Describe the method for documenting collaborative agency's performance outcomes:

Describe how the proposer will monitor and oversee the activities and services of the collaborative agency, including the collaborative agency's compliance with WIA regulations and work2future reporting requirements:

Describe how the youth services will be provided in the event of collaborative agency default:

By executing this MOU, [INSERT NAMES OF PRIMARY CONTRACTOR AND COLLABORATIVE AGENCY] mutually acknowledge our intent to formally collaborate with each other to provide WIA activities for eligible youth clients of work2future. Each person executing this MOU represents that he or she is authorized to execute the MOU on behalf of his or her respective agency. Each signatory to this MOU also represents that he or she has read the MOU and that it accurately reflects the respective responsibilities and commitments of [INSERT NAMES OF PRIMARY CONTRACTOR AND COLLABORATIVE AGENCY] to provide WIA activities for work2future youth clients.

Each person executing this MOU further acknowledges and represents that no other non-WIA funds are available to the primary contractor or collaborative agency to provide the planned services as described above.

Signature of proposer's authorized representative:

Name of proposer's authorized representative:

Title of proposer's authorized representative:

Date MOU signed by proposer's authorized representative:

Signature of collaborative partner's authorized representative:

Name of collaborative partner's authorized representative:

Title of collaborative partner's authorized representative:

Date MOU signed by collaborative partner's representative:

Appendix C

ATTACHMENTS

- A. Agency Litigation Involvement Form
- B. Debarment and Suspension Certification
- C. Standards of Conduct including Drug-Free Workplace Compliance Certification
- D. Anti-lobbying Disclosure Certification
- E. Nondiscrimination Assurance Certification
- F. ADA Accessibility Survey
- G. Conflict of Interest
- H. Gift Ordinance
- I. Participant Characteristic Plan
- J. Staffing Plan

ATTACHMENT A

AGENCY LITIGATION INVOLVEMENT

I, [INSERT NAME OF PERSON WHO HAS AUTHORITY TO ACT ON BEHALF OF AND LEGALLY BIND THE PROPOSING AGENCY], hereby declare that: I am an [TITLE AND/OR JOB DESCRIPTION OF PERSON EXECUTING FORM] and have knowledge of the facts set forth in this declaration and would, if necessary, competently testify to the following:

The Agency Name and Address making the proposal is: _____

Check YES or NO to the following questions. If a YES answer is checked, please explain fully the circumstances and include discussion of the type of program involved as well as the potential impact on this program, if funded.

1. Is the organization or are any of its principal officers involved in litigation now or within the last two years? Yes No

2. Is the Executive Director (CEO) involved in litigation? Yes No

3. Are any members of the Board of Directors unable to be bonded? Yes No

4. Are any key staff members unable to be bonded? Yes No

5. Has the Agency or Project Director ever been cited for improper management? Yes No

6. Has the Agency or Project Director ever had public or foundation funds withheld? Yes No

7. Has the Agency, if nonprofit, ever had its nonprofit status revoked or withheld? Yes No

8. Has the Agency, Project Director, or any Key staff member ever been involved in, or cited for, any civil rights violation? Yes No

Response Section (Use extra pages, as necessary)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____, 2007, at _insert city_____,
_____insert state_____.

By: _____

Name and Title of person authorized to act on behalf of and legally bind the Agency

**INSTRUCTIONS FOR CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION LOWER TIER COVERED TRANSACTIONS**

By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below:

1. The certification in this clause is a material representation of fact upon which reliance was placed upon transaction. 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, work2future may pursue available remedies, including suspension and/or debarment.
2. 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.
3. 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.
4. The prospective recipient of Federal assistance funds 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 by the work2future.
5. 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 Voluntary Exclusion – Lower Tier Covered Transactions”, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. 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.

Debarment and Suspension

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98.

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 statements in this certification, such prospective participants shall attach an explanation to this proposal.

Name and Address of Organization

Name and Title of Authorized Representative

Signature

Date

The following standards apply to all proposers that deliver services under contract with work2future.

- A. **GENERAL ASSURANCE** – The proposer hereby assures that by submission of this proposal, it will comply with the standards of conduct set forth in the San José City Charter and all associated policies or ordinances related thereto, and any State or Federal conflict of interest provisions that are required for WIA programs and services, which are necessary to maintain the integrity of the program and avoid any conflict of interest in their administration.
- B. **CERTIFICATIONS** – Except as otherwise indicated, the following certifications apply to all proposers.
1. The proposer, if it is a corporation, certifies that it is registered with the Secretary of State, of the State of California.
 2. **Drug-Free Workplace:** As required by the state Drug-Free Workplace Act of 1990, Gov. Code Sec. 8350 et seq., and the Federal Drug-Free Workplace Act of 1988 which includes, but may not be limited to, 29 CFR 98.600, 29 CFR 98.630, 34 CFR Part 85, Subpart F, Sections 85.605, 85.610), the proposer certifies that it will, or will continue to, provide a drug-free workplace.
 3. **Americans with Disabilities Act (ADA):** The Americans with Disabilities Act of 1990 is a comprehensive civil rights act for people with disabilities. It guarantees equal opportunity for individuals in with disabilities in public accommodations; employment; transportation; federal, state and local government services; and telecommunications. The proposer certifies that it will maintain policies, procedures, and practices that comply with all requirements of the ADA.
 4. **Nondiscrimination:** Proposer shall not discriminate on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for Participants only, citizenship or participation in programs or activities funded by WIA, in admission or access to, opportunity or treatment in, or employment in the administration of, or in connection with, any program or activity funded under this RFP or contract arising from this RFP.

Proposer assures, with respect to operation of this funded program or activity and all agreements or arrangements to carry out this program or activity, that it will comply fully with all nondiscrimination and equal opportunity statutes and regulations including, but not limited to, the following; Section 188 of the Workforce Investment Act of 1998; Title VI and VII of the Civil Rights Act of 1964, as amended; Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975, as amended; California Fair Employment and Housing Act, Government Code

Sections 12900 et seq.; California Labor Code Sections 1101, 1102, and 1102.1; and with all applicable requirements imposed by or pursuant to regulations implementing those laws.

Proposer assures that it will comply fully with the nondiscrimination and equal opportunity provisions of WIA and acknowledges that the federal, state, and City of San José governments shall have the right to seek judicial enforcement of this nondiscrimination assurance.

Signature of Authorized Representative

Date

Title of Authorized Representative

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal contracted funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal contracted funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the documents for all subcontracts, and that all subcontractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was entered into or made. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor Organization

Program/Title

Name of Certifying Official

Signature

Date

NON-DISCRIMINATION ASSURANCE

During the performance of this contract, the contractor/vendor agrees as follows:

- I. The contractor/vendor will not discriminate against any employee, applicant for employment, or applicant for services because of race, religious creed, color, national origin, ancestry, disability, marital status, sex, or sexual orientation. The contractor/vendor will take affirmative action to assure that applicants are employed, and that employees are treated during their employment, without regard to their race, religious creed, color, national origin, ancestry, disability, marital status, actual or perceived gender identity, sex or sexual orientation. Such affirmative action shall be designed to insure against discrimination in the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation, and selection for training, including apprenticeships or any other change or proposed change in employment conditions.

- II. The contractor/vendor will cause the foregoing to be inserted in all subcontracts for any work covered by this contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

AUTHORIZED SIGNATURE

DATE

TITLE

ORGANIZATION

A. ADA 504 ACCESSIBILITY SURVEY

CONTRACTOR/VENDOR: _____

INQUIRY	YES	NO	EXPLANATION
<p>1. List the various program components your agency provides and indicate whether each has been made available to qualified disabled individuals; such as:</p> <ul style="list-style-type: none"> • Intake • Assessment • Job Placement • OJT • Job Search Workshops • Work Experience • Classroom Training • Other 			
<p>2. Are policies assuring that your organization does not discriminate on the basis of race, color, national origin, religion, age, sex, physical or mental handicap, marital status, or political affiliation posted in conspicuous places which include the phone number of the person to be contacted if problems occur?</p>			
<p>3. Is all information about ethnic designation or disabled condition appearing on any application forms voluntary and used only for statistical purposes?</p>			
<p>4. Have complaint procedures been established and disseminated to all applicants regarding their rights under Section 504?</p>			
<p>5. Has recipient accommodation been requested and provided to applicants in any of the various program components your agency administers?</p>			
<p>6. Is your overall training program accessible to the visual, hearing, or speech impaired?</p>			
<p>7. Is program information available as necessary in languages other than English?</p>			
<p>8. Are all programs and activities conducted in the most integrated setting appropriate to qualified disabled individuals?</p>			

ADA 504 ACCESSIBILITY SURVEY, Cont.

INQUIRY	YES	NO	EXPLANATION
9. Have any of the following services been provided to persons during their program participation? <ul style="list-style-type: none"> • Transportation • Health Services/Insurance • Benefits • Counseling 			
10. Have auxiliary aids (e.g., interpreters, readers, Braille materials) been requested by applicants and/or participants and provided as appropriate?			
11. Does your facility have the ability to communicate with hearing impaired applicants and employees by telephone (TDD)?			
12. If not, have arrangements been made for such communication?			

B. EMPLOYMENT PRACTICES AND POLICIES

INQUIRY	YES	NO	EXPLANATION
1. Are rates of pay and all other forms of compensation equal for all employees in the same class, including the disabled?			
2. Are all hiring, promotion, assignment, training, and other employment practices/ opportunities applied equally to all employees?			
3. Have procedures been developed for identifying the number of disabled employees, participants, and applicants receiving services?			
4. Have any employees requested reasonable accommodations based on disability?			
5. Has reasonable accommodation been provided to qualified disabled persons to enable them to perform duties of the job (e.g., special aids, modification of work sites, or restructuring of jobs?)			
6. Do all persons, including the disabled, have access to an established grievance procedure that provides due process in resolving complaints alleging discriminatory action prohibited by these policies?			
7. Are notices of employment opportunities and training programs given to all applicants including those with visual or hearing impairments?			
8. Are all employment opportunities and training programs given to all applicants including those with visual or hearing impairments?			
9. Are selected personnel trained or are other qualified persons made available to assess the qualifications of disabled persons who must be tested through alternative methods due to hearing, visual, and /or speech impairment.			
10. Do qualified persons from all above noted groups (i.e., ethnicity, gender, disability, etc.) serve on oral panels as appropriate?			

C. FACILITIES

--	--	--	--

INQUIRY	YES	NO	EXPLANATION
<p>1. List the various components your agency administers and indicate whether these facilities are physically accessible to the disabled, such as:</p> <ul style="list-style-type: none"> • Intake • Assessment • Referral • Training • Other 			
<p>2. Are any parking spaces clearly identified with signposts and ground painting as reserved for disabled individuals? If so, where is it located?</p>			
<p>3. Is each designated parking space at least 12 feet wide? (Some vans have wheelchair elevator lifts that require extra space on the side of the van.)</p>			
<p>4. To get from the accessible parking to the building's entrance, do disabled individuals have to:</p> <ol style="list-style-type: none"> a. Go behind any vehicle other than his/her own? b. Cross any type of barrier, e.g., steps, steep slopes, curbs, grass, low spots in ground or pavement, buckled concrete, gravel, etc.? 			
<p>5. Can disabled individuals enter the building through an accessible front entrance or an alternative entrance?</p>			
<p>6. Are information/public counter areas accessible to disabled individuals entering the building?</p>			
<p>7. Is at least one public telephone accessible to the disabled?</p>			
<p>8. Does each meeting room have a doorway that provides a width of at least 32 inches when open? If no, describe doorway.</p>			
<p>9. Is the floor level within 60 inches of a doorway leading to each meeting room, both inside and outside?</p>			

C. FACILITIES, Cont.

INQUIRY	YES	NO	EXPLANATION
10. Is there enough space in the meeting rooms for people on crutches or in wheelchairs to maneuver safely between the table and the wall and around the chairs?			
11. Do doorways leading to the restrooms provide an opening at least 32 inches wide?			
12. Does each restroom have at least one toilet stall with a doorway that opens at least 32 inches?			
13. Is the toilet stool in the accessible stall mounted so a person in a wheelchair would find it accessible after the door is closed?			
14. Is the disabled-accessible toilet stall equipped with grab bars?			
15. Does at least one accessible building doorway provide a width at least 32 inches when open? If no, describe entrance.			
16. Can the building entrance doors be opened with one hand?			
17. Is the floor level within 60 inches of the building's doorway, both inside and outside?			
18. Do elevators allow access to all levels in the building?			
19. Are the elevators accessible from the accessible entrance?			
20. Does the open elevator door provide a width of at least 32 inches?			
21. Are the elevator controls within 42-48 inches of the floor?			
22. Does the elevator control panel, and each elevator entrance, have raised numbers and Braille symbols?			

Conflict Of Interest Form

To be completed by PROPOSER.

NAME

DATE

PROPOSED ASSIGNMENT: Older Youth Case Management Services

In order for the City to assess whether the personnel proposed to be assigned by the successful Proposer to work on the Proposed Assignment have a conflict of interest, this form must be completed by each person that the Proposer intends to assign.

Questions	Yes (Provide Details)	No
1. Do you have any official, professional, financial or personal relationships with any person or CONSULTANT that might affect your judgment or your ability to provide services to the City that are fair and impartial?		
2. Stock and Investments (a) Do you own any stock in any company likely to be affected by or involved in the Proposed Assignment? (b) Does your spouse or a dependent own any stock in company likely to be affected by or involved in the Proposed Assignment? (c) Do you hold any investments in any entity (e.g. partnership, limited liability company, or a trust) likely to be affected by or involved in the Proposed Assignment? (d) Does your spouse or a dependent hold any investments in any entity (e.g. partnership, limited liability company, or a trust) likely to be affected by or involved in the Proposed Assignment? If the answer is yes to any of the above questions,		

<p>please provide the name of the company and the amount of the stock or investment.</p>		
--	--	--

<p>3. Employment & Consulting</p> <p>(a) Is your spouse or a dependent employed/retained by anyone likely to be affected by or involved in the Proposed Assignment?</p> <p>(b) Has your spouse or dependent been previously employed/retained by anyone likely to be affected by or involved in the Proposed Assignment?</p> <p>(c) Have you been employed/retained by anyone likely to be affected by or involved in the Proposed Assignment?</p> <p>If the answer is yes to any of the above questions, please provide name of employer, nature of services provided and if the dates employed or retained.</p>		
---	--	--

<p>4. Payments or Gifts</p> <p>(d) Within the past 12 months, have you received any payments or gifts from anyone likely to be affected by or involved in the Proposed Assignment?</p> <p>(e) Within the past 12 months, has your spouse or a dependent received any payments or gifts from anyone likely to be affected by or involved in the Proposed Assignment?</p> <p>If the answer is yes, please provide the amount the payment or value of the gift, the name and position of the payor/donor and the date of receipt.</p>		
--	--	--

<p>5. Real Estate</p> <p>(a) Do you own real property that is likely to be affected by or involved in the Proposed Assignment?</p> <p>(b) Does your spouse or a dependent own real property that is likely to be affected by or involved in the Proposed Assignment?</p> <p>If the answer is yes, please provide the location of the property.</p>		
<p>6. Positions</p> <p>(a) Do you currently hold a position (e.g. member of a board of directors) of any entity (e.g. a company, partnership, association, nonprofit) that is likely to be affected by or involved in the Proposed Assignment?</p> <p>(b) Does your spouse or a dependent hold a position (e.g. member of a board of directors) of any entity (e.g. a company, partnership, association, nonprofit) that is likely to be affected by or involved in the Proposed Assignment?</p> <p>If the answer is yes, please provide the name of the entity, and the title of the position held.</p>		

If during the course of the evaluation, any personal, external, or organizational impairments occur that may affect your ability to do the work and report findings impartially, notify the Program Manager immediately.

Signature

Print Name

Date

Gift Ordinance

**Municipal Code, Chapter 12.08
Prohibition of Gifts**

12.08.010 Gifts Prohibited

- A. No officer or designated employee of the City or its Redevelopment Agency shall accept any gift, directly or indirectly, from any person who is subject to the decision-making or recommending authority of such officer or employee, except as specifically provided in this Chapter.
- B. "Person subject to the decision-making or recommending authority" means any individual, CONSULTANT or entity whose interest or whose employer's or client's interest:
 - 1. Has been materially affected by the work of such officer or employee within the two (2) years prior to the time the gift is given; or
 - 2. In the future could reasonably be foreseen to be materially affected by the work of such officer or employee.

12.08.015 Political Reform Act Requirements

- A. The reporting and disclosure of gifts shall be done in accordance with the requirements of the Political Reform Act (California Government Code Section 81000 *et seq.*, as amended) and the requirements in this Chapter.
- B. The gift limitations and disqualification requirements under the Political Reform Act are applicable to gifts which are not prohibited by this Chapter.

12.08.020 Gift Defined

"Gift" means a voluntary transfer of any thing, service, payment or value to the extent that legal consideration of equal or greater value is not received.

- A. As used in this Chapter, the term "gift" includes:
 - 1. Any rebate or discount in the price of any thing of value unless the rebate or discount is made in the regular course of business to members of the public.
 - 2. An officer's or employee's community property interest, if any, in a gift received by that individual's spouse.

3. The provision of travel, including transportation, accommodations and food, except as expressly permitted pursuant to Section 12.08.030.
- B. As used in this Chapter, the term “gift” does not include:
1. Campaign contributions which otherwise comply with Title 12 of the San José Municipal Code and which are required to be reported under Chapter 4 of the Political Reform Act of 1974 as amended.
 2. Any devise or inheritance.

12.08.030 Gifts Not Prohibited

This Chapter does not prohibit those gifts which strictly fall within the exceptions enumerated herein:

- A. Gifts with a value less than fifty dollars (\$50): Any gift, including meals and beverages provided to an officer or employee in a business or social setting, that has a value less than fifty dollars (\$50), as long as the total value of all such gifts received from any one donor does not exceed fifty dollars (\$50) or more in any calendar year.
- B. Informational material: Informational material such as books, reports, pamphlets, calendars, or periodicals or reimbursement for any such expenses. Informational material does not include provision of educational trips including transportation, accommodation and food.
- C. Hospitality: Gifts of hospitality involving food, beverages or occasional lodging provided to any officer or designated employee by an individual in such individual's primary residence.
- D. Reciprocal gifts: Presents exchanged between any officer or designated employee and an individual, other than a lobbyist as defined in Chapter 12.12, on holidays, birthdays, baby showers, or similar occasions provided that the presents exchanged are not substantially disproportionate in value.
- E. Panels and seminars: Free admission, food, beverages, and similar nominal benefits provided to an officer or employee at an event at which the officer or employee speaks, participates in a panel or seminar or performs a similar service, and reimbursement or advance for actual intrastate travel or for necessary accommodations provided directly in connection with such event.
- F. Admission given by sponsor of an event: Admission to ceremonial, political, civic, cultural or community functions provided by a sponsor of the event for the personal use of the officer or employee. For example, cultural events include theatrical productions and art exhibits; political events include political fundraisers.
 1. Admission to regularly scheduled athletic events, such as tickets to professional sporting events, are not included as an exception to prohibited gifts.

2. A sponsor of an event shall not include individuals, persons or organizations whose sponsorship of the event is solely limited to funding or monetary support such as the purchase of tickets.
- G. Employment interview - government employer: Transportation, accommodation, food and directly related expenses advanced or reimbursed by a governmental agency in connection with an employment interview, when the interview is conducted at least one hundred fifty (150) miles from San José and where the situs of the employment will be at least the same distance from the City.
 - H. Employment interview - private employer: Transportation, accommodation, food and directly related expenses incurred in connection with an employment interview and a bonafide prospect of employment, when the expenses are advanced or reimbursed to an officer or designated employee by a potential employer, provided that the officer or designated employee has not made or participated in the making of a governmental decision materially affecting the financial interest of the potential employer during the twelve (12) months immediately preceding the time the expenses are incurred or the offer of employment is made, whichever is sooner.
 - I. Authorized travel: Transportation, accommodation, food and directly related expenses for any officer or designated employee which has been authorized by a majority of the City Council or Redevelopment Agency Board or which is pursuant to a written City or Redevelopment Agency policy for intrastate or interstate travel regardless of the source of payment.
 - J. City or Redevelopment Agency business: Transportation provided to an officer or designated employee by a contractor or other person doing business with the City or Redevelopment Agency, provided that such transportation is related to City or Redevelopment Agency business which is within the scope of employment or the duties of such officer or designated employee, and further provided that such transportation is not in excess of one hundred twenty-five (125) miles one way. Nothing in this subsection shall be interpreted to limit the City Council's or Redevelopment Agency Board's discretion to approve travel under subsection I. above.
 - K. Flowers: Flowers, plants or balloons which are given on ceremonial occasions, to express condolences or congratulations, or to commemorate special occasions.
 - L. Prizes and Awards from Bona Fide Competitions: A prize or award received shall be reported as a gift unless the prize or award is received in a bona fide competition not related to the recipient's status as a City or Redevelopment Agency employee. If reported as a gift, the prize or award must comply with the disclosure and disqualification requirements under the Political Reform Act of 1974 as amended.
 - M. Wedding gifts: Wedding gifts from an individual other than a lobbyist as defined in Chapter 12.12.

12.08.040 Acceptance Of Gifts

A gift shall be deemed to have been accepted except where:

- A. It is not used, and, within thirty (30) days after receipt, is returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes.
- B. It is treated as and remains the property of the City or the Redevelopment Agency.
- C. It is received by an officer or designated employee in his or her official capacity or as a representative of the City or Redevelopment Agency, is reported to the City Council or Agency Board, and the Council or Board approves the retention.

12.08.050 Reporting Gifts To Domestic Partner, Spouse And Children

- A. At the time of filing the annual disclosure statement required by the Political Reform Act or any applicable conflict-of-interest code, each City and Redevelopment Agency officer and designated employee shall file a family gift report on a form to be provided by the City Clerk.
- B. The officer or designated employee shall indicate on such report any gifts known to have been accepted during the relevant reporting period by such officer's or employee's domestic partner, spouse and any dependent child where such gifts would have been prohibited to the officer or employee. The value of any such gift and the donor must be disclosed. If the officer or employee has no knowledge of any such gift having been received, the report shall so state.
- C. For purposes of this Section, domestic partner shall mean any person registered as a domestic partner by an employee with the City of San José.

Participant Characteristic Plan

Characteristics	Out of School Youth
New Enrollments	
Carry Over Enrollments	
Total Enrollments	
Total Terminations	
Age	
19-21	
Total	
Gender	Female
	Male
Total	
Race/Ethnic Group	
American Indian	
Asian	
Afro-American (not Hispanic)	
Hispanic	
Pacific Islander	
Caucasian	
Other	
Total	
At-Risk Characteristics	
Deficient in Basic Skills	
Youth who is one or more grade levels behind	
School Drop-Out	
Homeless, Runaway, or Foster Youth	
Pregnant or Parenting Teen	
Offender or Ward of the Court	
Youth requiring assistance to complete an educational program or secure employment	
Youth with disabilities, including learning disabilities	
Total	

Staffing Plan Form for Cost Allocation Narrative (include one form for each One-Stop)

Column 1	Column 2	Column 3			Column 4
Staff (Name and Job Title) and % of Time Allocated to Project	Salary	Funding Source %			Activities Staff Person Will Perform, Experience/Qualifications, and Language/Cultural Competence. Please provide ONLY those areas of qualifications and experience that are relevant to the activities to be provided, as described in program workplan.
		This Contract		Other	
		%	Amount	Funding Sources %	
Total Salaries			\$		