

**REQUEST FOR PROPOSALS
OLDER YOUTH EMPLOYMENT AND TRAINING PROGRAM
“SECOND START”**



ISSUED BY:

**ONEIDA COUNTY WORKFORCE DEVELOPMENT
THE PAUL BUILDING
209 ELIZABETH STREET, 2nd Floor
UTICA, NY 13501**



ONEIDA COUNTY WORKFORCE DEVELOPMENT
Older Youth Training and Employment Program
“Second Start”

REQUEST: Oneida County Workforce Development, in partnership with the Workforce Investment Board (WIB) and Youth Council of Herkimer, Madison and Oneida Counties, is requesting proposals from qualified sources to provide year-round services to eligible youth offenders aged 19-21 in accordance with Title I funding provided under the federal Workforce Investment Act (WIA) of 1998.

PURPOSE: This request for proposals is being released to solicit proposals from organizations interested in providing intensive post-release case management augmented by support services to address educational, physical, psychosocial, and training needs to WIA-eligible older youth offenders under the Second Start program. The Second Start program seeks to connect offenders aged 19-21 with employment; the goal of the intensive case management and support services is to enable offenders to become more employable, help them complete training, GED classes, or other activities as a preliminary step to getting and keeping a job.

Over the course of WIA Program Year 2010, respondents to this RFP should expect to provide Second Start activities to a minimum of 50 participants. At least 35 participants, or 70% of the total number of eligible participants served, are expected to enter unsubsidized employment. Of the minimum of 35 eligible participants who successfully enter employment, a minimum of 28 individuals, or 80% of the total number who successfully enter employment must be retained in employment in order for the program to meet goals for successful participation.

PROGRAM DESIGN: Youth Inmates who meet the age and other characteristics for WIA enrollment as older youth will be identified by Second Start staff at the Oneida County Correctional Facility. Some may receive only a referral to connect them with Workforce Development after their release. Others may receive Life Skills / GED services at the facility and then receive a referral. Second Start staff will communicate to the Second Start counselor in the community that they have issued a referral and document the services each offender requires. Post-release services may include, but are not limited to: Technology classes using the Technology Center at ML King School and other Neighborhood Network Centers established at Utica MHA properties and operated by Oneida County Workforce Development at no charge to participants.

Support from the Second Start Counselor, who will assist participants with issues related to IDs, GED and provide referrals for issues related to housing, substance abuse, etc. Participants will receive counseling/instruction in: Violence Reduction, Anger management, Conflict Resolution training, Applied Life Skills, Credit and Banking, Motor Vehicle regulations, Legal responsibilities (e.g., restitution), Family responsibilities (e.g., child support), Health issues, Social Services, and — above all — intensive case management to ensure that appointments are kept for services required in the referral. Job search assistance shall be provided through the Second Start Counselor and other Workforce System staff assisting the re-entry population with employment.

FUNDING: Respondents to this RFP will act as a Sub-Contractor to Oneida County Workforce Development in operating the Second Start Program. Funding will be made available for the employment of one Second Start Counselor, who will also act as Project Director, and one instructor/counselor. WIA funding will cover the costs of this Agreement from July 1, 2010 through June 30, 2011. The amount of funding available for the operation of the Second Start program will be negotiated upon the establishment of mutual interest between Oneida County Workforce Development and the successful respondent to this Request for Proposal.

It is the intent of the OC WD and the WIB to fund programs that help youth solve the problems they may encounter in attaining the necessary education and skills needed to find and keep a job and advance in the workforce. Programs funded under this and ancillary Requests for Proposals will contribute to the improved youth system which links services more closely to local labor market needs and community youth programs and services; that have strong connections between academic and occupational learning; and which provide for the holistic development of youth.

TARGET POPULATIONS: Eligibility for services funded under this RFP is limited to low-income youth, 19-21 years old, residing in Oneida County, and who is as offender, defined as having been subject to any stage of the criminal justice process or requiring assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Since WIA youth funds have restrictive eligibility criteria, respondents are encouraged to secure additional funds or collaborate with additional agencies in order to provide universal access to all youth. Please list all agencies that you collaborate with in serving in-school youth. Give a short summary of these programs and services, and provide a qualitative assessment in regard to the goals and positive outcomes these programs have achieved.

CONTACT PERSONS: All questions concerning this RFP package should be directed to Oneida County Workforce Development, c/o Anthony Ricci, Public Education Coordinator/Contracts Manager, at (315) 798-5908.

PROPOSAL SUBMISSION and DEADLINE: In order to be considered for funding, your proposal must be submitted no later than 4:30 p.m., on May 21, 2010. An original and two (2) copies must be submitted to Oneida County Workforce Development, 209 Elizabeth Street, Utica, NY 13501. Fax copies will not be accepted. A proposal received after the closing date will not be considered. The applicant assumes all responsibility for submission of proposal and meeting of required deadlines.

PERIOD OF CONTRACT: All contracts are expected to be for the period July 1, 2010 – June 30, 2011, although Oneida County Workforce Development reserves the right to reduce the term and budget of any contract due to unforeseen circumstances. Oneida County Workforce Development also reserves the right to extend the contract. Demonstration of performance will be the primary criterion for the extension of the contract. Considerations in granting the extensions will include applicant's meeting of performance goals, quality of service or product that has been provided, timeliness of start-up and availability of funds. As a general rule, the extension will not be based solely upon cost.

An agency applying under this RFP must be willing to submit revisions to its proposals to adapt the project to specific funding guidelines or changes in Workforce Development policies and/or State, or Federal policies/regulations.

GENERAL GUIDELINES FOR BUDGET AND BUDGET NARRATIVE: All proposing agencies must submit a complete line-item budget for WIA program funding. Explanatory and backup sheets may be added to support the required forms. If the proposed program will be supported by funding from other sources, a method of allocating costs based upon projected hours worked or other approved cost allocation methodology among the various funding sources must be included.

A detailed budget narrative must be included as part of the Cost Budget Proposal. Unclear or ambiguous budget line items may be the basis for disqualification of any proposal. For each line-item budgeted in the Cost Budget Proposal, provide a narrative description of the costs in sufficient detail to thoroughly describe what is being charged to the budget, at what rates and for what activities. All budget amounts should be rounded up to the nearest dollar.

MATCHING FUNDS/IN-KIND/OTHER SOURCE OF FUNDING: Describe monies or dollar value of services that will be used for these activities from sources other than WIA.

PAYMENTS: Payments from Workforce Development to the program awardee in consideration of the awardees' costs shall be made upon receipt of cost reports accompanying a standard voucher submitted each month to the Consortium.

MONITORING: If awarded funding for this program, Workforce Development and/or the Workforce Investment Board will monitor the program's performance, compliance and progress. This will include the validation of the client and financial information provided by the awardee, completed through both on-site monitoring and desk reviews. The actual schedule for monitoring will be arranged between the parties concerned.

(Oneida County Workforce Development and the Workforce Investment Board of Herkimer, Madison, and Oneida Counties, Inc., are an equal opportunity employers. Auxiliary aids and services are available upon request to individuals with disabilities.)