



Approved By Broome-Tioga WDB: 1/18/2019

**BROOME-TIOGA WORKFORCE DEVELOPMENT BOARD (BTWFNY)
PY19 REQUEST FOR PROPOSALS (RFP)**

**Workforce Innovation and Opportunity Act (WIOA) Title I
YOUTH SERVICES PROGRAM - TIOGA COUNTY ONLY**

Issued by:	Broome-Tioga Workforce Development Board, Inc.
Grant period:	July 1, 2019 to June 30, 2020 (Program Year 2019) Two (2) optional 1 year extensions which will be based upon performance and funding availability may be available. The contract extension first potentially available is July 1, 2020. For a total of 3 contract years (7/01/19 – 6/30/22)
Estimated funding:	One award of up to \$120,000 for the first period July 1, 2019 – June 30, 2020, \$120,000 extension for the second period (July 1, 2020 – June 30, 2021) and \$120,000 extension for the third period (July 1, 2021 – June 30, 2022). At least 20 % of funds must be used for Work Experience per year (Total contract of \$360,000).
Submission requirement:	Two (2) hard copy proposals with original signatures and sealed envelope, also electronic copy
Direct all questions and submit proposals to:	Sara Liu, Director Broome-Tioga Workforce NY 171 Front Street Binghamton, NY 13905 Phone: (607) 778-6499 Email: sara.liu@broomecounty.us

******PLEASE NOTE******

The Requirements under this Solicitation are based on The Workforce Innovation and Opportunity Act (WIOA) that was signed into law on July 22, 2014. The new law represents a significant change in priorities and requirements from previous federal workforce legislation. All potential applicants are strongly encouraged to read this RFP carefully.

PREPARED BY:

Broome-Tioga Workforce NY
Sara Liu, Director

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PY19 RFP Timeline

01/31/19	Complete RFP
02/11/19-2/13/19	RFP release & Legal Notices Posted
02/27/19	Bidders' Conference <ul style="list-style-type: none">Bidders' Conference will be held from 10:00am-12:00pm at Broome-Tioga Workforce NY offices at 171 Front St., Binghamton, NY 13905
03/11/19	Proposals due by 4:00pm <ul style="list-style-type: none">Bidders are required to submit a proposal that includes a narrative of program design, system experience, overall budget, staff costs, projected outcomes, and a list of anticipated partners/subcontractors as outlined in RFP.
03/12/19	Proposal evaluation process initiated
03/19/19	Proposal evaluation complete
03/29/19	Broome-Tioga Workforce NY Board approval
04/1/19	Award notification (Pending Approval by the Broome County Legislature)
07/1/19	Program begins

Publication: This Request for Proposals has been made available to prospective applicants through publication in The Press & Sun-Bulletin and the Broome-Tioga Workforce NY website on or about 02/11/19 and through mailings to all current contractors and applicants who have requested that they be included on the mailing list for solicitations of proposals

PY19 RFP Process

In an effort to promote equal access to Workforce Innovation and Opportunity Act (WIOA) Youth Program funding and active participation among youth service providers in our region, Broome-Tioga Workforce NY has adopted an RFP process as outlined.

Broome-Tioga Workforce NY, serving as fiscal agent for the Broome-Tioga Workforce Development Area, is soliciting proposals for the operation of federally funded WIOA Title I-B youth employment and training programs.

Funding will be for the period of July 01, 2019 through June 30, 2020. Contingent upon successful contractor performance and funding availability, Broome-Tioga Workforce NY may consider

extending the contract for a second term (July 1, 2020-June 30, 2021) and a third term (July 1, 2021 – June 30, 2022) without reissuing a new RFP. It is anticipated that up to \$120,000 will be available for the program year July 01, 2019 - June 30, 2020 for youth programming in Tioga county. The available funding is an estimate solely for offering guidance to bidders based on PY18 WIOA allocations. Final contracts will be based on actual PY19 allocations. The maximum award amount is \$120,000, which would be a total of \$360,000 should the contract extension be granted. Services under this RFP are for both In School and Out of School Youth, subject to a 75% minimum expenditure requirement on Out of School Youth, with 95% Out of School Youth expenditures strongly preferred. Additionally, a minimum of 20% of each PY contract spending must be for WIOA work experience activities. At least 25 out of school youth are expected to be served.

Entities eligible to apply for funding consideration are public and private, for-profit and not-for-profit entities. For those contractors awarded, each needs to comply with submission of the required single audit and insurances annually. No combined Consortium responses will be accepted. Broome-Tioga Workforce NY is a policy making board comprised of representatives from local businesses, labor organizations, educational providers, public agencies and other entities interested in workforce development issues. Additionally, Broome-Tioga Workforce NY, serving as local grant subrecipient/ fiscal agent, administers all WIOA funds, develops and implements policies regarding the allocation and spending of the region's WIOA funds for adults, dislocated workers and youth.

Broome-Tioga Workforce NY is responsible for the youth programs and system development, the RFP process, monitoring youth program performance measures and expenditures, and determining youth policy and allocation of program funding. Contractors will report program outcomes and expenditures to Broome-Tioga Workforce NY.

In keeping with the intent of the Workforce Innovation and Opportunity Act, Broome-Tioga Workforce NY is committed to helping disadvantaged, out of school youth prepare for and enter employment, increase occupational and academic skills, attain a high school equivalency diploma or recognized certificate, enroll in job training or higher education and increase earnings. Broome-Tioga Workforce NY is seeking organizations that have a successful record of assisting in school and out of school youth and can demonstrate the ability to meet the challenge of creating more effective, performance-based services. Youth serving organizations are invited to respond to this RFP as an important step toward building a system of integrated youth services that provide the region's youth with the necessary skills and opportunities to succeed in education, at work and as members and leaders in their communities.

Access www.doleta.gov/WIOA for the Workforce Innovation and Opportunity Act of 2014

Other references:

20 CFR Section 681, Preamble and Regulations starting page 56398

<https://www.govinfo.gov/content/pkg/FR-2016-08-19/pdf/2016-15975.pdf>

Training and Employment Guidance Letter 21-16

https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7159

PART 1: BACKGROUND AND GENERAL INFORMATION

Broome-Tioga Workforce NY Mission Statement: to create a region that is a "location of choice by employers due to a highly employable and motivated workforce committed to individual growth and skill development through life-long training and education."

Broome-Tioga Workforce NY Goals and Priorities:

Broome-Tioga Workforce NY Youth Program goals are:

1. To develop a comprehensive system to address the academic, occupational, social, economic, and personal needs of the region's disadvantaged out-of-school youth ages 16-24.
2. To identify in school youth ages 14-21 at risk of dropout to facilitate services upon exit from secondary education.
3. To fund performance-based programs that result in measurable outcomes.
4. To allocate as close to 95 percent of Broome-Tioga Workforce's WIOA youth funds to serve out-of-school youth.
5. To spend a minimum 20% of WIOA Program Year 2019 Youth funds on Work Experience activities.

Broome-Tioga Workforce NY will give priority to:

- Programs that honor the USDOL Priority of Service for Veterans and Eligible Spouses.
- Programs that establish and maintain proven strong partnerships serving youth with disabilities.
- Programs that stress academic and occupational achievement while attempting to address and resolve issues that are particularly relevant to youth such as substance abuse, lack of adult guidance/mentoring, low self-esteem, pregnancy prevention, leadership development, community involvement, homelessness and life/career planning.
- Programs that establish and maintain proven strong partnerships with providers that serves youth.
- Programs that leverage other funding resources to provide WIOA youth program services.
- Programs that target eligible, out of school youth (below) as described in section 129(a) (1) (B) of WIOA
- Programs that emphasize Work Experience.
- Programs that target youth transitioning from school to work.

Programs that incorporate Broome-Tioga Workforce NY's Strategic Plan to develop programs around the Industry Cluster Occupations as they relate to our local demand occupation.

PART 2: WIOA YOUTH PROGRAM DESIGN

Funds allocated to a local area for eligible youth under Section 129(c) shall be used to carry out, for eligible youth, programs that-

Design Framework

1. Provide an objective assessment of the academic level, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interest, aptitudes, (including interest and aptitudes for nontraditional jobs), supportive service needs, and development needs of such participant, for the purpose of identifying appropriate services and career pathways for participants.
2. Develop Individual Service Strategy for and with each participant that shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted. Such ISS should be continually updated with the youth.
3. Provide:
 - a. Activities leading to the attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential
 - b. Preparation of postsecondary educational and training opportunities
 - c. Strong linkages between academic and occupational education
 - d. Preparation for unsubsidized employment opportunities, and when appropriate, effective connections to employers in in-demand industry sectors and occupations of the local and regional labor markets

A. **Eligible Youth**

An eligible youth is defined below:

At enrollment is:

- eligible to work in the United States (see revised Homeland Security I-9 form available at <http://www.uscis.gov/files/form/i-9.pdf>); **AND**
- (if applicable) a male who meets the requirements of Section 3 of the US Military Selective Services Act; **AND**

OUT OF SCHOOL YOUTH— the term ‘out-of-school youth’ means a youth described in section 129(a) (1) (B) of WIOA. Refer to WIOA Title IB Youth Program Eligibility: <https://www.labor.ny.gov/youth/PDFs/wioa-youth-eligibility.pdf>

In this title, the term ‘out of school youth’ means an individual who is:

- (1.) not attending any school (as defined under State law); **AND**
- (2.) not younger than age 16 or older than age 24 years; **AND**
- (3.) **one or more** of the following:

- A high school dropout
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual **AND**
 - (a.) basic skills deficient; **OR**

(b.) an English language learner

- An individual who is subject to the justice system
 - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
 - An individual who is pregnant or parenting
 - A youth who is an individual with a disability
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

IN SCHOOL YOUTH- the term ‘in school youth’ means a youth described in section 129(a) (1) (C).

In this section, the term “in school youth” means an individual who is—

- (i) attending school (as defined by State law);
- (ii) not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;
- (iii) a low-income individual; and
- (iv) one or more of the following:
 - (I) Basic skills deficient.
 - (II) An English language learner.
 - (III) An offender.
 - (IV) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out of-home placement.
 - (V) Pregnant or parenting.
 - (VI) A youth who is an individual with a disability.
 - (VII) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

For detailed eligibility requirements see: WIOA Title IB Youth Program Eligibility <https://www.labor.ny.gov/youth/PDFs/wioa-youth-eligibility.pdf>

B. 14 Required WIOA Program Elements

The Individual Service Strategy (ISS), a written plan of long and short-term goals addressing educational, occupational or vocational, and personal support service needs, will help identify which of the 14 program elements youth participants will need to access.

The following is a list of the 14 required services local programs must offer to youth per Section 129 (c) (2) of WIOA. If any of the 14 elements are provided outside the bidder’s organization, bidders

must have clear processes in place for determining how youth are referred to these services, how services and related youth outcomes are tracked, and how leveraged resources are identified and a signed MOA/MOU with the organization is required as part of the proposal submission if the entity will leverage other providers.

Please see TEGL 21-16 for a more in-depth descriptions of each of the program elements.
https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf

1. TUTORING, study skills training, instruction, and evidence- based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma;
2. ALTERNATIVE SECONDARY SCHOOL SERVICES, or dropout recovery services, as appropriate for High School Equivalency, basic skills, ESL, etc
3. PAID AND UNPAID WORK EXPERIENCES that have academic and occupational education as a component of the work experience, which may include the following types of work experiences—
 - summer employment opportunities and other employment opportunities available throughout the school year;
 - pre-apprenticeship programs;
 - internships and job shadowing; and
 - on-the-job training opportunities

**Please Note: WIOA places increased emphasis on work-based learning and work experience opportunities for eligible youth. This type of service element (i.e., summer employment opportunities and other employment opportunities, pre-apprenticeship training, on-the-job training, shadowing and internships that have academic and occupational education as a component) should be integral to youth program design.*

4. OCCUPATIONAL SKILLS TRAINING, which includes priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123;
5. EDUCATION offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. LEADERSHIP DEVELOPMENT opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. SUPPORTIVE SERVICES (See Appendix A for BT WFNY local policy).
8. ADULT MENTORING for a duration of at least 12 months that may occur both during and after program participation;
9. FOLLOWUP SERVICES (See Appendix B for BT WFNY local policy)
10. COMPREHENSIVE GUIDANCE AND COUNSELING , which may include drug and

alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;

11. FINANCIAL LITERACY EDUCATION, such as helping participants create household budgets, initiate savings plans, manage credit and debt, and navigate the financial aid process for post-secondary education. And other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health;
12. ENTREPRENEURIAL SKILLS training, discussing characteristics of entrepreneurs, developing business ideas, creating a business plan, and inviting local entrepreneurs to speak to youth;
13. Services that provide LABOR MARKET AND EMPLOYMENT INFORMATION about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. The use of NYS Dept. of Labor Career Zone and/or Job Zone is expected for this element; and
14. ACTIVITIES that help youth prepare for and transition to postsecondary education and training.

For detailed description of the 14 program elements see TEGL 21-16:
https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16_Acc.pdf

C. Program Components

It is expected that the following components will be integrated into program design:

1. **Recruitment-** Contractors are responsible for the recruitment of applicants. The intent is to use WIOA funds to serve youth who would benefit from year-round service and otherwise have limited access to comprehensive services. Recruitment of participant partnerships with district social services, homeless shelters, foster care agencies, police and probation will be necessary. In addition, consistent and quality use of social media will be required.
2. **Case Management-** Effective case management is essential to providing a customized menu of programs and services for each youth. Service continuity, referral and integration are either initiated or implemented in the case management process. Case Management must be documented in the State One Stop Operating System (OSOS) in a timely manner.
3. **Intake/Eligibility Determination-** Under WIOA legislation, all youth must meet eligibility guidelines as identified in this RFP. Certification of eligibility for all WIOA funded programs must be completed prior to enrollment. Broome Tioga Workforce will provide intake forms to providers at the bidder's conference.
4. **Orientation-**All participants must receive information on the full services available through the Broome-Tioga Workforce NY, Inc. youth program system.
5. **Objective Assessment-** Each participant must be provided with a comprehensive objective assessment as described previously in this RFP.
6. **Individual Service Strategy-**An approved form, a written plan of long and short-term goals

addressing educational, occupational or vocational, strengths, and personal support service needs. The ISS must be age-appropriate, developed with each participant and **linked to targeted performance outcomes for each youth**. The ISS must be regularly reviewed and updated as changes occur in employment goals, barriers, program services or support service needs.

7. **Information and Referrals**- Programs are encouraged to link and share information with other youth-serving organizations provided the appropriate releases of information have been signed. If there are youth requesting services that cannot be certified as eligible under WIOA guidelines, the contractor will be expected to make efforts to help the youth secure other appropriate services.
8. **Collaboration**- Contractors will be expected to engage in partnerships to provide resources and services to youth. The provider will be expected to work closely with the Broome-Tioga Career Center Service Providers, the entities receiving WIOA funds to service adults. Specifically, programs will be required to provide a seamless transition to the Career Center system. Go to www.broometiogaworkforce.com for a listing of the Career Centers.
9. **Academic Remediation Services** - In order to assist participating out of school youth and in school youth in both academic and occupational success, services must have a strong emphasis on achieving measurable skill gains toward such credential or employment (not yet specifically defined). All programs must provide academic remediation services, where appropriate, to assist in skills gains and have the capability to utilize instruments that identify skill gain. This may be done in-house or through partnerships with educational service providers.
10. **Employer Connections**- Connections to employers are essential in the creation of a system of providers that can effectively assist youth to become highly skilled and employable. These connections should lead to Work Experience placements as well as unsubsidized employment. Bidders are also encouraged to leverage employer support in terms of leveraged funds for training or wages, staff or operational needs related to training
11. **Services to Carryover Youth**- Youth who are in follow-up or in program from PY2018 should be provided necessary services

D. Partnerships and Collaborations

Building a strong network of partners is a mandatory program requirement. An example of a youth program network would include: employers, post-secondary education, high school equivalency programs, department of social services, homeless shelters, foster care system, veterans' service organizations, organizations that serve youth with disabilities, Career Centers, probation and local youth bureaus.

Please provide a list of anticipated partners for your program. If accepted you will be required to submit a MOU/MOA agreement for each partner to include:

- A brief overview of the agency or organization.
- A description and frequency of the services the partner will deliver and how the service will lead to a performance outcome(s)
- A brief description of staff qualifications.
- How the costs of the services will be funded (include all revenue sources)

- Method of information and referral between partners.
- Number of youth to be served
- Method of data collection and sharing for entry into OSOS.
- If a subcontractor, your plans to complete monitoring of the subcontract.

Note: Broome-Tioga Workforce NY supports collaboration among agencies in provision of services. This does not mean that all proposals must directly provide, themselves or through subcontracts, all 14 elements of WIOA youth programming but they must show that there is a plan in place for referral to other programs when appropriate with MOUs/MOAs between agencies stating such.

E. Performance Outcomes

WIOA aligns the performance indicators for core programs, and add new ones that are related to services to employers and postsecondary credentials attainment.

WIOA has six performance measures which are:

- **Placement in Employment or Education (2nd quarter after exit)** - the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 2nd quarter after exit from the program
- **Placement in Employment or Education (4th quarter after exit)** - the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 4th quarter after exit from the program
- **Median Earnings** - the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program
- **Attainment of a Degree or Certificate** - the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit from the program. Youth receiving secondary school diploma or equivalency must attain a job within 1 year of exit to be counted positively
- **Skills Gains** - the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment
- **Serving Employers** - the indicators of effectiveness in serving employers
For detailed descriptions of primary indicators of performance see TEGl 10-16 change 1
https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3255

Each proposal must include a description of how the program will achieve the expected outcomes as identified.

Proposed performance outcomes will be subject to negotiations pending the determination of specific numerical goals, or any other performance-related requirements/information/revisions, imposed by the New York State Department of Labor (NYSDOL) and/or United States Department of Labor (USDOL).

All successful subcontractors will be held accountable for performance measure rates, which includes future performance outcomes as they become available through the USDOL and the NYSDOL. Continued funding may be contingent upon meeting performance measure rates.

F. Data Entry and Data Management

Broome-Tioga Workforce Development Area currently uses OSOS to enter participant and program data and to run performance reports. The successful bidder will be expected to either have OSOS installed at their work site or make arrangements with one of the region's local One-Stop Career Centers to access the system or to provide data entry services. Access and training will be provided by the one stop center.

1. Data Entry:

- All data entry and record keeping is done by the contractors and reviewed (via OSOS and site visits) by Broome-Tioga Workforce NY staff and the NYSDOL program monitor. The Contractor must adhere to the guidelines established in Technical Advisory (TA) #11-12.2 (<https://labor.ny.gov/workforcenypartners/ta/TA11-12.2.pdf>) regarding the timeliness of data entry into the OSOS system. The Contractor will be held accountable for data entry and failure to adhere to the policy may have an adverse effect on future funding. Proposals must address this topic or they will not be considered for funding.
- All services must be documented in OSOS within 5 days of start of service as per TA 11-12.2, with any exceptions documented in OSOS Comments.
- All services should be limited to 60 days with any exceptions documented in OSOS comments.
- All DEV requirements outlined in TA #11-12.2 will be completed for youth.

2. Reports:

- **OSOS WIOA Local Management Reports:** Reports are currently available on-line. Broome-Tioga Workforce NY staff review reports on a regular basis to monitor performance. Such reports include but are not limited to WIOA Youth Active Participants, Youth performance outcomes, Registrations, and Exiter reports.
- **Fiscal Reporting:** Billing vouchers are prepared by the contractors and sent to the Broome-Tioga Workforce NY accounting staff for processing. Vouchers and expenditure reports are submitted to Broome-Tioga Workforce NY on the 15th of each month. Failure to meet the reporting deadline will result in a delay in payment. Broome-Tioga Workforce NY staff also monitors each contractor's expenditures on at least an annual basis.
Contractors will be responsible for all disallowed costs (e.g., monies spent on ineligible youth.) Disallowed costs must be paid with non-WIOA funds.
- **Program Performance Reports:** Program Performance Reports are prepared on a monthly basis by the contractors and submitted to Broome-Tioga Workforce NY staff by the 15th of each month. The data is reviewed by the Youth Program Manager and shared with Broome-Tioga Workforce NY.

Feedback on all reports will be given to contractors by email or orally at individual meetings. In addition, the Youth Program Manager will provide feedback and share best practices with contractors on a monthly basis.

G. Interim Outcome Measures

Because most data on performance outcomes will not be available during the program year, Broome-Tioga Workforce NY will use interim outcome measures and process measures in order to ensure progress toward the WIOA youth performance measures. The interim outcome measures that will be monitored by Broome-Tioga Workforce NY staff are:

1. Monthly and Quarterly review of program enrollment of out of school and in school youth into services and activities that lead to performance outcomes.
2. Return to or retention in school or program leading to a diploma/certificate.
3. Academic and occupational skill attainments for youth.
4. System for pre- and post- testing for basic skills deficient youth.
5. Fiscal requirement for spending reporting*

* Broome-Tioga Workforce NY reserves the right to recapture any unexpended funds at the end of the each contract year. Program is mandated to expend a minimum of 80% of the allocation within Program Year 19 to be considered for renewal. Each subsequent renewal year will also require a minimum of 80% expenditure of funds within that contract year.

H. Data Management and Continuous Improvement: Monthly examination of program outcomes, exits and expenditures will prompt recommendations and new strategies for program improvement. Broome-Tioga Workforce NY staff will work with each contractor to standardize and implement a performance outcome approach to data management.

Note: If the contractor fails to provide the required monthly reports and or fails to comply with the written approved corrective action plans, Broome-Tioga Workforce NY has the right not to reimburse the contractor for the timeframe involved.

Note: If the contractor fails to meet the Performance Measures, Broome-Tioga Workforce NY reserves the right to deny future funding to that provider.

Note: If the contractor meets all the outcomes as referenced above this will become a determining factor in the extension of the contract for PY20 onwards.

I. Monitoring Procedures: Eligibility and Services

Monitoring for program eligibility will be ongoing throughout the program year.

Desk Audits:

The Youth Program Manager will visit contractors on a quarterly basis – with a strong focus on the 1st and 2nd quarters when enrollment activity is expected to be highest- to review youth participant files to ensure that eligibility guidelines are followed and that appropriate documentation is secured. Meetings may coincide with the NYSDOL’s monitor’s meetings.

The Youth Program Manager will cross-reference hard copy eligibility, academic and occupational accomplishments documentation with data entered into OSOS. During desk audits, the Youth Program Manager will review youth’s ISS and the progression of services received by individuals to ensure that each youth is receiving appropriate services and the need for these services is documented. The Youth Program Manager will provide technical assistance and

written corrective action plans to contractors that do not comply with the WIOA eligibility requirements and documentation. If the contractors do not comply, Broome-Tioga Workforce NY has the right to deny reimbursement.

J. Program Staffing

Youth Navigator/case management staff must have a 2 or 4-year college degree and at least two years' experience working with the academic, occupational and personal needs of disadvantaged youth or jobseekers with barriers to employment. Additionally, experience working as a Job Developer, Career Counselor or Placement Specialist where direct employer contact was made is also considered a desirable background for staff assigned as Youth Navigators.

The number of Youth Navigators needed to meet the program outcomes is left to the operator but the expectation by BT WFNY is that a minimum of 1 Full Time Equivalent (FTE) staff would be necessary to cover the Tioga County region of the Workforce Development Area. While salary considerations are left to the operator to propose, alignment with the entry level wage as recorded for Counselors (SOC Code 21-1019) in the NYSDOL database is encouraged. The Entry level wage for this title is currently listed at \$32,420.

Proposals are expected to cover staffing needs. In addition, the Youth Navigators should have the ability to work a flexible schedule that may include nights and weekends in order to meet the needs of the youth participants.

Staff Training

Program staff will be required to attend the annual New York Association of Training and Employment Professionals (NYATEP) Youth Academy and local Broome-Tioga Workforce NY Staff Development trainings. In addition, program managers and front line staff will be expected to attend other training deemed necessary by the Broome-Tioga Workforce NY Executive Director or the Youth Program Manager. Examples include NYSDOL training sessions and Workforce GPS webinars. Budgets must include funds for conference and travel and must have a plan to overcome any agency freezes or policies restricting unnecessary conference travel. This documentation must be included in the proposal.

PART III: INSTRUCTIONS FOR RESPONDING TO THE RFP

Signed proposals must be received by Broome-Tioga Workforce NY staff no later than 4:00pm on Monday 03/11/2019.

Proposals should be mailed or hand delivered to:

Sara Liu, Director

Broome-Tioga Workforce NY

171 Front Street

Binghamton, NY 13905

Phone: (607) 778-6499

Email: sara.liu@broomecounty.us

The signed original proposal packet must be submitted along with an electronic version (in Word) to the above address. Proposal packets lacking signatures or the complete number of copies will be returned and no further consideration will be given.

Proposals submitted solely by fax or email will not be accepted.

Proposals received after the submission deadline will not be accepted.

AFTER submission of proposals, you will be required to send any requested additional information electronically to: **sara.liu@broomecounty.us**

Staff will review all proposals first to assure compliance with the requirements of the RFP. Proposals not meeting minimum requirements will be rejected. Proposals will be evaluated using the rating sheets attached (Attachment 1)

All inquiries regarding the RFP must be submitted in writing to the address above or emailed to **Sara Liu, Director, at sara.liu@broomecounty.us** prior to March 4, 2019.

PART IV: RESPONSE FORMAT

REQUIRED FORMS:

Proposals must include the following required forms

Proposal Cover Sheet and Contractor Qualifications (Attachment 2)

Proposal Budget Form (Attachment 3)

Statement of Non-Collusion (Attachment 4)

Certification of Specifications Compliance (Attachment 5)

NARRATIVE (No more than 5 pages):

- A. Organization Description:** Describe your business or organization, including its mission, vision, current customer base, staffing and service expertise. Highlight your organization's longevity and how this proposal will connect to your mission and organizational goals as well as the Broome-Tioga Workforce NY Local Plan. Include your organization's experience with disadvantaged youth. Describe your organization's experience in administration and contract management. If your organization has a Board of Directors, please provide their contact information.
- B. System Experience and Collaboration:** Describe your organization's experience in working as a partner within a system that delivers educational, youth development, and/or employment and training services to youth. Describe how your organization integrates services and shares customers with other providers.

Describe the qualifications of key program staff and their experience with educational and employment/training programs for youth. Include positions, staff to participant ratios and staff areas of responsibility as related to program services. Describe your staff development plan and how you will incorporate the mandatory training referenced in this RFP, including a plan to overcome agency/county freezes and policies regarding unnecessary conference and travel.

Outline your organization's plan and method for leveraging non-WIOA youth funding to enhance the system of services and opportunities for youth including responses to the following questions:

1. How will out-of-school youth transition to adult WIOA or other services?
2. How will relationships with employers and post-secondary education be developed and leveraged?
3. How will your organization collaborate with Broome-Tioga Workforce NY staff to achieve benchmarks and follow through on corrective action plans?
4. How will your organization address the retention rate and indicate how youth will be enrolled and retained in post-secondary education advanced training, employment, military services and apprenticeships?
5. What are your plans for leveraging any In-School Funding for youth currently transitioning into the program?

Provide specifics on your information management capacity and **indicate how your prior or current record of performance relates to your proposed performance outcomes in your current program design.**

C. Budget: Provide relevant financial information on the proposal budget form provided in the Required Forms, including the budget for work experience activities. This form is in a MS Excel Workbook.

Budget Narrative: Please include a budget narrative to support each item of costs listed on the budget

forms. **Include a description of your cost per participant and how you determined that cost. Also please include amount and source of all leveraged funding including your relevant documentation regarding governmental Indirect Rate.**

Subcontracting with other organizations: It will be the responsibility of the Contractor to monitor all subcontracts/sub recipients and provide reports of such monitoring to Broome-Tioga Workforce NY Youth Program and Fiscal Managers.

Bidders must agree to adhere to Broome-Tioga Workforce NY Purchasing and Procurement Policies (Appendix C).

D. Program Design: Explain the target population's needs, proposed services and related performance outcomes you plan to implement. Past performance outcomes will be considered where applicable. Describe the curriculum, methods, activities and partnerships you will employ to meet the performance measures. All program design aspects must be focused on attaining the WIOA performance measures discussed previously in this RFP.

1. How many out-of-school youth will be enrolled? What is/are the target population(s) of this program?
2. How, where and when will recruitment and outreach be conducted?
3. How will WIOA eligibility and enrollment be accomplished?
4. What are program objectives, activities and projected outcomes?
5. How will program design support attainment of WIOA youth performance measures?
6. How will the 14 WIOA required program elements be provided? If offered differently for ISY and OSY, please detail
7. How will the variety of work experiences be offered to the youth?
8. How will data entry and data management processes be linked to performance outcomes?
9. What method of case management will be used? What will be the ratio between case managers/staff and youth? Where will the staff be located?
10. Describe the case management strategy for providing consistent support, follow-through for service plans, referrals and tracking for participants.
11. How will the comprehensive assessment be conducted?
12. How will the program incorporate resources to assist the youth to explore careers and plan for the future? Programs available to assist in career exploration include, but not limited to, NYSDOL Job Zone and Career Zone
Participants may complete five CareerZone modules including: Interest profile, Work Importance Profiler, Abilities, Saved Occupation, Budgeting
13. How will the Individual Service Strategy (ISS) be developed and utilized?
14. How will you collaborate with employers especially with the identified Industry Cluster Occupations per Dept of Labor reports?
15. How will you collaborate with the local Career Centers?

Bidders must describe how the 11 program components on pages 10-11 and 14 required elements would be provided. **If approved, bidders must be prepared to provide MOAs between the bidder and each agency that will receive WIOA funds, as well as those that will provide non-WIOA funds and leveraged resources through this proposal.**

- E. Performance Outcomes:** Identify the specific elements of the program design that will lead to attainment of anticipated federal WIOA performance measures.
- **A contractor may not be recommended for funding, regardless of the merits of the proposal submitted, if they have a history of contract non-compliance with Broome-Tioga Workforce NY Inc. or other funding source(s). In addition, poor past or current contract performance with the Broome-Tioga Workforce NY or other funding source may affect recommendations for awards. Broome-Tioga Workforce NY, Inc. reserves the right to stipulate special terms regarding the area of concern that will become part of the final contract.**

Approved by Broome-Tioga WDB: 1/18/2019

Broome- Tioga Workforce NY Supportive Services, Incentives, Wages and Stipends Policy- Youth Only

Youth: Youth customers are covered under the Broome-Tioga WDB as being eligible for supportive services, incentives, stipends to ensure, to the extent possible, that similarly situated participants receive similar supportive services. The provision of such services to applicants and participants shall be based upon a thorough review of the individual's needs.

Participation in WIOA shall not be construed to provide an individual youth with an entitlement to a supportive service or incentives

This policy applies to all enrolled WIOA youth.

Supportive Services under WIOA can't be provided by the One Stop Operators. (exception: unless the One Stop has procured to provide the services and becomes a Contractor).

All supportive services for youth must be provided by the contracted WIOA youth providers. This includes supportive services, incentives, wages, stipends. All Youth program contractors will provide these services keeping within the parameters outlined in this policy

Changes/Updates: any supportive services identified as needed for a youth or youth program that are not covered in this current policy, must be approved by the Workforce Administrator of that youth contract. Prior to approval by the Workforce Administrator of the youth contract, that administrator should consult with the other county Workforce Administrator of the youth contract, and WBD director and/or NYS to determine need and ascertain if such costs can fall under supportive services. The Supportive Service policy will then be revised to include the new costs and presented at the next board meeting for approval.

Duplication: WIOA funds will not be spent on supportive services for a youth who is receiving the same supportive services from another program or agency.

Purpose

To establish basic guidelines to be used in the provision of supportive services, incentives and stipends to enable an individual to participate in activities authorized under the Workforce Innovation and Opportunity Act (WIOA)

1. Supportive Services

Definition: Supportive services are defined at WIOA Sections 3(59). They include services such as transportation, childcare, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under WIOA. (134 (d)(1)(B)(2) and (129 (c)(2) G)

Due to location, funding availability, services costs, and services available (i.e public

transportation), each contracted Youth Program provider may set limits to amounts and duration of supportive services within the parameters established within this policy.

Duration: These supportive services are limited to one consecutive enrollment in WIOA and dependent on available funding.

Follow-up : Youth supportive services can be provided while youth is in follow-up. As stipulated in the Broome-Tioga Youth Follow-Up Policy. Supportive services include:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing;
- Referrals to medical services; and
- Assistance with uniforms or other appropriate work attire and work related tools, including items such as eye glasses and protective eye gear.

OSOS: Supportive services should be documented in youth file and OSOS – enter comments and services under the appropriate supportive services provider offering.

Supportive services may only be provided to Youth who:

- Are participating in WIOA enrolled services; and who are unable to obtain such supportive services through other programs providing such services and can't receive supportive services through referrals to partner agencies and other community service providers (e.g, ACCES-VR).

Contracted Youth Program Providers should refer to the Reference Guide of Youth Supportive Services (maintained and provided by Broome-Tioga Workforce) for programs and agencies that can assist in provision of supportive services. And when feasible, utilize these programs and agencies in the provision of supportive services.

- **All Other Supportive Services- Paid or Reimbursement costs:**

All other supportive services are those services other than transportation or incentives. Such costs can include, but not limited to, pre-employment/training medical testing, licensing/certification/insurance fees, pre-employment/training supplies, birth certificates or other identification documents, child care, housing. Support must be tied to job search/employment/training activities.

- Reimbursement costs: If an enrolled youth pre-pays a cost that can qualify as a supportive service cost, the youth may be reimbursed those costs.
 - a) Stipulation for reimbursement is that the youth must be employed or in training for 30 days before reimbursement can be processed
 - b) No reimbursements can be processed without supporting receipts
 - c) Must be WIOA enrolled and costs must occur after WIOA youth enrollment.
- Housing/Child Care – community and local agencies should be contacted prior to utilizing WIOA youth funding

- a) Child care costs can only be paid at a licensed/certified day care provider (not relative/friend, etc)
- b) Housing can only be paid to commercial hotels/ established landlords (not relatives/friend, etc)

Maximum funds: amount that can be paid/reimbursed is \$750

- **Transportation:**

Maximum funds: services provided under transportation support will not exceed \$850

Gas cards and bus passes: may be given to youth to assist in youth being able to participate in youth program activities, training, and employment. (Att B)

- a) Gas cards/ bus passes are to be utilized as a supplement to overall transportation costs, not to totally subsidize transportation costs of a youth. Youth is to understand that this is a supplement to assist with transportation costs.
- b) Youth shall receive no more than \$25 in gas cards per week. This amount will be prorated to the number of days youth attended programs or training per week (\$5/day). Youth will not receive gas cards for days not in programs or training. (if youth enrolled in BOCES welding course for 4 days a week and only attends 2 for the week, a gas card of \$10 is issued)
 - Training provider signed attendance sheets are required as supporting documentation
- c) Youth must return gas receipt after using the gas card. **No** additional cards will be issued if the youth does not return the receipt (which will include the gas card # on the receipt). This is to ensure that the youth is not 'selling card for cash'.
- d) Youth who become employed may receive gas cards/ bus pass until their first paycheck. Employment and pay schedule will be verified with employer.

Other Transportation supportive services:

- a) Supportive services can include driver training course to assist youth in gaining driver's license to enable youth to participate in youth program activities, training, and employment. ITA to be completed for training.
- b) For rural areas and other areas where transportation is limited or non-existent, purchase of a new or used bicycle may be as a means of viable transportation to enable youth to participate in youth program activities, training, and employment. For rural distances, bike purchase to cover a radius of 25 miles is reasonable. Cost of the bicycle can't exceed \$120 and will be purchased by the Youth Program.
 - Providers must set program parameters for bicycle provision to ensure that this doesn't turn into a 'bikes R us' program. Parameters such as, but not limited to, time enrolled in program, having met at least one program benchmark, etc

- c) Other transportation modes or repairs can be funded but requires prior approval by the Workforce Administrator of that youth contract
- All repairs must have an invoice in order to be paid
 - All repairs must be conducted at a state approved repair shop
 - Repairs are only done on vehicles registered to the participating youth. No repairs will be made on family or friend vehicles, even if that vehicle is the youth's mode of transportation.

4. Incentives

Definition: Incentives are performance-based payments tied to the successful attainment of benchmark measures. A programmatic incentive plan must be documented and an individual incentive plan must be submitted for each youth participant to substantiate payment. (Att C)

Incentive payments to youth participants are permitted for recognition and achievement directly to training activities and work experience (20 CFR 681.640)

Active WIOA-enrolled youth may be considered for incentive funds up to the maximum amount stipulated while involved in the WIOA youth program. There are no circumstances where this amount may be exceeded.

WIOA enrollment requires an active WIOA youth case record in OSOS, and initiated Individual Service Strategy, and all WIOA required eligibility documentation

- **Incentives paid to an individual youth will be a maximum of \$500.00**
- **Incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment**
- **Incentives are limited to:**

Up to a maximum of \$25 incentive card may be rewarded upon attaining one or multiple achievements listed below:

- Passing Customer Service Certification (one card)
- Increasing TABE one EFL (one card Math, one card Reading)
- Active participation in 15 hours of TASC tutoring (up to 60 hours total)
- Completion of occupational classroom training (or midpoint if longer training) with attendance no less than 75% of class hours
- Gaining employment upon completion of work readiness and/or education components
- Retaining employment into the 2nd qtr after exit from programming (min of 30 days of employment from 1st quarter through 2nd qtr- may be one or more employers)
- Work Readiness Certification Course completion

To qualify for Work Readiness incentive, youth must:

- a) complete at least 4(four) hours of Work Readiness coursework to a maximum of 4 weeks
- b) incentives will only be given at completion of full week of programming each week to a maximum of 4 weeks

Up to a maximum of \$50 incentive card may be rewarded upon passing test and obtaining TASC diploma.

5. Stipends /Wages:

When a youth participates in an occupational skills work based training program, the Youth Program Contractor has the choice of paying a youth a Stipend or Wage for occupational training programs, except for OJT contracts. Youth under OJT contracts are hired permanently by the business and fall under the policies and procedures of the B-T OJT Policy.

Definitions:

Stipends: are performance-based payments intended for youth participating in occupational training programs (such as Work Experience, Job Shadowing), they are tied to the successful attainment of benchmark measures in those activities under work experiences.

A stipend plan must be documented in youth notes and on ISS, and outlined in any work based contract for each youth participant to substantiate payment.

If a youth contractor develops a stipend plan outside of the parameters of this BT Policy, that stipend plan must be pre-approved by the monitoring WIOA staff before implementation and subsequently approved at the next board meeting.

Wages: wages must be commensurate with work performed and with salaries paid to others doing similar work. Youth under OJT contracts are paid wages as they are employees of a business. Wages reimbursed to the employer under the individual youth OJT are considered work experience wages for youth program purposes.

Occupational Training: For all youth involved in occupation training programs (work experience, apprenticeships, internships, OJT contracts):

- Time sheets are to be kept on all participating youth
- Youth are not compensated for missed hours/days/holidays or other time not spent on the work based training program
- Incomplete occupational training programs/ contracts- stipends/wages will be pro-rated to time in training. Stipends/wages paid will be based upon the time sheets submitted documenting actual time spent in the training program in accordance with the youth stipend plan or OJT contract.

ATTACHMENTS:

Attached forms are to be completed by the contracted WIOA Youth Program providers. All forms and supporting documentation for each cost will be kept in the individual youth's file to be presented upon request for review by WIOA program monitors and/or NYS Program and Fiscal Auditors.

ATT A: Purchased/ Reimbursed form- All Other Supportive Services

- To be completed for purchase/ reimbursed costs
- All information must be complete on each form
- All supporting documentation must be kept with form

ATT B: Supportive Services- Transportation

- To be completed to issue gas card/bus pass
- All supporting documentation (attendance sheets/ receipts) must be kept with form
- Issuance of gas cards/bus passes must be in compliance with this policy

ATT C: Incentive

- To be completed to issue incentive cards for benchmark attainment as outlined in policy

Broome-Tioga Workforce NY - Paid/ Reimbursed Form max: \$750

Youth Name: _____ **NY #:** _____

Enrollment Date: _____ **Date:** _____

Youth Program : _____ **Youth Program Staff:** _____

All Other Supportive Services- Purchased or Reimbursed Costs:		
	Check Box(es)	
1. Job Search Costs 2. Employment Costs - (name of employer must be in OSOS/File) 3. Training Costs- (training info must be in OSOS/File)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
30 Days of Employment / Training Verified for Reimbursement only:	Start date:	30 day date:
Employment verified by: _____ Training Attendance verified by: _____ Verification source: _____		
Supportive Service Items: purchased or reimbursed	Purchased	Reimburse d
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
(all supporting documents / receipts must be attached to form)		

_____ (Youth Program Staff Signature)

_____ (Date)

BROOME-TIOGA WORKFORCE NY
(YOUTH PROGRAM NAME)
(ADDRESS)
(PHONE)

SUPPORTIVE SERVICE- TRANSPORTATION

Max: \$850

YOUTH NAME _____

OSOS NY#: _____

I have reviewed the Supportive Service policy with Youth Program staff and was informed of the terms and conditions.

I understand that:

___ This is to assist with transportation costs, not to totally subsidize the cost of transportation to participate in WIOA programs.

___ The bus passes/ gas cards are to assist with transportation to and from this youth program, training program, skills training programs, as well as job searching purposes.

___ The distribution of bus passes/ gas cards are dependent on my attendance at Broome- Tioga Workforce and/or Broome-Tioga programs

___ Attendance will be verified by Youth Program Staff

___ I will be required to sign for bus pass/ gas cards

___ I must turn in gas receipt (which has gas card # on it) in order to receive another gas card

If in training:

Training Dates: _____ to _____

Training Provider: _____

Customer Signature

Date

Staff Signature

Date



Broome-Tioga Workforce
(YOUTH PROGRAM NAME)
(ADDRESS)
(PHONE)

INCENTIVES

Max: \$500

YOUTH NAME _____

OSOS NY#: _____

I understand that:

___ The distribution of cash card is dependent on my attendance at Broome-Tioga Workforce services/programs or other youth or training programs.

___ Up to a maximum \$25 incentive card for Work Readiness Certification Course completion

To qualify for Work Readiness incentive, youth must:

a) complete at least 4(four) hours of Work Readiness coursework to a maximum of 4 weeks

b) incentives will only be given at completion of full week of programming each week to a maximum of 4 weeks

___ Up to maximum \$25 incentive cards may be rewarded upon attaining one or multiple achievements listed below:

- Passing Customer Service Certification
- Increasing TABE one EFL
- Active participation in 15 hours of TASC tutoring (up to 60 hours total)
- Completion of occupational classroom training (or midpoint if longer training) with attendance no less than 75% of class hours
- Gaining employment upon completion of work readiness and/or education components
- Retaining employment into the 2nd qtr after exit from programming

___ Up to maximum \$50 incentive card for passing TASC (high school equivalency)

___ Attendance will be verified by Youth Program Staff

___ Customers are required to sign (or approved alternative, i.e- mail, email, text, etc) for a cash card (if mailing: gift cards are to be sent certified return receipt in order to obtain a signature verifying receipt of the gift card)

Training Dates: _____ to _____

Customer Signature (or approved alternative)

Date

Staff Signature

Date



Approved By Broome-Tioga WDB: ___1/18/2019

BROOME-TIOGA WORKFORCE NY YOUTH FOLLOW-UP POLICY

PURPOSE: To clarify and provide guidance to program staff (or “Staff”) in providing follow-up services to youth program participants (or “Youth”). Follow-up services help ensure that Youth continue to succeed in employment and educational goals after completion of participation in the youth program.

Per WIOA 20 CFR 681.580- Follow-up services are critical services provided following a youth’s exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training.

Follow-up services may begin immediately following the last expected date of service in the Youth program (and any other DOL program the participant is enrolled), when no future services are scheduled

REQUIRED: Per WIOA, youth follow-up services must be provided for a minimum of 12 months following their exit from the youth program and any other DOL program. Examples of follow-up services are outlined in the “Services” section below. Providing these follow-up services does not require Staff to create a new WIOA enrollment. However, if Staff feel as though the Youth would benefit from more rigorous services (e.g., occupational skills training), they need to re-enroll the Youth into the year-round program.

POLICY: All youth participants must be offered an opportunity to receive follow-up services that align with that youth’s Individual Service Strategy.

All Youth enrolled in Broome-Tioga WIOA funded youth programs must be provided with follow-up services for a minimum of 12 months unless the participant declines services or the participant cannot be located or contacted

Follow-up services may end prior to the 12 month requirement, so long as Staff follows the protocol outlined in the ‘Refusal/Loss of Contact’ section below and documents the outreach in the One Stop Operating System (OSOS) as services and case notes.

SERVICES: Follow-up services (or “Services”) provided and duration of services must be determined based on the needs of the individual and therefore, the type and intensity of services may differ for each participant.

Follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome

Follow-up services for youth may include regular contact with the youth participant’s employer, including assistance in addressing work-related problems that arise. Follow-up services for youth may also include the following youth program elements:

- 1) **Supportive services:** will follow the current Broome-Tioga Supportive Service policy
- 2) **Adult mentoring**

3) Financial literacy education

- 4) **Services** that provide labor market and employment information about in-demand industry sectors or occupations in the local area, such as career awareness, career counseling, and career exploration services
- 5) **Activities** that help youth prepare for and transition to postsecondary education and training. Academic support, including regular contact with Youth participant's academic advisor, to address education related problems that arise; career counseling and remediation.

When these services are provided as FOLLOW-UP services, a case note in OSOS COMMENT section will be made identifying these services as follow-up services and will be funded under SERVICES as Follow-up Service

PROCEDURE:

- 1) Upon enrollment in the Year Round WIOA Program, Youth will complete a follow-up form that will provide a phone number, email address, and names of up to three additional contacts (e.g, employers, relatives, and/or education/training organization) who can be contacted for information regarding youth (if the youth is not reachable).
See **ATTACHMENT A** for this document for follow-up contact information.
- 2) Prior to exiting the Year Round Program, the follow-up procedure will be reviewed with the Youth. Staff and Youth will discuss and decide upon appropriate follow-up services.
ATTACHMENT A should be reviewed and updated as needed.
- 3) Follow-up services can start immediately after an Actual End Date has been entered for the last open service on the Youth's record in OSOS **AND** there are no planned future services. There is no need to wait for OSOS to generate the exit date (90 days from the last date of service) to provide follow-up services. Follow-up services do not extend the enrollment or create a new enrollment, as long as they are entered as "Follow-up" in the "Program Service Type" field in OSOS.
- 4) Contact:
 - a) In providing follow up services, Staff must contact Youth or (if Youth cannot be reached) one or more of the contacts the Youth identified on **ATTACHMENT A** to discuss Youth's progress in employment or education; this contact must be made every other week for the first three months after youth exits program e.g., phone, email, in-person, or through social media.

Note: If the Youth contact Staff and receive follow-up services outlined in this policy, this will count as follow-up and should be entered in OSOS Comments as a follow-up case note and a funded service in the Services tab

- b) During months four through twelve (4-12) of the follow-up period, Staff must contact Youth or (if Youth cannot be reached) one or more of the contacts the Youth identified on Attachment A to discuss Youth's progress in employment or education as part of providing follow-up services; this contact must occur on a monthly basis e.g., phone, email, in-person, or through social media.

OSOS can be used to help Staff set reminders to contact Youth. Reminders can be scheduled using the "Next Contact Date" option on the Services tab in OSOS. In addition, Staff should create a case note using the "Comments" button when entering a follow-up service that includes a comment as to the next date that the Staff will attempt to contact the Youth.

- 5) If Staff contacts Youth and Youth reports no need for services during that contact, this should be fully documented as a case note in the OSOS "Comments" button; however, no funded follow-up service activity can be put in the "Services" section as no actual services were

provided. Follow-up services should continue to be offered following the schedule above to monitor the Youth's status and needs.

REFUSAL/LOSS OF CONTACT: Staff may end a Youth's follow-up services in less than twelve (12) months if Staff is unable to contact the Youth for three (3) consecutive attempts as outlined below or if Staff receives one rejection from the Youth. Contact should be attempted on the following schedule:

- 1) During the first three (3) months after youth exits program, Staff should attempt to contact Youth every two (2) weeks.
- 2) During months four through twelve (4-12) after Youth exits program, Staff should attempt to contact Youth every month.

Contact dates and information must be entered as case notes in the OSOS "Comments" button to show that the contact policy threshold was reached or that the youth declined to receive additional services during the follow-up period

EXEMPTIONS/ EARLY TERMINATION:

- a) **WIOA Exempt:** Not all Youth exiters are required to be provided follow-up services. The following reasons are exclusions from performance measures that do not require follow-up of the Youth. The reason for the exclusion must be documented in OSOS comments/Case notes. A Youth may be exempt from or not need follow up if the Youth:
 - **Incarcerated/Institutionalized:** The participant exits the program because he/she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support, such as a hospital or treatment center during the course of receiving services as a participant
 - **Deceased:** participant is deceased
 - **Medical Treatment:** participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program
 - **National Guard:** participant exits the program because he/she is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days
 - **Foster Care:** participant is in the foster care system (45 CFR 1355.20(a) definition) and exits the program because he/she has moved from the local workforce area as part of such program or system

References:
20 CFR 681.580
TEGL 21-16
TEGL 10-16 Change 1

ATTACHMENT A



Follow- Up Contacts and General Release of Information

I, _____

give permission to the (INSERT YOUTH PROGRAM), to contact the following people to provide information during the 12 month follow-up period:

1) Name: _____
Relation: _____
Address: _____
Phone(s): _____
Email: _____

2) Name: _____
Relation: _____
Address: _____
Phone(s): _____
Email: _____

3) Name: _____
Relation: _____
Address: _____
Phone(s): _____
Email: _____

I give permission to the above to provide information on my personal history and current/future status to include: medical, family, legal, employment, financial, and current address/phone.

Other information: _____

Applicant Signature

Date

Appendix C: Purchasing & Procurement

Broome Tioga Workforce NY Section I: Procedures for Reviewing and Awarding Contracts Competitive Negotiation Method

Potential Bidders

All potential bidders for any Workforce bids, Requests for Proposals (RFPS) or Requests for Qualifications (RFQs) should register with the Empire State Purchasing Group to be on the BidNet web-site.

Notification of Potential Bidders

Notification of the RFP is sent to the potential bidders as listed on BidNet according to the appropriate criteria. In addition, a notice is placed on the Broome Tioga website, www.broometiogaworks.com and in local newspapers. Notification of the RFP process is made within the region served, identifying the areas for which the proposals will be considered.

RFP Guidelines and Instructions

Organizations notifying Broome Tioga Workforce NY of their interest to bid are emailed an electronic copy of the RFP package or they may download the form from the BTWNY website.

Bidders are provided information that indicates that the BTWNY operates the proposal solicitation when required. Although proposals will be entertained throughout the year, participation in the scheduled RFP procurement will ensure timely consideration of proposals. Proposals which may have merit but that are not received as a result of the RFP run the risk of not receiving funding due to a potential lack of funds since the scheduled RFP would be part of a process which obligates direct subcontracted training funds for the following year.

Instruction would also include a date and time for a Bidder's Conference should the event be planned.

The BTWNY limits who has authority to provide guidance on the RFP, its requirements and intent. Bidders are instructed to contact the BTWNY Director or assigned BTWNY contact who are the only persons authorized to provide official interpretations and guidance on the RFP during the time of developing the proposal. The intent is to make interpretations and guidance consistent so that information given to one bidder is provided to another.

Bidder's Conference

A Bidder's Conference may be scheduled to address questions regarding the RFP process. If one is conducted, notification will be made either in the solicitation notification and/or the RFP Guidelines and instruction.

Part of the RFP Instructions will require the bidder to submit pre-award certification for Debarment/Suspension, Lobbying, and Non-Discrimination etc.

Procurement for the second year of two-year procurement needs only to include the negotiated items. Any funds not being obligated may be procured for. In this event, the procurement process may begin again with the letters of intent.

Receipt of Proposals

All proposals received are date stamped according to the date received. Proposals received after the due date and time may not be considered for review during the particular initiated process. Late proposals may be considered in cases of inadequate competition or after the particular initiated process is closed.

Evaluation of Proposals

A procurement file is started which includes a Proposal review routing slip along with the Staff Evaluation. The following staff is responsible for reviewing proposals:

WIB Director
Contract Specialist
One-Stop Manager(s)
Adult, Dislocated Worker, Youth staff (as applicable)

The Contract Specialist initially reviews the proposals to determine if all required materials have been submitted (i.e. narrative, budgets, project plan, etc.) A checklist is completed and routed to all staff responsible for reviewing the proposals.

Each staff Evaluator reviews the proposals for areas to their respective expertise and provides additional insight as appropriate to the review. Comments are written and compiled and become part of the official procurement file.

Once the proposal evaluation is completed a meeting is held to review the findings and consolidate the staff recommendations to be made to the Youth Council, if applicable, and the Workforce Investment Board.

Decisions on Proposals by the WDB

Staff brings recommendations to the Executive Committee and the Youth council, where applicable, which brings it to the Workforce Development Board. Recommendations include one of the following scenarios:

- Proposals are recommended for full funding including the number of slots and maximum contract amount
- Proposals are recommended for a level of funding less than requested including the number of slots and maximum contract amount
- Proposals are wholly rejected and reasons for such

The WDB may also attach contingencies to the approvals that it deems in its best interest.

Notification of Award/Non-Award

Notification of Award/Non-Award is sent to bidding organizations by the BTWNY staff notifying them of whether their proposal was given approval, the approved amount and if appropriate, the number of participant slots for which training is being purchased. If the proposal was approved with contingencies those are noted in the notification letter.

Bidding organizations not receiving approvals of proposals submitted are also sent notification as to the outcome of their proposal.

If a bidding organization wishes to appeal the decision to award or other issues surrounding the proposal process (to allow withdrawal of proposals, appeals from disqualifications and determinations of non-responsibility and appeals from decisions or disputes arising during the performance of a contract) a formal request is submitted to the BTWNY Director. If resolution is not achieved the matter will be taken to the BTWNY Executive Committee of the Workforce Development Board. If resolution is not achieved at that level the bidding organization will be directed to submit its grievance following the Broome Tioga Workforce Board Grievance Procedure in the Appendix.

Negotiation of Contracts

Proposals which have been approved begin to be drafted for negotiation and execution of contracts.

The types of contracts to be awarded include contracts for the actual cost of operating the training program either by line-item or fixed unit price (non-performance based).

Types of agreements may include Fixed price, Cost reimbursement, or other a combination of the two depending on the contract applicability, elements of the proposed agreement and the limitations of the agreement. Evaluation comments and WIB contingencies are incorporated into the negotiation process and finally into the contract for services.

BTWNY Staff will provide WIOA administrative/fiscal support and technical assistance to contractors awarded funding. Staff support will be available to ensure that program objectives are aligned with the area's local economic development goals and are supported by the area's business community.

Once all the terms are negotiated and the contract is drawn the BTWNY Director proceeds with the execution of the contract. Copies of the contract are prepared for the Broome County Law Department for review and execution and the County Executive's signature. Copies of the contract are sent to the Organization (sub-recipient) for signature. Executed copies are retained by the Broome County Law Department where electronic copies are scanned and uploaded to the Broome County secure network, Onbase.

Section I: Procedures for Reviewing and Awarding Contracts

Non-Competitive Negotiation Method

There are five forms of Non-Competitive Negotiation methods utilized by the Broome Tioga Workforce NY. These are:

- Non-solicited
- Sole Source
- On the Job Training
- Customized Training
- Individual Training Accounts

Non-solicited for non-federal funds

There may be occasions when proposals are received during the program year that are submitted outside of the annual solicitation process for training which may be consistent with the Broome Tioga Workforce Investment Board's (WIB) priorities.

Proposals received in this situation undergo an evaluation review similar to that of the Competitive Negotiation process including applicability to the WIB priorities and established programs and the reasonableness of cost are examined. If the training program falls within acceptable guidelines the review of the potential contract review is undertaken by staff, WIB and the Broome County Law Department for approval.

Proposing organizations are required to submit the appropriate documentation consistent with RFP requirements, as applicable, prior to the execution of a contract.

Sole Source

When the use of Competitive Negotiation is not feasible BTWNY may use non-competitive negotiation methods in the following circumstances.

- For training programs
- If a public demand or emergency exists that will not permit a delay to obtaining competition;
or
- If the Training is the only available from a single source (e.g. the results of the funding source requirements limits the type of agency which training can be purchased from, etc.);
or
- If after soliciting a number of sources competition is deemed inadequate

Programs that are purchased utilizing this method are required to submit appropriate documentation consistent with the RFP prior to the execution to the contract.

In all instances Sole Source must adhere to Broome County Division of Purchasing requirements.

- Other, Non-Training Programs

If a public demand or emergency exists that will not permit a delay to obtaining competition; or
If the Training is the only available from a single source; or

If the item is available through a previously established procurement process (Broome County pricing or NYS Contractor pricing); or

If after soliciting a number of sources competition is deemed inadequate.

On-the-Job-Training

The On the Job Training contracts are not brokered through an intermediary organization but written directly by Broome Tioga Workforce NY with the employer providing the training.

In general, once the employer has determined that OJT will meet their needs and the BTWNY Contract Specialist has determined that the employer can meet the needs and the requirements of the WIOA, the contracting procedure is initiated.

All contracts adhere to the Broome Tioga OJT Policy and Procedures Manual – revised 2018. For more detail on the procurement and execution of the OJT contracts please refer to the OJT manual.

Customized Training

Customized Training is an option for an employer or group of employers that have identified a training need and has agreed to hire an individual(s) upon the successful completion of training.

The BTWNY Director or Contract Specialist, acting as a liaison with local employers, would initiate the discussion and identify the need. Upon approval of a customized training program a financial agreement is executed identifying: number of employees to be trained, length of training, anticipated wage at placement, and other information.

Individual Training Accounts

Broome Tioga Workforce NY has developed an Individual Training Account policy to be utilized through Title I of the WIOA. These accounts are accessed through an established One-Stop Career Center.

Priority will be given to those training programs that are 104 weeks or less in length and that lead to Demand Occupation opportunities in the Broome Tioga LWIA.

ITA's would be issued in a standardized form. Prior to issuance the local office would establish an IEP with the customer, review and identify the amount necessary and allowable to meet the customer's need. Upon review, the office would complete the ITA, retain one copy and attach to participant file and retain one copy for fiscal record and issue the Original to the Training Provider/School. This would notify and confirm to the school the amount to be paid by the ITA.

The school/training provider attaches the ITA original or copy when submitting the student's invoice for payment.

Appeal or Protest

The Broome Tioga Workforce NY will utilize the following Appeals Process regarding Procurement

Step 1 – Request for Debriefing

Within ten (10) calendar days of the date of notification, unsuccessful offerors may request a debriefing with the BTWNY Director. The debriefing will be scheduled within ten (10) calendar days from the date of the request. The meeting will be to discuss the reasons the offeror was not selected. Information presented to the offeror will

be limited to the proposal contents. The offeror will not be given copies of the rating sheets, staff or committee notes or notes associated with the negotiation.

Step 2 – Formal Filing of Complaint Alleging a Violation and Request for Conference with the Broome Tioga Workforce WIB.

The offeror may submit a Written Appeal to the BTWNY WIB within five (5) calendar days of the debriefing meeting. Unless the appeal is communicated in writing an appeal is considered not to exist. In addition the appeal must allege a violation of the federal, state, applicable law, rule or regulation, or a violation of the WIB approved Procurement Policies. Appeals filed which do not allege such a violation will not be considered.

The Appeal must be submitted to the Broome Tioga Workforce Board Director at 171 Front St, Binghamton, NY 13905.

A conference may be arranged for the appellant to formally present the violations in person. The conference will be conducted within ten (10) working days of the receipt of the Appeal to the BTWNY Director. The BTWNY WIB will hear claims presented by the appellant and determine whether a violation has occurred and if so, what course of action is necessary. The BTWNY WIB will communicate the result of the findings to the appellant within ten working days following the conference.

If the Appellant remains unsatisfied the appellant will be notified and informed to follow the directives outlined in the Broome Tioga Workforce NY Grievance Policy.

Conflict of Interest

No individual in a decision-making capacity, including WIB members, shall engage in any activity, including the participation in the selection, award or administration of a subgrant or contract supported by WIOA funds, if a conflict of interest would be involved. Such a conflict would arise when the individual, any member of the individual's immediate family, the individual's partner, or organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for award.

Section I-A
BROOME-TIOGA GRIEVANCE PROCEDURE

WIOA Title I Complaint/Grievance Procedure

Local Workforce Development Area Name: _____

Designated Grievance Officer: _____

Phone: _____

Email: _____

Designated Hearing Officer: _____

Phone: _____

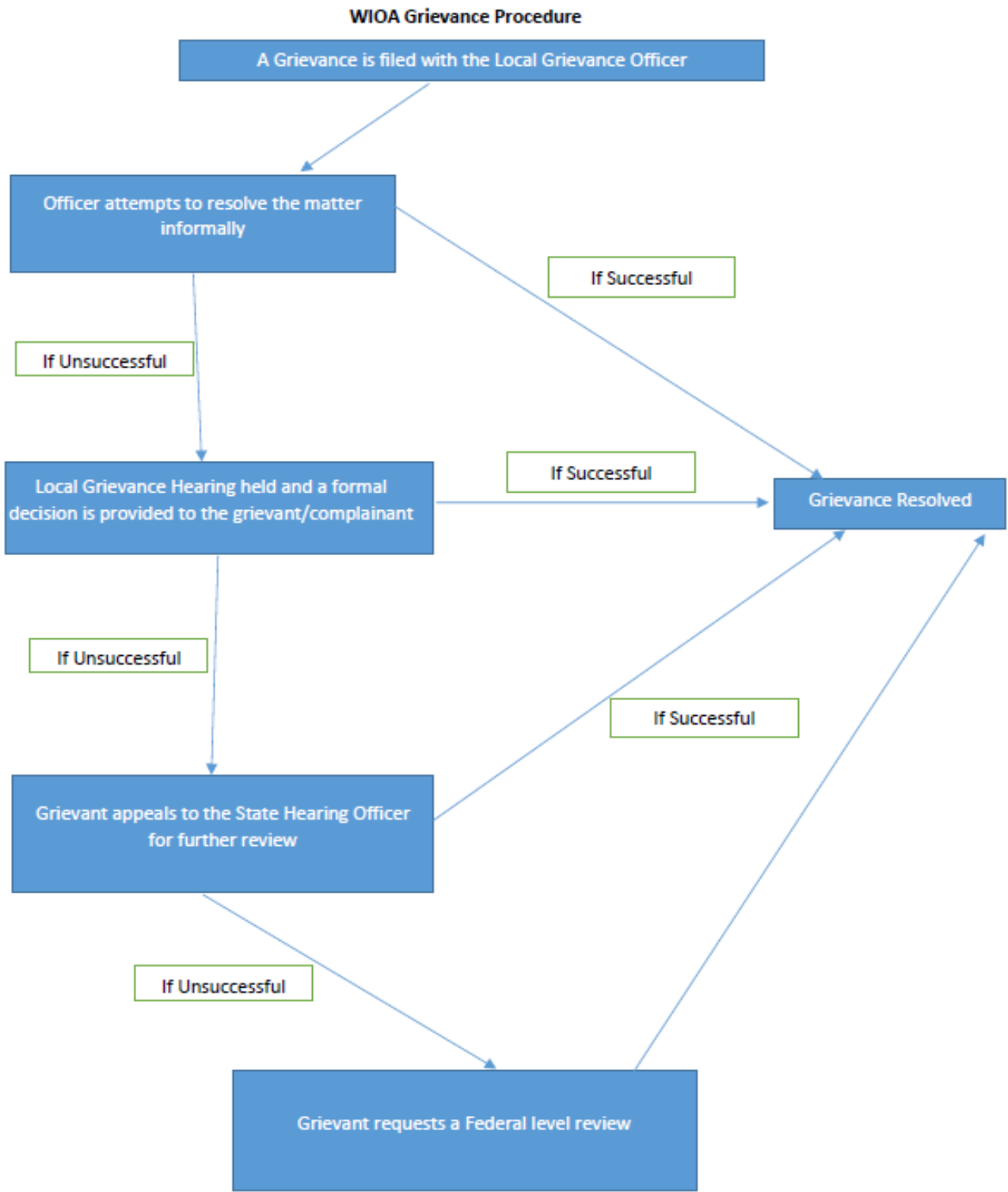
Email: _____

1. The process starts when a complaint/grievance is filed with the Grievance Officer. The officer must log the complaint, and review it to seek a resolution.
 - a. Note, while not required, customers are encouraged to file complaints using the Customer Complaint Information Form (Attachment C). This same form can be utilized to file complaints under the Title III Wagner-Peyser program and/or for discrimination complaints filed under Section 188 of the Workforce Innovation and Opportunity. Appropriate procedure should be followed when filing a complaint in those cases.
2. A hearing will be scheduled at least thirty (30) calendar days, but no more than forty-five (45) calendar days, from the filing of the complaint/grievance to provide the person or entity (Complainant) with an opportunity to present witnesses and other evidence.
 - a. Notice of the grievance hearing shall be in writing and include: the date, the time, and place of hearing; a statement of the law and regulations under which the hearing is to be held, and a short and clear statement of the complaint/grievance.
 - b. Note that if the Grievance Officer is successful in reaching an informal resolution with the Complainant prior to the date of the scheduled hearing, the scheduled hearing will be adjourned.
3. At the Local Area level, a written Decision must be issued to the Complainant by the Hearing Officer within sixty (60) calendar days of the filing of the complaint/grievance.
4. Complainants not in receipt of a written decision within sixty (60) calendar days of filing the complaint/grievance have the right to request a State Level review. Such a request must be filed within fifteen (15) calendar days from the date on which the Complainant should have received a written decision. The request for State Level Review must be filed with the State Level Grievance Officer. State level appeals must be submitted by certified mail, return receipt requested to:

State Level Grievance Officer
New York State Department of Labor
W. Averell Harriman State Office Building Campus
Building 12, Room 440
Albany, New York 12240-0001

5. The Complainant also has the right to request a State Level review of an adverse decision issued by the Local Level Hearing Officer. Such request must be filed with the State Level Grievance Officer within ten (10) calendar days of receipt of the adverse decision.
6. State Level Review shall only proceed to the extent that a Local level hearing has been held, findings of fact made, and a decision rendered. If not, the State Level Grievance Officer shall return the complaint/grievance to the Local Level Grievance Officer with instructions on how to complete the review and hearing process.
7. To the extent that Local Level Hearing is complete, requests to review the Local Level Hearing decision shall be limited to any allegations of procedural errors or errors in interpreting or applying the law. Findings of Fact must occur at the Local Level. Any finding at the State Level indicating that errors were made at the Local Level in making Findings of Fact will be returned to the Local Level for further review.
8. If a State Level Review is requested, the State Level Grievance Officer shall investigate the complaint/grievance, seek resolution, and issue a written decision within sixty (60) calendar days of receipt of a request for a review by a Complainant.
9. A hearing will be scheduled at least thirty (30) calendar days, but no more than forty-five (45) calendar days, from the filing of the complaint/grievance.
 - a. Note that if the State Level Grievance Officer is successful in reaching an informal resolution with the Complainant prior to the date of the scheduled hearing, the scheduled hearing will be adjourned.
10. Complainants either not given a hearing or who did not receive a hearing decision within sixty (60) calendar days of requesting State Level Review, and which were not remanded back to the Local Level, have the right to request a Federal Level Review. Such a request must be filed within fifteen (15) calendar days from the date on which the Complainant should have received a written decision.
11. Complainants in receipt of a written State Level hearing decision, have the right to request a Federal Level Review. Such a request must be filed within ten (10) calendar days from the date on which Complainant received the written hearing decision. Such requests must allege either procedural violations or errors in interpreting or applying the law at the lower level hearing. Federal Level Appeals must be submitted by certified mail, return receipt requested, to the Secretary, U.S. Department of Labor, Washington, DC 20210, Attention: ASET. A copy of the appeal must be simultaneously provided to the appropriate ETA Regional Administrator (address below) and the opposing party.

U.S. Department of Labor
Employment and Training Administration
25 New Sudbury St
John F. Kennedy Federal Building, Room E-350
Boston, MA 02203





Department of Labor

AmericanJobCenter

Customer Complaint Information Form

Complaint number:

Instructions: If you have a complaint, please complete this form and submit it to Career Center staff. If this is a discrimination complaint, you must either submit this form to the Career Center Equal Opportunity officer, or send it to: New York State Department of Labor, Division of Equal Opportunity Development, State Office Campus, Building 12, Room 540, Albany, NY 12240. If needed, attach extra pages and any documents about your claim.

1. Complainant (fill in your information)

First name _____ MI _____ Last name _____

Address _____ City _____ State _____ Zip _____

Alternative address (if applicable) _____

SSN (Optional) _____ Home telephone (_____) _____ Alternate telephone (_____) _____

E-mail address _____

What are the most convenient time and method for us to contact you about this complaint? _____

I give my consent to share information regarding this complaint to (list name(s) of family members, friends etc. that can receive information regarding your complaint): _____

2. Respondent (fill in the information for the subject of your complaint)

Agency, business or employee you are making complaint against: _____

Address _____ City _____ State _____ Zip _____

Telephone (_____) _____

2a. Is the respondent a Career Center? Yes No

If yes, is this complaint regarding Training Customer Service Other _____

2b. Is the respondent a business? Yes No

If yes, were you referred to this business by Career Center staff? Yes No If yes, when? _____

2c. Is the respondent a Farm? Yes No

2d. What is your complaint about (check all that apply)?

Wages/unpaid wages Child Labor Health and Safety Working Conditions Housing Transportation

Meals Pesticides Other _____

2e. Is your complaint about discrimination? Yes No

3. Briefly describe your complaint. Be as clear as possible. If you believe you were discriminated against, please describe in detail how this happened.

a. What happened? _____

b. Who was involved? (Witnesses, fellow employees, supervisors, etc.) Provide name, address and telephone number, if known.

c. When and where did it happen (include date)? _____

d. If you believe you were treated differently, describe how. _____

4. Were you offered employment services? Yes No

5. How would you like this complaint to be resolved? _____

If this is a discrimination complaint, fill out numbers 6-10. If this is not a discrimination complaint, go to number 11.

6. Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Race (specify) _____ | <input type="checkbox"/> Color (specify) _____ |
| <input type="checkbox"/> Religion (specify) _____ | <input type="checkbox"/> National Origin (specify) _____ |
| Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | <input type="checkbox"/> Arrest & conviction record (specify) _____ |
| <input type="checkbox"/> Disability (specify) _____ | <input type="checkbox"/> Marital status (specify) _____ |
| <input type="checkbox"/> Citizenship (specify) _____ | <input type="checkbox"/> Genetic predisposition & carrier status (specify) _____ |
| <input type="checkbox"/> Sexual harassment _____ | <input type="checkbox"/> Veteran status (specify) _____ |
| <input type="checkbox"/> Age (specify date of birth) ____/____/____ | <input type="checkbox"/> Sexual orientation _____ |
| <input type="checkbox"/> Political affiliation (specify) _____ | <input type="checkbox"/> Victim of Domestic Violence _____ |
| <input type="checkbox"/> Reprisal/retaliation (specify) _____ | <input type="checkbox"/> Other (specify) _____ |

7. Why do you believe these events happened? _____

8. Do you have an attorney or other representative for this complaint? Yes No If "Yes," please fill out the following:
Name _____ Telephone (____) _____
Address _____ City _____ State _____ Zip _____

9. Have you filed a case or complaint about this incident with any of the following?
 US Dept. of Justice, Civil Rights Division NYS Dept. of Labor, Division of Equal Opportunity Development
 US Equal Employment Opportunity Commission NYS Division of Human rights
 US Dept. of Labor, Civil Rights Center Federal or State Court
 Other _____

10. For each agency checked in number 9, please fill out the following information:

Agency _____ Date Filed ____/____/____	Agency _____ Date Filed ____/____/____
Case or docket no. _____	Case or docket no. _____
Date of trial or hearing _____	Date of trial or hearing _____
Location of agency or court _____	Location of agency or court _____
Name of investigator _____	Name of investigator _____
Status of case _____	Status of case _____
Comments _____	Comments _____

11. I certify that the information furnished above is true and accurately stated to the best of my knowledge. I authorize the disclosure of this information to enforcement agencies for the proper investigation of my complaint. I understand that my identity will be kept confidential to the maximum extent possible consistent with applicable law and a fair determination of my complaint.

Complainant Signature Date

Staff receiving complaint _____
(Print Name) Signature Date

Career Center _____ Telephone (____) _____

Attachment 1

Proposal Evaluation Checklist

(This checklist is to be used by Broome-Tioga Workforce NY Staff and Board)

Proposing Agency: _____

- _____ 1. The proposal was submitted before the closing time and date.
- _____ 2. The proposal organization is not on a Federal or State Debarment List.
- _____ 3. All fourteen required elements of a youth program are addressed and available.
 - _____ a. Tutoring, study skills training, and instruction leading to completion of secondary school, including drop-out prevention strategies.
 - _____ b. Alternative secondary school services, as appropriate.
 - _____ c. At least 20% of funds budgeted for paid and unpaid work experiences, including internships, OJT, summer employment opportunities that are directly linked to academic and occupational learning and job shadowing.
 - _____ d. Occupational skill training, as appropriate.
 - _____ e. Leadership development opportunities.
 - _____ f. Supportive services.
 - _____ g. Adult mentoring that may occur both during and after program participation by one or more adult mentors and for a period of at least 12 months.
 - _____ h. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as appropriate.
 - _____ i. Follow-up services (*must be for at least 12 months after program participation*)
 - _____ j. Financial Literacy
 - _____ k. Entrepreneurial Skills Training
 - _____ l. Labor Market Information
 - _____ m. Activities to prepare youth for transition to Post-Secondary Education.
 - _____ n. Education Offered Concurrently w/ Workplace Preparation for Specific Occupations
- _____ 4. The proposal includes a plan to incorporate CareerZone and Job Zone
- _____ 5. The proposing agency has provided a copy of its last completed Single Audit or equivalent.
- _____ 6. The proposing agency has additional funding sources and will not be dependent on WIOA funds alone for on-going operations should WIOA funding be delayed.
- _____ 7. The person signing the proposal as submitting officer has authority to do so.
- _____ 8. The proposing agency agrees to meet all federal, state, and local compliance requirements.
- _____ 9. All required forms are complete and signed by the appropriate individual.

Reviewer: _____ Date: _____

By signing above, I state that I screened the proposal and checked off elements that I found in the proposal

PROPOSAL RATING CRITERIA

SECTION	POINTS POSSIBLE	POINTS AWARDED
General		
Instructions/Format were followed	5	
All questions in RFP are addressed	5	
Answers are clear and complete	5	
Design framework	10	
Service Delivery Model-youth recruitment, retention and follow up	15	
Sub-Total (General)	40	
Program Strength		
Required Program Elements		
<i>Tutoring and Study Skills</i>	5	
<i>Alternative Secondary School</i>	5	
<i>Paid/Unpaid Work Experience</i>	5	
<i>Occupational Skills Training</i>	5	
<i>Leadership Development</i>	5	
<i>Supportive Services</i>	5	
<i>Adult Mentoring</i>	5	
<i>Guidance/Counseling</i>	5	
<i>Follow Up Services</i>	5	
<i>Financial Literacy</i>	5	
<i>Entrepreneurial Skills Training</i>	5	
<i>Labor Market Information</i>	5	
<i>Post-Secondary Transition Activities</i>	5	
<i>Concurrent Education and Workplace Preparation for Specific Occupation</i>	5	
Youth Services involvement	10	
Out-of-School/Disconnected Youth Focus	15	
Participant/Program Record Maintenance Plan (OSOS)	10	
Placement in Employment or Education	10	
Attainment of a Degree or Certificate	5	
Literacy and Numeracy Gains	5	
Program Performance Evaluation Plan	5	
Sub-Total (Program Strength)	130	
Budget		
Budget is reasonable for program	20	
Meets 20% funding for Work Experience	10	
Sub-Total (Budget)	30	
Partnerships		
Strong Private Sector Involvement	10	
Strength of network	10	
Sub-Total (Partnerships)	20	

PROPOSAL RATING REVIEW

CATEGORIES	TOTAL PTS. AVAILABLE	MINIMUM PTS. ACCEPTABLE	SCORE RECEIVED*
Subtotal – General	40	30	
Subtotal – Program Strength	130	100	
Subtotal – Budget	30	20	
Subtotal – Partnerships	20	15	
TOTAL	220	165	

***-Score Received Evaluation Metric**

General

- Score 36-40: Applicant is considered to be fully capable of meeting these criteria
- Score 30-35: Applicant is considered to be sufficiently capable of meeting these criteria
- Score <30: Applicant is considered to be incapable of meeting these criteria

Program Strength

- Score 116-130: Applicant is considered to be fully capable of meeting these criteria
- Score 100-115: Applicant is considered to be sufficiently capable of meeting these criteria
- Score <100: Applicant is considered to be incapable of meeting these criteria

Budget

- Score 26-30: Applicant is considered to be fully capable of meeting these criteria
- Score 20-25: Applicant is considered to be sufficiently capable of meeting these criteria
- Score <20: Applicant is considered to be incapable of meeting these criteria

Partnerships

- Score 18-20: Applicant is considered to be fully capable of meeting these criteria
- Score 15-17: Applicant is considered to be sufficiently capable of meeting these criteria
- Score <15: Applicant is considered to be incapable of meeting these criteria

An Overall Score less than 165 may result in rejection of the application.

Attachment 2

Broome-Tioga Workforce NY Youth Program

PROPOSAL COVER SHEET and CONTRACTOR QUALIFICATIONS

Legal Name of Agency/Business: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

Contact Person: _____

Organization Type:

Private Not-For-Profit School District

Government Organization Public Non-Profit

Other (Please Specify): _____ Tax ID #: _____

Total Number of Out-of School Youth to be Served: ____ New ____ Carryover (if applicable)

Total Number of In-School Youth to be Carried In (if applicable): _____

Dollar Amount Requested: _____

Please address the following:

- Do you have an Approved Affirmative Action Plan?

____ Yes ____ No Date approved: _____ By: _____

- List the Principall Officers of the Organization.

- Has the Organization ever filed for bankruptcy? _____

- Has the Organization ever had to repay funds to a governmental unit due to a questioned or disallowed cost? If yes, please explain.

➤ Does the Organization have the capacity to repay a disallowed or questioned audit cost?

➤ Can the Organization support the program in the event that WIOA funding is delayed or unavailable on a temporary basis?

➤ If funded, what percentage of the Organization's total budget would the contract funds represent? _____

➤ Date of last independent audit (copy provided): _____

➤ Name and address of audit firm:

➤ Number of years in operation in Broome-Tioga Workforce NY area:

➤ If Organization contracted with Broome-Tioga Workforce NY in PY18, please respond to the following:

Total Contract Budget: _____

Actual Expenditures to date*: _____

Participant Enrollments*: Planned _____ Actual _____

(*If under 80%, please provide explanation. Attach additional sheets if necessary.)

Contractor Qualifications

All businesses/organizations must meet the following administrative and fiscal contractor qualifications in order to contract with the Broome-Tioga Workforce NY, Inc. to provide Workforce Innovation and Opportunity Act (WIOA) services for youth. All bidders must certify that they and their subcontractors/partners meet the following Contractor Qualifications.

- Demonstrable competency in the administration and operation of youth specific programs.
- Such competency may be acquired or be demonstrated by the organization itself, by key administrative and operational staff in that organization or through partnerships with organizations that operate youth- specific programs and must:
 - Demonstrate the ability to address the required program elements
 - Be eligible to receive Federal funds.
- Be able to provide the following policies/procedures which comply with the WIOA and are otherwise acceptable to the Broome-Tioga Workforce NY, Inc.:
 1. Personnel policies: Programs working with youth under age 18 must include a provision for criminal background checks for all staff that have contact with the youth. Acknowledgement of labor laws for minors must be included in said policies.

2. Conflict of interest statement for staff and governing Board of Directors.
3. Follow grievance procedure for clients/customers.

In addition, the applicant organization must demonstrate that it:

- Does not discriminate against nor deny employment services to any person on the grounds of race, religion, sex, national origin, age, disability, citizenship, political affiliation or belief.
- Complies with the 1990 Americans with Disabilities Act.
- Has proven fiscal capacity for fund accounting.
- Has a current annual revenue equivalent to or greater than the amount proposed.
- Has access to non-WIOA funds sufficient to cover any disallowed costs that may be identified through the audit process.
- Has or is able to obtain up to \$1,000,000 liability, motor vehicle and Worker's Compensation insurance.
- Agrees that the federal, state, and/or local auditors may review provider facilities and relevant financial and performance records to ensure compliance with funding requirements.
- Has the ability to collect outcome data to compare performance to original plan.
- Has Internet capability and e-mail address and fax access for staff working with WIOA funds.
- Provides staff training opportunities for designated staff.
- Has a plan to incorporate OSOS requirements.

If during the agreement period the contractor incurs expenses not previously approved or known by the Broome-Tioga Workforce NY which Broome-Tioga Workforce NY deems NOT ALLOWABLE, the disallowed expenses shall be the responsibility of the contractor. Disallowed costs must be paid with non-WIOA funds.

Attachment 3

Broome County Budget

Organization Name:

Proposed Budget: _____

Funding Period:

Please fill in all blue boxes

<u>Proposed Staffing Plan</u>		-	-
Proposed # of FTE's (also # Part-time employees)		-	-
<u>Budget category</u>		-	-
<u>Proposed Budget</u>			
Salaries and Fringe Benefits (please describe)			
Staff Operating Expenses (please describe)			
Program Operating Expenses			
Sub-contracts (if applicable)			
Client Expenses -- wages			
Client Expenses -- other			
Total Expenses		A	
Proposed # of youth served -- total (Minimum of 25)		B	
Cost per participant calculation (A-B)			
For current contractors only:			
Carry-In			
New			
Total (Must equal B above)			0

Attachment 4

STATEMENT OF NON-COLLUSION

In accordance with NYS General Municipal Law Section 103-d, all proposers must sign a Statement of Non-Collusion and return it with their RFP. The content of the statement is as follows:

“By submission of this RFP, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint RFP each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

The prices of this RFP have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter related to such prices with any other proposer or with any competitor;

Unless otherwise required by law, the prices which have been quoted in this RFP have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and

No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a RFP for the purpose of restricting competition.”

The statement must be signed by the CEO of the proposer or other individual responsible for submitting the RFP.

Signature

Date

Entity Name

Attachment 5

Certification of Specifications Compliance

We understand that we must give assurances for each item below. If we cannot, then we understand that this proposal will automatically be rejected. The assurances are:

1. We will provide records of our most recently completed Single Audit.
2. We have, or will have; all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
3. We have additional funding sources and will not be dependent on WIOA funds.
4. WE WILL MEET ALL APPLICABLE Federal, State, and local compliance requirements. These include but are not limited to:
 - Records accurately reflecting actual performance
 - Maintaining record confidentiality, as required
 - Reporting financial, participant and performance data, as required
 - Complying with Federal and State non-discrimination provisions
 - Meeting requirements of Section 504 of the Rehabilitation Act of 1973
 - Meeting all applicable labor law, including Child Labor Law standards
5. WE WILL NOT:
 - Place a youth in a position that will displace a current employee.
 - Use WIOA funds to assist, promote or deter union organization.
 - Use funds to employ or train persons in sectarian activities.
 - Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
 - Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth that are not dropouts.

I certify that to the best of my knowledge, the information contained in this proposal is accurate and complete, and that I have the legal authority to commit this agency to a contractual agreement. I understand that final funding for any service is based upon funding levels and final approval by the Broome-Tioga Workforce NY, Inc.

Signature_____

Date_____

Chief Executive Officer

Please submit two hard copies with original signatures and an electronic copy by 4:00pm Monday 03/11/19:

**Sara Liu, Director
Broome-Tioga Workforce NY
171 Front St., Binghamton, NY 13905**