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October 21, 2008

REQUEST FOR PROPOSALS
YOUTH SERVICES UNDER THE WORKFORCE INVESTMENT ACT (WIA)
RFP 08-011

ADDENDUM 2

To all Potential Proposers:

Language Changes to RFP:

1. **Page 6 first paragraph original language:** This RFP seeks three (3) separate proposals for youth workforce development services in accordance with the Workforce Investment Act of 1998 (WIA), title I, Public Law 105-220, the Southwest Ohio region Workforce Investment Board (SWORWIB) Plan and Policies, and the governing rules of Hamilton County Job & Family Services (the Administrative Entity).

Change language to read: This RFP seeks four (4) separate proposals for youth workforce development services in accordance with the Workforce Investment Act of 1998 (WIA), title I, Public Law 105-220, the Southwest Ohio region Workforce Investment Board (SWORWIB) Plan and Policies, and the governing rules of Hamilton County Job & Family Services (the Administrative Entity).

2. Page 6 second paragraph second sentence original language: Each provider may submit a proposal to deliver one, two, or three separate programs related to each of the three descriptions provided in the Scope of Services.

Change language to read: Each provider may submit a proposal to deliver one (1), two (2), three (3) or four (4) separate programs related to each of the four descriptions provided in the Scope of Services.

3. Page 6 third paragraph original language:

The SWORWIB is seeking three types of proposals:

- Traditional WIA Services
- WIA Youth Services of the One Stop Super Jobs Center
- WIA Youth Services Connected to Hamilton County Juvenile Court

Change language to read:

The SWORWIB is seeking four (4) types of proposals:

- Traditional In School WIA Services (Scope of Services A1)
- Traditional Out of School WIA Services (Scope of Services A2)
- WIA youth Services at the One Stop Super Jobs Center (Scope of Services B)
- WIA Youth Services Connected to Hamilton county Juvenile Court (Scope of Services C)

4. Page 7- 8 A. Scope of Services for Traditional WIA Services (In School and Out of School) Heading and language

Change Heading and language to read:

A1. Scope of Services for Traditional WIA Services In School Youth

A proposal related to this scope of service is for traditional WIA in school services with a specific intent to increase volume served and performance goal achievement.

WIA requires local areas to address required activities to help youth transition successfully into adulthood and self-sufficiency, especially as they relate to youth who are at-risk of dropping out of school, and offender/court-involved youth. These include:

A. Pre-enrollment activities such as: a) recruitment, b) intake, c) initial assessment, d) eligibility determination, and e) referrals to other programs as appropriate;

B. Framework activities such as: a) objective assessment, b) development of the Individual Service Strategy, and c) case management and;

C. Ten (10) required program elements (see attachment O) that must be available in Area 13's WIA youth system such as 1) tutoring, study skills, and dropout prevention, 2) alternative secondary school offerings, 3) summer employment linked to academic or occupational skills, 4) paid and unpaid work experience, 5) occupational skill training, 6) leadership development, 7) supportive services, 8) adult mentoring for at least twelve (12) months, 9) comprehensive guidance and counseling and 10) follow-up activities for no less than twelve (12) months after completion of participation.

Youth who are engaged in pre-enrollment activities are not billable as WIA youth. Services delivered to youth who are WIA eligible, but not WIA enrolled must be funded by non-WIA dollars. Providers who serve non-WIA youth must provide a costs allocation plan that documents how organization costs are split between WIA and non-WIA related expenses.

A2. Scope of Service for Traditional WIA Services Out of School Youth

Proposals related to this scope of service are for traditional WIA out of school services with a specific intent to increase volume served and performance goal achievement.

WIA requires local areas to address required activities to help youth transition successfully into adulthood and self-sufficiency, especially as they relate to youth who are k of dropping out of school, school drop outs, and offender/court-involved youth. These include:

A. Pre-enrollment activities such as: a) recruitment, b) intake, c) initial assessment, d) eligibility determination, and e) referrals to other programs as appropriate;

B. Framework activities such as: a) objective assessment, b) development of the Individual Service Strategy, and c) case management and;

C. Ten (10) required program elements (see attachment O) that must be available in Area 13's WIA youth system such as 1) tutoring, study skills, and dropout prevention, 2) alternative secondary school offerings, 3) summer employment linked to academic or occupational skills, 4) paid and unpaid work experience, 5) occupational skill training, 6) leadership development, 7) supportive services, 8) adult mentoring for at least twelve (12) months, 9) comprehensive guidance and counseling and 10) follow-up activities for no less than twelve (12) months after completion of participation.

Youth who are engaged in pre-enrollment activities are not billable as WIA youth. Services delivered to youth who are WIA eligible, but not WIA enrolled must be funded by non-WIA dollars. Providers who serve non-WIA youth must provide a costs allocation plan that documents how organization costs are split between WIA and non-WIA related expenses.

5. **Page 10 1.2.2 Eligibility for Services #1 original language:**
    1. **Traditional WIA Services: Services to youth, ages 16 through 21, who are at risk of dropping out of high school.**

Change language to read:

1. **Traditional In and/or Out of School WIA Services:** Services to youth, ages 16 through 21, who are at risk of dropping out of high school or who have dropped out of high school and are disengaged from the educational system.

6. **Page 11 B. Contract Outcomes delete all original language:**

Change language to read:

1. Each proposal should state explicitly which population, cited in section "1.2 Scope of Services", the proposed service will serve.

A1. Scope of Services for Traditional WIA Services (In School Youth)

A2. Scope of Services for Traditional WIA Services (Out of School Youth)

B. Scope of Services for Youth Services at the One Stop Super Jobs (Out of School Youth)

C. Scope of Services for WIA Youth Services Connected to Hamilton County Juvenile Court (In School and Out of School Youth)

The scope you select above will identify which contract outcomes below your proposals must speak to. See the key prior to each of these five outcomes to see which apply to your particular scope.

Proposals that include relatively higher committed outcomes will be viewed more favorably than others in this RFP process if those commitments are paired with credible program structure, suitability standards, and implementation plans.

2. (A1, A2, B, C) identify the cost per youth exited that your organization will commit to through each contract year of this contract. Specifically, divide the total cost of your proposed contract by the following number. What volume of youth will you enroll on or after 7/1/09, serve and subsequently exit in year one of this contract. Provide that volume separately for years one (2009 – 2010), two (2010 – 2011) and three (2011l – 2012).

Current WIA youth service providers shall also include, in this figure and in each applicable measure below, those youth receiving services on 7/1/09 who were initially enrolled on or after 7/1/08.

3. (A2, B, C (out of school only)) Identify the percentage of WIA out-of-school youth that you will work with who have dropped out of high school that will earn a high school diploma or GED during participation or by 1st quarter after exit from your program. This measure applies only to youth enrolled on or after 7/1/09 (provides percentage separately for each year). This number can not be less than 55%.

4. (A1, C (In School) Identify the percentage of WIA in-school youth that you work with in your WIA program will earn a high school diploma or GED during participation or by 1st quarter after exit from your program. This measure applies only to youth enrolled on or after 7/1/09 and subsequently exited each contract year. A separate % commitment should be provided for each of four contract years. This number can not be less than 85%.

5. (A2, B, C (Out of School) Identify the percentage of WIA out-of-school youth that you will work with who are high school drop outs that will be employed, in an apprenticeship program or in the military in the 1st quarter after exit. This number can not be less than 85%.

6. (C) Youth who is court involved/offenders should be tracked with regard to academic and employment successes. Academic success can be measured as basic literacy gains, H.S. Diploma/GED attainment or a combination of the two measurements. These outcomes will be utilized to establish a baseline of performance/success to be counted and measured after the completion of the 2010-2011 program years. The first year will have been used to develop the base line, and must be tracked to use to project outcomes for future years.

7. (A1, A2, B, and C) this is required tracking function, but is not, at this time, tied to incentive or at-risk dollars. Follow up with exited youth and report on the following in SCOTI. What proportion of exited youth with a high school diploma or GED enters a degree granting or certificate granting program within nine months of receiving the diploma or GED. Note: programs must issue industry skill standard certifications or employer developed certifications. Degree granting program must be offered by an accredited institution.

7. Page 21 - 23 language after #10 to be deleted beginning with Traditional WIA Services – In School and replaced with the following language:

11. Provide your expected outcomes for this program, as follows: (Refer to Definitions for further clarification)

- Traditional In and/or Out of School WIA Services
- WIA Youth Services at the One Stop Super Jobs Center – Out of School

12. (All Proposals) identify the cost per youth exited that your organization will commit to through each contract year of this contract. Specifically, divide the total cost of your proposed contract by the following number. What volume of youth will you enroll on or after 7/1/09, serve and subsequently exit in year one of this contract. Provide that volume separately for years one (2009 – 2010), two (2010 - 2011) and three (2011 -1012).

Current WIA youth service providers shall also include, in this figure and in each applicable measure below, those youth receiving services on 7/1/09 who were initially enrolled on or after 7/1/08 that will carryover.

13. (All Proposals) must include a program outcome statement containing the following elements. SWORWIB and HCJFS shall collaborate to validate that each provider is compliant with each element below. Persistent and regular failure to maintain these standards shall result in a provider's ineligibility for incentive dollars regardless of other factors.

- The volume of youth the applicant proposes to serve
- Geographical area of focus
- Objective standard for success – what must be documented to conclude that an individual participant has achieved the outcome
- Proportion of target population who will achieve each criterion for success
- Suitability standard for enrollment of youth – this presumes each youth is eligible and has appropriate documentation of eligibility on file. A suitability standard goes beyond eligibility to define that population that the provider believes both needs their service and will benefit from it. Such a standard may speak to education or employment status, work history, barriers currently in place, and/or factors that will support a successful outcome for a prospective enrollee.

Provider who have committed to achievement of relatively higher "priority system outcomes" may be more likely to be selected through this RFP process. Those relatively higher goals shall be deemed credible only if they are paired with a credible plan for achieving them, a clear intent to enroll suitable populations, and a demonstrated history of success in working with this or similar populations, and similar scopes of work. Providers without this documented success are eagerly encouraged to collaborate with partners that have a proven history of servicing these populations in submitting a shared proposal

B. Providers shall respond to the following for the specific proposal identified:

1. **(WIA Youth Services at the One Stop Super Jobs Center Proposal Only)**. This is required tracking function, but is not, at this time, tied to incentive or at-risk dollars. Follow up with exited youth and report on the following in SCOTI:

Describe what proportion of exited youth with a high school diploma or GED enters a degree granting or certificate granting program within nine months of receiving the diploma or GED. Note: programs must issue industry skill standard certifications or employer developed certifications. Degree granting program must be offered by an accredited institution.

2. **(WIA Youth Services at the One Stop Super Jobs Center Proposal only**) Describe the percentage of WIA out-of-school youth that you will work with who have dropped out of high school that will earn a high school diploma or GED during participation or by 1st quarter after exit from your program. This measure applies only to youth enrolled on or after 7/1/09 and subsequently exited each contract year. A separate % commitment should be provided for each year of the contract (2009 - 2010, 2010 - 2011 and 2011 - 2012). This number can not be less than 55%.

3. **(WIA Youth Services at the One Stop Super Jobs Center Proposals Only)** Describe the percentage of WIA out-of-school youth that you will work with who are high school drop outs that will be employed, in an apprenticeship program or in the military in the 1st quarter after exit. This number can not be less than 85%.

4**. (Traditional In and/or Out of School WIA Services and Super Jobs Proposals only)** Describe the percentage of WIA in-school youth that you work with in your WIA program will earn a high school diploma or GED during participation or by 1st quarter after exit from your program. A separate % commitment should be provided for each year of the initial contract term of twenty-four (24) months and for the twelve (12) month renewal year. This number can not be less than 85% for in-school and 55% for out-of-school.

5. **(Traditional In and/or Out of School WIA Services and Super Jobs Proposals only) Describe** the percentage of youth you will work with who will be employed, in an apprenticeship program, or in the military in the 1st quarter after exit. This number cannot be less than 85%.

6**. (All WIA Services Proposals)** This is a required tracking function, but is not, at this time, tied to incentive or at-risk dollars. Follow up with exited youth and report on the following in SCOTI.

Describe what proportion of exited youth with a high school diploma or GED enters a degree granting or certificate granting program within nine months of receiving the diploma or GED. Note: programs must issue industry skill standard certifications or employer developed certifications. Degree granting program must be offered by an accredited institution.

7**. (WIA Youth Services Connected to Hamilton County Juvenile Court Proposals only)** Describe how provider will establish a credible baseline of performance/success data related to academic and employment outcomes for youth who are court involved/offenders drawn from this local population and referral source by the end of FY 2010-2011 .

8**.** **(WIA Youth Services Connected to Hamilton County Juvenile Court Proposals only)** Describe how you will establish a recruitment and enrollment process utilizing the juvenile justice system for youth who are court involved/offenders.

Language Changes to Budget Instructions for RFP08-011:

ATTACHMENT C
HCJFS CONTRACT BUDGET USER GUIDE

When contracting with the Hamilton County Department of Job & Family Services (HCJFS), it is required that a budget be completed for each program being proposed, as well as for both the initial term as well as the renewal term. In order to facilitate the process, we request that the attached budget be used. This budget consists of two parts: the User Guide to assist in the completion of the budget, and the budget itself.

This guide is designed to assist the user in completing the budget. In some instances field definitions and other information will be given. If possible, examples will be provided. Definitions and examples will occasionally not be provided. Should you have a question regarding that particular area, contract the HCJFS Contract Services Section.

Page 1 is a summary of expenses. It should be completed after all other budget pages are finalized. The totals from the information supplied on pages 2 through 6 are used to complete this page. Information at the bottom of the page should be completed regarding the total units and the cost of the service. Pages 2 through 6 should be prepared itemizing each line item.

There is one column labeled "PROGRAM". Provider should enter in to the header the type of service being proposed. This column is to be used to record the direct costs for the contracted program(s).

Management, administrative, and indirect costs should be entered in the column entitled "ADMIN". Indirect costs are those costs incurred for a common or joint purpose benefiting more than one service area or cost center. Allowable indirect costs for the indirect cost column include, but are not limited to, the accounting and budgeting functions, disbursing services, personnel & procurement functions, and other agency administration.

Leveraged resources should be entered in the column entitled "LEVERAGED FUNDS".

INSTRUCTIONS FOR SUMMARY PAGE – PAGE 1

Page 1 of the budget is a summary of expenses. It should be completed after all other budget pages are finalized. Information at the bottom of the page should be completed regarding the total units and the cost of the service.

PROPOSER: The legal, and if applicable, incorporated name of the Provider agency.

BUDGET PERIOD: The specific time period for the budget completed.

ACTUAL BUDGET AREA: A total of all the figures carried over from the previous pages. This gives an overview of the budget for which the proposal is being submitted, as well as, an overall picture of the agency costs. The total figures given for each of these areas should match the same figures indicated in each of the appropriate sections.

For a more detailed explanation of each of the areas, use the instructions in each specific section. Once all totals have been carried to this section be sure to double check the figures to make sure all columns and rows balance.

EXPENSES BY SERVICES COLUMN: Each column header from pages 2 through 6 are listed in this column so that the totals for each of these items can be listed in each of the specific columns.

EXPENSES BY PROGRAM SERVICES: The horizontal row is used to define the column header. "MGMT Indirect, Other Direct Ser and TOTAL Expense" fields are already defined.

Remember, a separate budget must be submitted for each contract term, as well as for each separate proposal.

MGMT INDIRECT: The totals entered per line item for each item on the other pages.

TOTAL ADMINISTRATION: The totals for all expenses related to the administration of the program, not including expenses directly attributable to the youth (i.e. does not include stipends/wages, incentives, tuition, supportive services).

TOTAL PROGRAM: Total Administration plus expenses directly attributable to the youth (stipends/wages, incentives, tuition, supportive services).

GRAND TOTAL: Total program plus incentive dollars available.

TOTAL UNITS: The number of units that the program being purchased is planning to provide.

UNIT COST: The total program expenses divided by the total units.

UNIT =: Indicate whether the unit is an hour, trip, session, etc. In this case it would be the youth served.

INSTRUCTIONS FOR BUDGET - PAGE 2; STAFF POSITIONS

This section is used to list all positions that are included in the contracted program. This page will also capture the financial information needed on the rest of the agency. If a proposal is being submitted for one service being offered within a program, one column would be completed for the contracted program, one for the management indirect services, and one for the leveraged funds.

SALARIES: List all position titles of staff who work for the Agency and will have responsibilities tied to this Program. All staff who work in any capacity in the program or programs to be contracted, plus all management and administrative staff, must be listed separately with the specific amounts paid to each. In the second column, indicate the number of staff who have the same job title, i.e. teachers, and who earn the same annual wage. Indicate the number of staff and the annual cost - this is the amount paid annually to each of the teachers. If some teachers work more or less hours, and/or earn more, then a second, separate listing should be made. If the program has quite a number of staff then Provider may want to copy the Salaries page, to be able to list all the variations. Total all Salaries at the bottom of each column. Make sure this page "balances" - each column adds across and down, to the sum listed in the total sections.

POSITION TITLE: Indicate the titles of the individuals **presently** working in the program being contracted. If the Provider has an individual that has a percentage of time dedicated to the contracted program & another percentage dedicated to other areas, list this individual separately as well.

For EXAMPLE: The agency has three social workers. In this instance, two of those employees are dedicated full time to the program being contracted however, the other only spends 60% of their time on this project and 40% of their time on another project. Given this example, then all three social workers would be listed and the actual weekly number of hours worked in the program area would be entered in the HRS Week field..

 # STAFF: This field must indicate the number of staff that hold the title listed in the “Position Title” field. Remember, if an employee works in the contracted program for any percentage of time then that person would be counted separately.

HRS WEEK: Indicate the number of hours worked each week in the contracted program area, for each employee.

ANNUAL SALARY: This is the annual salary for each individual listed in the contracted program area.

PROGRAM: Enter the salary for the amount of time spent in the contracted program. There are three columns to indicate amounts for each program in which a proposal is being written. For vacant positions that will be filled during the contract year, prorate the salary to reflect the anticipated start date.

ADMIN: This field should only be completed if the position title of an individual is in a management position. Duties performed that would be included in the"Percent to Mgt. Indirect" would include evaluations, writing checks, dealing with personnel issues, building management or other non-program issues.

LEVERAGED FUNDS: Enter the applicable portion of salaries for each of the staff that will dedicate time to the program, but will be paid with leveraged funds.

TOTAL EXPENSES: This is the total of the Contracted Programs, Management Indirect, and any Leveraged Funds.

INSTRUCTIONS FOR BUDGET - PAGE 3; PAYROLL RELATED EXPENSES

FRINGE BENEFITS: Enter the percentage used in calculating the amount withheld in each of the categories listed. The amounts figured using this percentage should be listed on the appropriate line under the "Fringe Benefits" column.

UNEMPLOYMENT %: When computing unemployment taxes, the percentage of time the staff devotes to the contracted program should be used to calculate the amount of unemployment taxes attributed to the contracted program for that staff person up to the first $9,000.00 per employee wages, per year.

BENEFITS: The amounts charged to each column should be based on the staff and salaries shown in that column on page 2. Enter the totals in the spaces provided. The percentage used to calculate the retirement should be entered on the line indicated. The "OTHER" section should list all other deductions that are taken, listing each one separately.

TOTAL FRINGE BENEFITS: Indicate the total for the amounts indicated above.

INSTRUCTIONS FOR BUDGET - PAGE 3; CONTRACTUAL SERVICES

CONTRACTUAL SERVICES: Contractual services are items such as janitorial, pest control, security, etc. These costs are used to pay for services from a company or individual who is not an employee of the agency, but who performs a service for which he/she is paid. Show the amounts related to each column heading.

Each service that has been purchased should be listed in this field, individually. For example, if the Provider has a contract with Terminix to provide bug control then that would be one item.

INSTRUCTIONS FOR BUDGET - PAGE 3; MATERIAL & SUPPLIES

MATERIAL & SUPPLIES: Enter amounts for items used or consumed by the respective programs per the column heading. Generally supplies are items such as stationary, paper, pens, file folders, and envelopes. Other types of supplies are items such as cleaning supplies, toilet paper, mops, brooms, paper towels and floor cleaner. Program and other supplies would also be included in this section such as printed pamphlets, text books and/or computer software. These items must be used or consumed within one year or less.

INSTRUCTIONS FOR BUDGET - PAGE 3; OCCUPANCY COSTS

OCCUPANCY COSTS: Enter amounts in the proper column based on a proration of space used by the programs under the column headings. It may be necessary to actually measure the space used by the various programs to achieve a proper proration of these costs. Some Provider's choose to put building and other occupancy costs in their Management and Indirect Costs column, and allocate them along with other "shared" types of costs. Telephone costs should be allocated or prorated based on actual usage, that is the number of phones used by Contract Program, and amount of long distance calls, rather than combined with other occupancy costs.

The occupancy cost includes a usage allowance that is similar to depreciation when the building is owned. In order to calculate the cost, the historical cost of the building must be used. The Provider must calculate the percentage that is to be used by the contracted program. Once both figures are obtained, the cost of the building is multiplied by the percentage of space used to determine the dollar amount to be charged to the program. For example, the actual cost of the building was $150,000.00. The building is 3 stories and each story is 1000 square feet. The third floor is the management, the second floor is another program and the first floor is the contracted program. In this case, the first floor or 1000 square feet would be changed to the program or 33%. Therefore, $150,000.00 divided by the 37.5 year life (life span per the IRS) of the building times 33% (program utilization) = $1,320.00 per year. This amount can be charged to the program.

RENTAL @ PER SQ. FT.: Indicate the unit amount per square foot. For example, the rent is $1000.00 per month for 100 square feet, however the unit amount is $10.00. Indicate the total dollar amount in the block for the budget period. For example, the rent is $1000.00 per month. The contract is for 10 months. The total dollar amount entered should be $10,000.00.

HEAT & ELECTRICITY: If taking a straight line percentage of the total electric for the agency, identify the percentage used on the line indicated. If this is included in the rent, write the word "included" on this line.

WATER: If taking a straight line percentage of the total water for the agency, identify the percentage used on the line indicated. If this is included in the rent, write the word "included" on this line.

TELEPHONE: If taking a straight line percentage of the total phone cost for the agency, identify the percentage used on the line indicated.

OTHER: List all other deductions for occupancy costs separately and be specific.

INSTRUCTIONS FOR BUDGET - PAGE 3; TRAVEL COSTS

TRAVEL COSTS: The costs entered into each column should be based on a review of actual travel costs incurred by the program. A study of past years records, if available, should be completed before this section of the budget is prepared. Enter the figure used to calculate the reimbursement rate on the line provided.

INSTRUCTIONS FOR BUDGET - PAGE 4; INSURANCE COSTS

INSURANCE: Some agencies allocate all insurance costs to the Management and Indirect column of their budgets, and then allocate them along with all the other shared type of costs. If one program operated by the agency has disproportionate insurance costs (either higher or lower) than the other agency programs, then a more appropriate method would be to show that program's insurance costs in the column for that program.

INSTRUCTIONS FOR BUDGET - PAGES 3; EQUIPMENT COSTS

EQUIPMENT COSTS: There are some directions listed on the budget pages for completing the four areas of this section. Any individual equipment item costing less than $5,000 should be included as equipment cost. The exception to the "individual equipment cost" is for computer components which are purchased as a group, i.e. hard drive, monitor, keyboard, printer, etc. While these components may individually cost less than $5,000, the entire group is to be depreciated if the purchase price is $5,000 or greater. For equipment items used for more than one program,

show the percentage of time the contract program expects to use them and compute the amount based on that percentage. The large equipment items used by the Management and Indirect activities of the agency should also be listed, with the percentage used by both programs, i.e. the Contract Program and MGT/Indirect, computed.

FINAL REVIEW

1. Before submitting the budget, make a final check that each column of each page is correctly added, and that all figures are legible.

2. Please review Equipment section to make sure that all equipment purchases have been listed in proper section.