



**WORKFORCE DEVELOPMENT BOARD  
OF VENTURA COUNTY  
&  
HUMAN SERVICES AGENCY**

Present a

**Request for Proposals  
RFP # 1617.01.WIOA**

for

***COMPREHENSIVE YOUTH SERVICES***

**RELEASE DATE: 10/04/2016**

**DUE DATE: 11/30/2016**

**Must be delivered by 4 p.m. to Human Services Agency  
855 Partridge Drive, Ventura, CA 93003**

***\* Late proposal will not be accepted***

**BIDDERS CONFERENCE: 10/25/2016, 1:00 – 2:00 p.m.**

***Location for Bidder's Conference Only:***

**VCCF Nonprofit Center- Board Room  
4001 Mission Oaks Blvd., Camarillo, CA 93012**

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## **SECTION I – PROGRAM INFORMATION**

### **A. INTRODUCTION/BACKGROUND**

The Workforce Development Board of Ventura County (WDB) - County of Ventura Human Services Agency (HSA) is releasing this competitive solicitation to seek qualified organizations to operate one or more Department of Labor (DOL) Workforce Innovation and Opportunity Act (WIOA) Title I Youth programs (CFDA #17.259) in Ventura County. Programs will serve new and carry-in WIOA-eligible out-of-school (OS) youth ages 16-24.

The Workforce Innovation and Opportunity Act provides for services and activities to increase the education, educational skill attainment and employment of participants, in an effort to improve the quality of the workforce, reduce welfare dependency and enhance the productivity of our community.

### **B. PROGRAM OVERVIEW**

Responses to this Request for Proposals (RFP) must include program designs that meet the employment and training needs of our community's disconnected, out-of-school youth, the performance outcomes of the Workforce Innovation and Opportunity Act and the priorities of the WDB. All proposals will be evaluated on the basis of their ability to demonstrate the following:

- Provision of service to:
  - High school dropouts
  - Runaway youth
  - Homeless youth
  - Youth in foster care
  - Court-involved youth
  - Migrant youth
  - Indian and Native American youth
  - Youth with disabilities
  - Veterans and veterans' spouses
  - Youth with limited English
  
- Emphasis on developing basic skills (reading, writing, math) and preparing youth for careers/career pathways, including non-college options
- Creation and maintenance of partnerships with business, education and community-based organizations
- Development of self-sufficiency, motivation, altruism, personal accountability, investment in the future, vision, confidence

These activities include client outreach/recruitment, eligibility determination, case management, training, supportive services, employment and/or placement in higher education and follow-up services as well as data entry and report preparation as required in the approved CalJOBS automated case management system. Applications must include evidence of employer linkages for subsidized and unsubsidized training and job placement. All program participants must meet WIOA eligibility requirements.

Contractors will be responsible for providing comprehensive services and activities to participants as required under WIOA, federal and state regulations and local policies.

The WDB encourages the formal coordination of services through the use of individual partners/sub-contractors and the resulting promotion of linkages among educational, for-profit and non-profit agencies. All proposals are expected to leverage such services to augment or supplement WIOA funds. Proposals that have greater leveraged resources will be favorably evaluated. Ensuring the participation of public adult education and community colleges in the provision of training services is a prime consideration of this RFP.

**C. TERM OF THE CONTRACT**

One or more contracts are expected to be awarded in June 2017 for operation from July 1, 2017, through June 30, 2018; WIOA program operations are expected to commence upon contract start date. The contract(s) may be renewed for additional years. Should a new contract be awarded for subsequent years, the County of Ventura (County) reserves the right to award a new contract with the selected contractor(s) for this service without the need for further competitive procurement, subject to approval by the WDB and the County of Ventura Board of Supervisors, the availability of sufficient funds and satisfactory performance by the contractor.

**D. FUNDS AVAILABLE**

Actual funding available under this RFP will be determined by the allocation to Ventura County from the State. Interested parties may submit responses for all or a portion of the funds identified. Total available funds (expected to be about \$1,210,000) will be apportioned among three geographic regions and based on the ratio of the relative poverty population of youth in each region. In addition, the following strictures apply to all applications:

- 100% of expenditures must be for out-of-school (OS) youth as defined by WIOA. Exceptions will require prior WDB approval.
- A minimum of 25% of expenditures must be for work experience/training as defined in WIOA.
- Proposed programs must provide a minimum of 15% in Leveraged Funds (cash, in-kind and other leveraged resources) /leveraged resources. Bidders who can demonstrate leveraged funds greater than 15% will receive up to 5 bonus points.

**E. ELIGIBLE APPLICANTS**

This RFP is made available to interested applicants from for-profit organizations, non-profit organizations, educational institutions and public agencies with direct or related experience in operating a youth/workforce development program and who are familiar with the WIOA, its regulations, as well as other federal and State laws regarding job training, job placement assistance and supportive services to job seekers.

The County reserves the right to conduct a pre-award interview, site inspection and/or telephone conference call to verify information contained in the proposal, and to determine if the proposed facilities are appropriate for the services to be provided. The bidder agrees to provide the County with any information the County determines as necessary for an accurate determination of the prospective contractor's qualifications to perform services.

**F. FUNDING SOURCE/SERVICE AREAS**

Funding for these programs is made available from the County’s allocation of WIOA formula youth funds. The County reserves the right to adjust award amounts on the basis of its final allocation and on the responses to this RFP.

We intend to fund one or more comprehensive service programs for a total of about \$1,210,000. Proposed programs may serve more than one region. Listed below are the regions and the associated estimated funding for each. City designations within the regions include service to the unincorporated areas, or “spheres of influence,” within each region. For example, Region 1 would also include service to the El Rio area of Oxnard.

**Region 1-Oxnard Plain**

<b>Cities</b>	<b>% of Funds</b>	<b>Estimated Funding</b>
Oxnard/Port Hueneme	50%	\$605,000

**Region 2- West**

<b>Cities</b>	<b>% of funds</b>	<b>Estimated Funding</b>
Ventura/Ojai/Santa Paula/Fillmore	35%	\$423,500

**Region 3-East**

<b>Cities</b>	<b>% of Funds</b>	<b>Estimated Funding</b>
Camarillo/Moorpark/ Thousand Oaks/ Simi Valley	15%	\$181,500

**G. SCOPE OF SERVICES**

**1. Program Elements and Components**

Training programs should include sufficient resources to ensure each participant’s success and achievement of mandated performance outcomes. Because of the limitations of WIOA resources, contractors will be expected to enlist other community partners to provide services and resources to participants in order to maximize the available resources and provide a comprehensive array of services responsive to the unique needs of the target population.

Contractors must make available, but need not necessarily directly provide, the following fourteen WIOA program elements to each youth. Each youth is to receive all services directly relevant to his/her needs. Proposals should include a description (see chart in Attachment 3) as to how their program will incorporate and provide the following service elements, as prescribed by WIOA Sec. 129(c)iv(2)(A-N), especially (C) and (E), for work experience:

- Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies leading to completion of requirements for secondary school, recognized equivalent, or for recognized post-secondary credential
- Alternative secondary school services or dropout recovery services
- Summer employment opportunities directly linked to academic and occupational learning
- Paid and/or unpaid work experiences including summer and year-round employment opportunities, pre-apprenticeship programs, internships, job shadowing and on-the-job training opportunities. Work experience must be linked to an Individual Service Strategy (ISS) and to activities that meet DOL Common Measures (see below).
- Occupational skills training, with potential priority given to programs leading to recognized post-secondary credentials aligned with in-demand industry sectors/occupations
- *Education offered concurrently or sequentially and in the same context as workforce preparation activities and training for specific occupation or occupational cluster*
- Leadership development opportunities, which may include community service and peer-centered activities that encourage responsibility and other positive social and civic behaviors, as appropriate
- Supportive services, including transportation, childcare, etc., that are necessary to enable the youth to participate in activities. The rationale for supportive services must be included in each youth's Individual Service Strategy.
- Adult mentoring for the period of participation and a subsequent period for a total of not less than 12 months
- Follow-up services for not less than 12 months after participant exit, as appropriate. Post-exit services may include career planning, referral to supportive services, job search assistance and counseling.
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
- *Financial literacy education*
- *Entrepreneurial skills training*
- *Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area*
- *Activities that help youth prepare for, and transition to, post-secondary education/training*

Note: Items in italics are new additions in WIOA to the original list of 10 elements required under WIA.

Partnerships with other service providers are essential for program success and continuity. Communication linkages, information sharing, referral procedures and issues of confidentiality must be addressed. Partnerships may be established via a sub-contract or provided in-kind to the WIOA contractor via a signed Memorandum of Understanding (MOU). Proposals involving a collaboration or partnership must include signed letters of agreement (contract or MOU) with each entity. The agreement, whether developed as an umbrella agreement with a variety of agencies, or independently with a particular partner, must contain, at a minimum, the following information and must clearly designate the roles and responsibilities of the agency:

- A description of what services will be provided by each partner and how such services will be documented

- Primary agency responsible for ensuring case management and reporting
- Explanation of how the costs of services and the operating costs of the partnerships will be funded
- Duration of the agreement and procedures for amending it

Contractors will be expected to use an Individual Service Strategy to determine the appropriate services for each participant. Through this process, contractors will ensure that each participant has the opportunity to achieve agreed upon goals and that appropriate documentation on the progress toward those goals is maintained.

Participants should be provided access to needed support services such as drug and alcohol treatment, health services, transitional housing, psychological counseling and specialized assessment in areas for conditions such as learning disabilities and visual/hearing impairments.

Program designs that include participation in hands-on, paid, work-based learning opportunities, such as internships, work experience or job shadowing are required. Industry partnerships with local employers that expose youth to high-demand occupations are also encouraged, as are training opportunities linked to local educational or training providers.

## **2. Participant Recruitment and Eligibility**

Contractors are responsible for the recruitment of sufficient numbers of eligible youth to meet their enrollment obligations. Contractors will be responsible for conducting WIOA eligibility.

Program enrollments are limited to WIOA-eligible youth, ages 16 to 24, out-of-school residents of Ventura County who have one or more barriers to employment.

Contractors will be expected to enroll new participants for Program Year 2017-2018, but may also need to assume responsibility for participants transitioning from 2016-2017 (exact numbers to be determined) and exited participants in their 12-month follow-up/post-exit phase (exact numbers to be determined). Any current contractor who is not granted a subsequent contract will turn over to the County all relevant files and paperwork so that the County can arrange continuing services and follow-up for carry-over participants. It is expected that any remaining contractor(s) will assume responsibility for such participants. Budgets will be augmented as necessary to cover this eventuality.

## **3. Out-of-School Youth**

An out-of-school youth is defined as a WIOA-eligible youth, age 16-24, who is not attending school and meets at least one of the following criteria:

- School dropout
- Within compulsory school age, but has not attended for at least the most recent school year calendar quarter
- Recipient of a secondary school diploma or its recognized equivalent who is low-income **and**
  - Basic skills deficient **or**
  - English language learner

- Subject to the juvenile justice system
- Homeless, a runaway, in foster care or aged out of foster care, or in an out-of-home placement
- Pregnant or parenting
- Disabled
- Low-income and requires additional assistance to enter or complete an educational program or secure employment

Low income for OS youth may include an individual living in a high-poverty area, which is defined as a census tract with 25% or more of the population living in poverty.

Bidders are reminded that 25% of budget expenditures must be for work experience/training.

#### **4. Performance Goals/Industry-Recognized Credentials**

Contractors are responsible for achieving successful participant and program outcomes for the following Department of Labor (DOL) Common Measures and will undertake to retain participants in the program until they have achieved all possible Common Measures:

- Achieving employment or involved in education/training activities or unsubsidized employment in the **second** quarter after exit from the program
- Achieving employment or involved in education/training activities or unsubsidized employment in the **fourth** quarter after exit from the program
- Median earnings of participants in unsubsidized employment in the second full calendar quarter after exit from the program
- Attainment of a recognized postsecondary credential (including registration in an apprenticeship), a secondary school diploma, or its recognized equivalent either in the program or **within one year** after program exit (only counts if the individual has obtained/retained employment, or is in an education/training program leading to post-secondary credential within one year after exit from the program)
- Participation in a program year in education/training programs leading to: a recognized post-secondary credential or employment and is achieving measurable skill gains toward such a credential or employment
- The Department of Labor has yet to establish one or more primary indicators of performance that indicate the effectiveness of core programs in serving employers.

WIOA emphasizes attainment of credentials that attest qualification or competence and that are issued to an individual by a third party (such as an educational institution or an industry or occupational certifying organization) with the relevant authority or assumed competence to issue such a credential.

Applicants are to describe specific strategies in their responses to this RFP to show how their program design leads to the attainment of the performance goals and credentials. Contracts will require documented attainment of outcomes that will be evaluated by the

WDB on a quarterly basis. If, at any time, the contractor's performance falls below 95% of the performance goals, the contractor may be subject to corrective action and/or the recapture of funds, in accordance with WDB policy.

#### **5. Incentive Payments Policy**

Contractors may provide cash or other appropriate incentives for youth to recognize and award the achievement of a defined goal in compliance with WDA requirements. Justification for the payment must be documented and identified by the contractor. Such payments will be in accordance with (1) the WDB's *Incentive Policy* and (2) the contractor's own individual incentive policy as established in a separate exhibit of the final contract. Note also the WDB's *Work Experience Policy for Youth* participants.

#### **6. Participant Payments/Employer of Record**

Service providers must have the capacity to provide direct monetary payments to youth, including hourly wages or stipends. This can be done directly by the funded agency or through partnership with another entity, including a payroll-processing firm. The employer of record must adhere to all child labor laws regarding hours of employment, working conditions, etc. For more information, see the following website: [www.dir.ca.gov/dlse/ChildLaborPamphlet2000.html](http://www.dir.ca.gov/dlse/ChildLaborPamphlet2000.html).

#### **7. General Contractor Responsibilities**

To ensure compliance with the provisions noted above, contractors will be responsible for the following:

- Maintaining ongoing coordination and communication with County representatives and participating in all training and contractor meetings as directed by the County
- Ensuring Contractor staff have appropriate knowledge and skills properly to operate and document all services, activities and outcomes in the approved WDA automated case management system
- Preparing and submitting to the County on a timely basis invoices for direct and sub-contracted partner expenses
- Reporting on progress indicators as directed by County
- Providing a quality control process to ensure that all program deliverables are met prior to participant exit and that minimum case management standards are maintained

#### **8. Leveraged Funds**

Providers are required to seek leveraged funds (in-kind or cash contributions and other leveraged resources) from non-WIOA and other non-federal sources to assist in the operation of this project. An amount that is at least 15% of the amount of the funding requested must be supplemental from in-kind services, equipment, space, or cash contributions from funds that are being leveraged from other sources. In-kind/leveraged funds must be clearly described in the budget narrative and on the budget form.

MOUs from partners should specify what resources (cash, in-kind, program slots, staff support, equipment, space, transportation, materials, etc.) the partner is adding to the program and the estimated dollar amount of leveraged funds. Up to five bonus points will be awarded to those proposals that indicate leveraged funds greater than 15%.

#### **9. Automated Case Management**

Contractors will receive training in, and have access to, the County's automated on-line data management system. Contractors will enter and maintain current information on all participants as required by the contract and State and local guidance. This includes entry of individual participant data such as eligibility determination, demographic data, activities, case notes, Individual Services Strategy and participant outcomes. County will provide training to Contractor staff on these functions.

#### **10. Site Requirements**

Contractors will need to identify a minimum of one physical location in Ventura County at which participant services will be provided. The location must be compliant with the Americans with Disabilities Act (ADA) and accessible by public transportation. Successful contractors will need to complete and submit a State Department of Rehabilitation Accessibility form prior to enrolling any WIOA clients.

#### **11. Budgets**

Budget and the attendant narrative should address each of the following items:

- The cost of providing follow-up contact and post-exit services to participants
- The amount requested for participant incentive payments (as distinct from supportive services)

#### **H. SOLICITATION**

Respondents to this RFP will compete for funds by complying with the requirements contained herein. Interested applicants may submit a proposal to serve youth in one or more regions of Ventura County, as specified above in Section F.

To be considered for funding, all proposals submitted in response to this RFP must be received no later than **4 p.m. on November 30, 2016** with one original signature and ten copies, (11 total) either delivered in person or mailed to:

Tina Knight, Contracts & Grants Manager  
Human Services Agency  
855 Partridge Drive, Ventura, CA 93003

NOTE: It is the responsibility of the bidder to ensure that the proposal is received by the time and date specified above. Postmarks will not be accepted in lieu of this requirement. Therefore, use of the U.S. Postal Service is at the bidder's own risk. Proposals submitted to any other office will not be accepted.

#### **I. BIDDERS CONFERENCE/TECHNICAL ASSISTANCE**

A Bidders' Conference to answer questions about the RFP, the application process, program specifications and contract requirements will be held at **1:00 p.m. on Tuesday, October 25, 2016 in the Board Room at the VCCF Nonprofit Center at 4001 Mission Oaks Blvd., Camarillo, CA 93012**. If, as a result of the Bidders' Conference, there are any significant interpretations, direction, or revisions to the RFP, such information will be posted on the Agency's website.

Attendance at the Bidders' Conference is recommended. All inquiries regarding this RFP must be submitted in writing no later than **November 11, 2016**, to allow sufficient time for preparing responses. Submit questions to Tina Knight, HSA Contracts & Grants Manager

at the address specified above or by e-mail to [Tina.Knight@ventura.org](mailto:Tina.Knight@ventura.org). Questions and answers regarding this RFP will be posted continually throughout the application process on the HSA website. Questions are not accepted after the 11/11/16 deadline.

**J. CALENDAR OF EVENTS**

<b>Activity</b>	<b>Date</b>
<b><i>RFP Release Date</i>**</b>	<b>10/14/2016</b>
Bidders' Conference*	<b>10/25/2016, 1: p.m.</b>
Last Date to Submit Questions	<b>11/11/2016</b>
Proposal Submission Deadline**	<b>11/30/2016, 4 p.m.</b>
Notification of Award	<b>01/10/2017</b>
Contract Approval by the Board of Supervisors (tentative)***	<b>June 2017</b>
Contract Start Date	<b>07/01/2017</b>

\* VCCF Nonprofit Center – Board Room, 4001 Mission Oaks Blvd., Camarillo, CA 93012

\*\* Human Services Agency, Administrative Offices, 855 Partridge Dr., Ventura, CA 93003

\*\*\* County of Ventura, Hall of Administration, 800 So. Victoria Ave., Ventura, CA 93003

**SECTION II – RFP GUIDELINES**

**A. RESPONSIVE BIDDER**

A "responsive bidder" means one whose bid or proposal substantially complies with all requirements of the RFP and shows evidence that the bidder will adhere to all required State and County regulations, insurance requirements, contract conditions and reporting requirements governing the proposed activity.

Any proposal may be declared non-responsive if it fails to conform to the essential requirements of the RFP.

The bidder agrees to provide the County with any other information the County determines as necessary for an accurate determination of the prospective contractor's qualifications to perform services.

**B. ACCEPTANCE OF PROPOSAL CONTENT**

The contents of a successful proposal will become contractual obligations if procurement action ensues. Failure of a successful bidder to accept these obligations in a contractual agreement may result in cancellation of the award. The County of Ventura reserves the right to negotiate additional provisions to those stipulated in the proposal, recommend and/or award in amount(s) less than stated in the RFP and negotiate a reduction or increase in service levels commensurate with funding availability.

The successful bidder must have the ability to negotiate the terms of the contract agreement with the County within thirty days following selection. The County of Ventura Board of Supervisors will make the final decision on contract award.

**C. REJECTION OF PROPOSALS**

Failure to furnish all information requested in this RFP, or to follow the proposal format requested, may disqualify the proposal. Any exceptions to the Scope of Services required by this RFP must be justified in the proposal.

The County reserves the sole and exclusive right to reject any or all proposals received in response to this RFP, or to cancel this RFP, in whole or in part, with or without cause, if it is in the best interest of the County to do so. County further reserves the right to negotiate program design changes to those in the submitted proposal to meet WDB and County needs.

**D. EVALUATION AND SELECTION PROCESS**

All proposals will be subject to a standard review process. County staff will conduct an initial review of all proposals received to determine if they are complete, in the required format and comply with all requirements of this RFP. Failure to meet all of these requirements may result in a rejected proposal.

Each proposal that passes the initial review will be evaluated and scored by a selection panel comprised of WDB members, WDB committee members, County Workforce Administration staff and/or other outside workforce or education professionals. The review panel may interview finalists for the contract award. The selection panel will review and score each proposal using the assigned weights listed below. A site visit by County staff of the recommended contractor’s proposed worksite may be conducted prior to contract award.

Narrative responses to each of the sections listed below, the Program Elements Chart and the completed budget forms will be reviewed to determine compliance with the requested information and the feasibility and reasonableness of the proposed program design, cost and expected outcomes. The evaluation criteria listed below are more fully described in Section III-Submission Package, Narrative section.

<b>EVALUATION CRITERIA</b>	<b>POINT VALUE</b>
1. Demonstrated Ability/ Staffing Qualifications	15
2. Budget/Leveraged Resources	25
3. Program Design	30
4. Common Measures Outcomes	20
5. Program Administration and Operation	10
<b>Bonus Points</b>	
6. Leveraged Funds > 15%	Up to 5
<b>TOTAL</b>	<b>105 points</b>

**E. PROTEST RIGHTS**

Upon written request, any unsuccessful bidder is entitled to an explanation as to why its proposal may have been irregular and/or the basis for the award of the contract to the successful bidder. Protests shall be in writing and received within ten (10) calendar days following the announcement of intent to award contract.

It is the bidder's responsibility to ensure receipt by County at the designated address. A postmark will NOT be accepted as meeting the deadline requirements. No extensions may be provided to this protest provision. Protests shall be addressed to:

Tina Knight, Contracts & Grants Manager  
Human Services Agency  
855 Partridge Dr.  
Ventura, CA 93003  
Tina.Knight@ventura.org

The protest shall state the reason for the protest, citing the law, rule, regulation, or practice on which the protest is based. A written response will be sent to the protester within ten (10) working days after receipt of the written protest. Prior to the award of a contract, if any bidder files protest against the awarding of the contract, the contract may not be awarded until either the protest has been withdrawn or HSA has decided the matter.

**F. AWARD AND COMMENCEMENT OF WORK**

Recommendation for award is contingent upon successful negotiation of the contract and the successful resolution of any protests. The successful bidder shall be required to sign the negotiated contract, which will be in the form and content as approved by County.

The final authority to award a contract rests solely with the Ventura County Board of Supervisors. The successful bidder shall not incur any WIOA expenses until such time as the contract has been approved by both parties. The successful bidder must agree to all terms and conditions of the contract with HSA.

**G. LIMITATIONS**

This RFP does not obligate the County of Ventura to award a contract, to pay for any costs incurred in the preparation of a proposal or to procure or contract for services or supplies.

The County reserves the sole and exclusive right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, with or without cause, or to issue a new RFP, if it is in the interest of the County to do so. A bidder may be required to enter into negotiations and to submit any price, technical or other revisions of the proposal as may result from negotiations.

County will provide, upon request, a reasonable level of initial training to contractor staff to ensure the proper use and functionality of the County-approved automated case management system. Contractor will then be responsible for providing training to any new staff, as well as refresher training to existing staff in the operation and data entry of the system.

**H. METHOD OF PAYMENT**

A cost reimbursement contract will be used. The contractor will be reimbursed monthly in arrears for approved and allowable contract costs in accordance with a detailed line item budget approved by the County. Applicants must have the ability to maintain sufficient cash flow (*i.e.*, lines of credit, cash reserves on hand) to meet ongoing financial

obligations of program operation, pending reimbursement monthly from the County, in arrears, net 30 days of receipt of an approved invoice. No cash advances are provided.

**I. PROPOSALS PROPERTY OF COUNTY**

All proposals become the property of the County of Ventura when they are opened and shall not be returned to the bidder. Proposals shall remain confidential until the evaluation process is completed and tentative award has been posted by HSA.

**J. ADDENDA AND SUPPLEMENT TO RFP**

If revisions or additional information to this RFP become necessary, HSA will post such addenda or supplements to bidders on our website.

**K. ADDITIONAL REQUIREMENTS**

The selected contractor shall operate the project continuously throughout the term of the contract with HSA. Personnel shall be qualified in accordance with the applicable requirements of the agreement and any future amendments thereto. All bidders responding to this RFP are specifically prohibited from soliciting letters of support from HSA staff. Bidders are hereby notified that HSA maintains a policy that prohibits its employees from providing letters of support, recommendations or advocacy for an outside agency, firm, or individual engaged in a competitive procurement process managed by HSA.

**SECTION III – SUBMISSION PACKAGE**

Application Instructions

Applications submitted in response to this RFP must include the items and be in the order as listed below. All of the items combined comprise your completed Application pursuant to this RFP. One original and ten (10) copies of the completed application must be submitted to the Human Services Agency at the time, date and location as specified below.

**INITIAL SUBMISSION PACKAGE (ITEMS 1-4)**

**1. Executive Summary** - Please complete. Clearly indicate the Region(s) and/or targeted groups you are applying to serve, the amount of funding requested and number of youth to be served. One original signature sheet signed by an authorized representative of your agency must be submitted. You may also download the Executive Summary at <http://www.ventura.org/human-services-agency/request-for-proposal-rfps>, then click on Executive Summary.

**2. Narrative Section** - Please complete and submit a response of your program design and other related items to the narrative section that fully addresses each of the evaluation criteria listed. The narrative must be typed with 12 point font, 8½” x 11” white paper with each page clearly and consecutively numbered. Narrative section limited to 12 pages.

**3. Program Budget** - Please complete and submit the required line item budget forms for the services proposed. An electronic version of the EXCEL budget worksheet is available at [www.vchsa.org](http://www.vchsa.org); click on the “Partners and Providers” icon, then click the link for Requests for Proposals, then click on the link for RFP Budget Template.

**No other budget forms will be accepted.** Budgetary expenses are to be divided into two categories: administrative costs and program costs. Administrative costs should not exceed 10% of the total budget. Leveraged funds (e.g., in-kind costs) as well as their source should be identified in section 2 of the Proposal Narrative. The budget should be reasonable and accurate and provide a clear and concise description of your costs relating to the proposed project. Applicants may provide supplemental information to clarify further their budget, as needed.

**4. Additional Items (Optional):** Other Exhibits, Attachments, and/or Appendices, as applicable, e.g., resumes - Please include any supplemental information that will provide further explanation about the proposal, as applicable.

#### **ADDITIONAL SUBMISSION/CERTIFICATION ITEMS FOR FINALISTS AND/OR SELECTED CONTRACTORS:**

**4. Supplemental Requests for Finalists-** As applicable, finalists will also submit to the County prior to contract award, but not required as part of the initial application process, the following documents:

- Most recent Audit, federal tax return or financial statement\*
- Articles of Incorporation or business license
- Grievance procedures for participants
- Handicapped Access Survey

\*If selected, contractors will need to submit one copy of their most recent financial audit prepared in accordance with the applicable requirements of your fund source(s), for risk assessment prior to issuance of funding. For example, compliance with the Single Audit Act and the Uniform Guidance (2 CFR 200) may be requirements relating to the preparation of your annual audit. If an audit is not required and has not been completed, the applicant's most recent tax return or financial statement may be substituted. The audit will be reviewed to determine applicant's financial position, compliance with regulatory requirements and documentation of solvency. If within the last three years there has been an audit exception, material weaknesses, disallowed cost and/or questioned costs for the performance of any government (i.e., Federal, State, County) contract or grant, applicant must provide an explanation and corrective action plan along with the audit.

**5. Possible Site Visit/Interview-** The County will have the right to review the work being performed by the Contractor(s) at any time during the Contractor's usual working hours. The County may also request an interview with applicants, if deemed necessary by reviewers. County will also have the right to site visits and on-site programmatic and fiscal monitoring during the contract period.

**6. Pre-Contract Documentation-** Any bidder recommended for contract award under this RFP will be required to certify and provide certain documents as identified below *prior* to contract award.

Signed copies of each of the following forms:

- Drug Free Workplace certification pursuant to 20 CFR Section 667.200(d)
- Debarment and Suspension pursuant to regulations implementing Executive Order 12549
- Certification Regarding Prohibition on Lobbying using federal funds.

**7. Insurance Requirements-** The recommended bidder will need to submit evidence of the following insurance coverage requirements effective on or before the start date of the contract:

- A. Commercial General Liability "occurrence" coverage, naming the County of Ventura as additionally insured, in the minimum amount of \$1,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/completed operations, broad form blanket contractual and \$50,000 fire legal liability.
- B. Commercial Automobile Liability coverage in the minimum amount of \$1,000,000 CSL bodily injury & property damage, including owned, non-owned, and hired automobiles. Also to include Uninsured/Underinsured Motorists coverage in the minimum amount of \$100,000 when there are owned vehicles. Contractor must have on file evidence of auto insurance in the minimum amount of \$100,000 CSL bodily injury & property damage for all employees and volunteers associated with the contract.
- C. Workers' Compensation coverage, including a Waiver of Subrogation in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.
- D. Professional Liability coverage in the minimum amount of \$500,000 each occurrence and \$1,000,000 aggregate (if applicable).

Additional information regarding insurance requirements can be found in the Human Services Agency Contracts Manual. A copy of the Contracts Manual is available at [www.vchsa.org](http://www.vchsa.org) on the Request for Proposals page.

**8. Living Wage Requirement-** The recommended Contractor will be subject to the County of Ventura Living Wage Ordinance. The Ordinance requires the payment of a living wage and accompanying paid time off to all covered employees engaged in providing services pursuant to a service contract as defined in Sec. 4952(f) of the County's Living Wage Ordinance.

**9. Misrepresentation Clause-** Misrepresentation during the procurement or contracting process in order to secure the contract will disqualify a bidder or contractor from further consideration in the procurement or contracting process. Failure to comply with contract requirements once a contract has been awarded will constitute a material breach of the contract and may result in the suspension or termination of the affected contract and debarment from future County contracting opportunities for a period not to exceed three years. Other penalties may also apply.

**Submission. Late proposals are not accepted.** To be considered for funding, all proposals submitted in response to this RFP must be **received no later than 4 p.m. on November 30, 2016, with one original signature and ten (10) copies**, either delivered in person or mailed to:

Tina Knight, Contracts & Grants Manager  
Human Services Agency  
County of Ventura  
855 Partridge Drive, Ventura, CA 93003

## Attachment 1-EXECUTIVE SUMMARY

1. Bidders Legal Name

Firm Name	
Address	
Telephone	Website address:

2. PROGRAM NAME:

3. Amount of Funding Requested: \$

4. Briefly summarize your proposed program design (700 character max):

Region(s): _____	Number of Clients to be served: _____
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5. Chief Executive Contact

Name of Chief Executive	
Title	
Telephone	email:

6. Primary Application Contact

Name of Primary Contact	
Title	
Telephone	email:

7. Legal Status Information

Federal Employer Identification (FIN)	
California Taxpayer I.D. No.	

**An unsigned proposal will be rejected**

I certify that the information provided in this proposal is true and correct to the best of my knowledge and that I have been duly authorized by applicants' governing body or other authority to file this proposal. This proposal is submitted as firm and fixed offer valid for 120 days of the submission date.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

## **Attachment 2-NARRATIVE**

Please provide a written response to each section below. Your responses will be reviewed and scored according to these evaluation criteria. All proposals will be reviewed for demonstrated capacity to provide the services/activities sought through this solicitation. Applicants are advised to present concise and well-articulated responses to all areas of the application. Program designs should include all required program services as outlined in this document and present realistic strategies to ensure attainment of the WIOA performance measures. Supporting documents, agreements, forms or other evidence may be included separately as attachments to the narrative section. **Responses to the Narrative section are limited to 12 typed pages.**

### **1. Demonstrated Ability (15 Points)**

Describe your agency's previous experience in providing employment and training services to disadvantaged youth and your ability to document accurately and account for all program expenditures. Your response should be directly related to the ability of the proposed program to meet DOL performance measures for youth in the program activities as described herein. Describe your organization's experience and capacity to manage significant federal-pass through funds, and any history of successful management of other large state and/or federal grants you may have received.

Of particular importance are the expertise, certifications and skills of the staff that will be working directly with your participants. Resumes of existing staff or job descriptions including the qualifications and minimum requirements for program staff should be included and should describe the minimum education and work experience requirements for all critical staff positions. Indicate your ability to provide on-going services to youth currently in the WIOA Youth program who may need transitional assistance in order to achieve WIOA mandated outcomes.

Provide an estimate of the number and duties of staff positions that will be dedicated to the program. For example, include the anticipated ratio of participants to case managers, instructors, and/or counselors and related fiscal and administrative support staff who will be providing program and expenditure reports. Indicate how your agency and/or partners are qualified to provide the services requested in this RFP. As noted above, County will provide limited initial "train the trainer" instruction to WIOA contractors to ensure they have the requisite skills to properly operate the WIOA case management system. Further re-training of contractor staff will be the responsibility of the contractor.

### **2. Budget/Reasonableness of Cost/Leveraged Resources (25 Points)**

Complete and submit along with your narrative responses the **Attachment 2- Budget Form**, found at the HSA website, [www.vchsa.org](http://www.vchsa.org).

Provide a budget narrative that addresses the major line items in the budget and provide a justification of how budget items are necessary to achieve the project goals and objectives. Provide detailed justification for any equipment purchases being planned (equipment is defined as items with a per unit acquisition cost of \$5,000 or more and a useful life of at least one year). Identify the total cost per youth enrolled. Identify in your narrative the amount of funds you will dedicate to incentive payments for youth and the amount and type of resources that will be dedicated to providing follow-up services to youth after they have been exited from the program.

List any partner agencies you will work with and the specific elements of services they will provide to the project. Include as an attachment to your proposal any agreements with partner agencies you plan to implement should this proposal be funded. If these agreements are not

currently available, list those agencies, with contact information, with whom you intend to establish partnership agreements.

Identify the dollar amount of Leveraged Funds (in-kind, cash match, etc) that will be dedicated to the program. A minimum of 15% percent of WIOA funds requested to operate the program must be provided by the applicant. Such contributions may be cash or in-kind. Please identify the source(s) and value(s) of such funds. Leveraged Funds will need to be properly documented and will be verified during fiscal monitoring conducted by the County. Invoices submitted for reimbursement will need to include the dollar value of such leveraged resources.

### **3. Program Design (30 Points)**

Describe your proposed youth services program design, including a description and length of all activities, the number of planned participants and any certification(s) available to participants upon successful completion of the program. The success of your proposal will rest principally on the perceived viability of the program design you describe in this section. Therefore be as specific as possible in addressing each of the elements noted below.

As part of your response to this section, complete and submit **Attachment 3-WIOA Youth Program Elements Chart**, identifying how and by whom each of the required elements your program will address. A copy of the Program Elements Chart is available on the HSA website.

Describe each element of the program design. Include, for example, the objective assessment and testing process; development and maintenance of the Individual Services Strategy (ISS) the job search assistance provided to participants; subsidized work activities; and education services, counseling and training.

Describe your proposed service delivery and design in relation to each of the activities listed below, including any unique areas of your proposed program design and attributes relevant to the services described in this document. Indicate if these will be provided directly by the Contractor or through a partner agency.

- Describe your strategies to identify, recruit and enroll the individuals that you will be serving and identify the specific strategies and resources you will use to ensure sufficient numbers of eligible clients are recruited to meet your enrollment goals.
- Describe how you will provide career exploration to each youth. Note the amount of time, delivery system and staffing resources dedicated to this activity. Identify the specific industries or occupations you will focus on and how they align with expanding demand for workers.
- Describe your process for conducting orientation, eligibility and testing of youth, indicating the location where such services will be provided and how you will accommodate those youth lacking transportation to distant sites.
- Identify how you will provide a paid work experience component and identify who the “employer of record” will be.
- Identify any partners or sub-contractors and whether services provided by such partners will be paid for out of funds available through this contract or other resources.
- Provide details on the services to be provided by the education system, community- based organizations or any other partners brought in to support your program.
- Describe any applicable strategies to re-connect and/or re-engage out-of-school youth into educational services.
- Describe your case management strategies, level of resources and frequency of contact with youth during the program.

- Identify any academic or vocational training provided to participants.
- Include details on how diverse learning styles and academic abilities will be identified and accommodated.
- Describe your employment development strategy for securing subsidized and/or unsubsidized jobs for the youth.
- Describe what type of assessments or tests will be used.
- Describe your use of tutors, volunteers, mentors and peers.
- Identify a minimum of one physical location at which services will be provided.

#### **4. Performance Outcomes (20 points)**

Describe your program strategy to achieve a successful outcome for each of the applicable performance goals listed in Section I.G.4 above.

#### **5. Program Administration and Operations (10 points)**

For each element below, describe your internal control and oversight procedures and timelines. Describe staffing resources and/or partner roles to ensure effective collaboration and oversight between the Contractor and any partner(s) or subcontractors.

- Administration, Reporting and Documentation
- Program Operations
- Program Quality Control
- Contract Closeout

For applicants requesting consideration of one or more of the bonus areas, please respond to the following:

#### **6. Leveraged Funds (up to 5 bonus points)**

Indicate in your narrative and budget the amount and source of all Leveraged Funds that you and project partners will commit to this program. Please include the amount of Leveraged Funds, type (e.g. in-kind services, cash match, etc.), their source(s), valuation methods and a description of how the leveraged resources help accomplish the project's overall goals and milestones should be identified in the budget narrative. Please explicitly identify the amount of leveraged funds that exceed the required amount of 15% of WIOA funds being requested. (See item #2, above) Bonus points will be awarded on the basis of the additional amount of in-kind/leveraged resources committed to this project that exceeds the required level and the extent to which Leveraged Funds support project goals and outcomes.

**Total Possible Points: 105**

#### **BUDGET**

Please complete the line item budget. An electronic version of the budget is available for downloading and use at [www.vchsa.org](http://www.vchsa.org). Look for the Partners and Providers" icon and click on the Requests For Proposals link, then click on RFP budget template. Attach a complete budget to each copy of your narrative.

#### **OTHER EXHIBITS, ATTACHMENTS AND/OR APPENDICES**

Please attach resumes of existing staff who will be assigned to work on this project, job descriptions, training curriculum or any additional information that provides further information of your proposal.

**Attachment 3 – WIOA PROGRAM ELEMENTS CHART**

<b>Activity</b>	<b>Description</b>	<b>Duration of Activity (Hours/Months)</b>	<b>Partners Involved</b>	<b>Funding Source</b>
1. Tutoring, etc.				
2. Alt. Secondary School Services, etc.				
3. Work Experiences				
4. Occupational Skills Training				
5. Education for Occupation				
6. Leadership Development				
7. Supportive Services				
8. Adult Mentoring				
9. Follow-up Services				
10. Comprehensive Guidance				
11. Financial Literacy				
12. Entrepreneurial Skills				
13. Labor Market Information				
14. Transition to Post-secondary				

Expand and adapt as needed.