

## YOUTH OVERSIGHT COMMITTEE

January 15, 2020

8:30 P.M.

COFA Conference Room

**PRESENT:** V. Zeppelin, K. Shanks-Booth, S. Kittel

**EXCUSED:** T. Watts

**GUEST:**

**STAFF:** J. Mattick, D. Achilles, S. Alvord

### CALL TO ORDER

Ms. Shanks-Booth called the meeting to order at 8:35 a.m.

### APPROVAL OF MINUTES

It was Moved by Ms. Zeppelin and seconded by Ms. Kittel and unanimously adopted by voice vote of members present to approve the minutes of December 5, 2019.

### WIOA YOUTH CONTRATOR QUARTERLY REPORT

Ms. Alvord reviewed the WIOA Youth program report. The committee had a conversation about where the committee would like additional information and areas needing clarification.

### WIOA YOUTH RFP UPDATE

Ms. Mattick informed the committee that the request for proposals for the July 1, 2020-June 30, 2022 WIOA Youth RFP has been amended to identify eligible applicants as well as a couple of other items. The amended RFP has been uploaded to bidnet. The proposals are due by January 30, 2020 and the process of reviewing proposals will begin.

### REVIEW AND APPROVE SYEP RFP RELEASE

The committee reviewed and approved the release of the 2020 Summer Youth Employment Program in the amount of \$365,000. This will ensure that the Workforce Development Board can approve the release of the RFP at the January 22, 2020 meeting.

It was Moved by Ms. Zeppelin and seconded by Ms. Kittel and unanimously voted to approve the 2020 Summer Youth Employment Program RFP release with the modifications discussed today.

### WIOA YOUTH EXPENDITURE REPORT

Ms. Mattick reviewed the WIOA Youth Expenditure report and reported to the committee that the numbers are on track. The participant wage expenditures will need to be reviewed, as it appears that OET may over expend on this line item.

## **DIRECTOR'S UPDATE**

Ms. Mattick reviewed the WIOA Youth Basic Skills Deficiency Policy. Ms. Alvord informed the committee that the policy was modified to define what basic skills deficiency criteria is to establish guidelines for determining eligibility for participants. Ms. Alvord will make the modifications that were recommended by the committee.

## **ADJOURNMENT**

Ms. Shanks-Booth adjourned the meeting at 10:43 a.m.

The next meeting is scheduled for Wednesday, February 12, 2020.

**Tompkins County  
Workforce Development Board**

Request for Proposals

2020 Summer Youth Employment Program

February 04, 2020

2020 Summer Youth Employment Program  
Tompkins County

**BACKGROUND**

It is anticipated that the New York State budget will include an allocation of funds for a state funded Summer Youth Employment Program.

The Tompkins County Workforce Development Board (WDB) anticipates awarding approximately **\$365,000**. Funding is available for allowable SYEP expenditures made from May 1, 2020 to September 30, 2020.

**PLEASE NOTE:**

The Tompkins County Workforce Development Board is proceeding with this request for proposals with the understanding that New York State may or may not appropriate funds for this program. The conditions and standards applied to the potential appropriation have not been established and may impact the design and implementation of the local program.

The Tompkins County Workforce Development Board may modify or refuse to make awards based on the availability of funds.

**PURPOSE OF REQUEST**

To prepare for this summer employment program, the Tompkins County Workforce Development Board is soliciting proposals for summer youth employment programs to serve youth between the ages of 14-20 years old, living in families who receive TANF benefits or in families who are at or below 200% of the federal poverty level. Proposals are welcome from for-profit, not-for-profit organizations, educational entities and local governments.

**PROGRAM OBJECTIVES**

- Provide youth with an opportunity to earn a paycheck
- Provide youth with a supportive, first time work experience
- Train youth in skills that are currently needed in the labor market
- Expose youth to careers, employers, and the world of work
- Develop workplace etiquette and strengthen basic employment skills
- Reinforce the relationship between academics and skills needed on the job
- Encourage youth to earn a high school diploma
- Provide an entry point into the workforce development system

## REQUIRED PROGRAM PARAMETERS

Structure The program must consist of a combination of employment and academic enrichment with emphasis placed on youth obtaining work experience. Stand-alone educational/academic models will not be considered. *Program trips to amusement parks or similar events will not be reimbursable/subject to reimbursement with this funding.*

Duration With rare exception, and depending on program design, each youth will work 20 hours per week. If youth work while school is in session, special attention must be paid to the laws governing the employment of minors. Funding is available from May 1 – September 30, 2020 for program start-up and wrap-up activities including hiring staff, formalizing materials, recruiting, enrolling, orientating youth and work sites, and final reporting.

Youth work readiness, career exploration, and financial literacy activities may begin prior to their work experience. If youth are being paid for these activities providers must ensure that youth working papers are collected prior to their participation.

Pay All youth must be paid minimum wage which as of January 1, 2020 is \$11.80 per hour. Wages are paid for work and may be paid for academic/educational activities. All Federal and New York state wage and hour laws must be followed, and hours must be documented on the participant's timesheet. Participant lunch period must be unpaid. **Stipends are not permitted, and it is expected that participants will be on the provider's payroll.**

Job Characteristics Work experience can be in the public or private sector and may include project-based employment. Employment tasks must be consistent with the New York State minimum-age standards for employed youth under the age of 18. Youth may be placed in jobs on site or off site *with supervision.*

Budget At least 65% of overall budget must be utilized for participant costs. Participant costs are defined as participant wage and fringe, transportation, clothing/uniforms required by employer, and training supplies.

Program Design Waiver The Workforce Development Board is interested in supporting projects that:

- help youth to overcome persistent transportation problems
- link to area employers who have career pathways in manufacturing or healthcare
- re-engage youth in secondary or postsecondary education.
- assist youth with exceptional barriers to employment to achieve success with summer youth employment

To support this interest, a waiver of the 65% rule may be awarded to programs with exceptional design with the anticipation of highly impactful program outcomes. Detailed program design plans must be submitted for consideration. All decisions on such waivers are at the discretion of the Workforce Development Board.

## FOCUS POPULATIONS

Program participants are limited to economically disadvantaged youth ages 14-20. Participants must reside in Tompkins County. Participants from outlying counties should be referred to the SYEP Program in their county of residence. See the attached list of SYEP Program contacts for the counties contiguous to Tompkins. Programs may serve any or all ages within the targeted age range. Participants currently residing in DJJOY residential facilities are limited to a maximum of \$10,800 of the total participant wages.

Program operators are responsible for the marketing, recruitment, intake and eligibility process. All contractors will be required to attend training in early May 2020 on the determination of eligibility and required documentation. Contractors will be responsible for any costs associated with incorrect eligibility determinations.

Program operators will be required to demonstrate significant coordination with the Tompkins County Department of Social Services, the Tompkins Workforce New York Career Center and other summer program providers in the recruitment, screening, and placement of program participants. Coordination includes a common summer employment program application for all Workforce Development Board funded providers, joint recruitment activities, and common marketing materials. Contractors agree to identify the Tompkins County Workforce Development Board as the funding source of the Summer Youth Employment Program in news releases, media programs, letterhead, webpage, brochures, flyers, program materials, etc...including use of the Tompkins Workforce Development Board logo. A meeting for program providers will be convened in April/May 2020 to share program participants and workshops to maximize resources.

The Workforce Development Board is committed to providing employment opportunities to underserved populations. Upon review of submitted proposals and before contract signing, the Workforce Development Board will negotiate goals with providers regarding the number of youth served, number of minority youth served, number of foster care youth served, and other aspects meeting program design goals.

#### **PROGRAM ELEMENTS**

Participant Orientation The program must provide each youth participant a thorough overview of basic employment information, expectations at the employer's work site, safety measures, time and attendance requirements, emergency contact information, and their summer youth employment program counselor/advisor contact information. Providers must maintain documentation that ALL youth attended an orientation to the summer youth employment program prior to their start date.

Supervisor Orientation The program must provide each worksite supervisor with an orientation to program goals, time and attendance requirements, what to do if a youth is injured on the job, supervisor expectations, and their summer youth employment program counselor/advisor contact information. Providers must maintain documentation that supervisors were provided an orientation to the summer youth employment program prior to the youth's start date. In cases where there are multiple departments within an agency designated as a worksite then orientations must be documented and provided to each department. Agencies will be provided a worksite agreement that has the minimum requirements for contractors. If the contractor decides to use a different agreement, the agreement must incorporate the minimum requirements.

Career Exploration An orientation to demand occupations and the local labor market must be provided, along with exposure to careers through such activities as site visits to employers, guest speakers, workshops, handouts spotlighting career fields, employer panels and job shadowing. Providers must maintain attendance documentation for all such activities. The identified demand occupations in Tompkins County are:

<u>SOC Code</u>	<u>Occupation</u>
11-1021	General and Operations Managers
11-3021	Computer and Information Systems Manager
11-9033	Education Administrators, Postsecondary
11-9041	Engineering Manager
11-9081	Lodging Manager
11-9111	Medical and Health Services Manager
11-9199	Managers, All Other
13-1071	Human Resources Specialists
13-1111	Management Analysts
13-1131	Fundraisers
13-1199	Business Operations Specialists
13-2011	Accountants and Auditors
13-2051	Financial Analysts
15-1121	Computer Systems Analysts
15-1131	Computer Programmers
15-1132	Software Developers, Applications
15-1133	Software Developers, Systems Software
15-1134	Web Developers
15-1142	Network and Computer Systems Administrators
15-1151	Computer User Support Specialists
15-1199	Computer Occupations, All Other
17-2112	Industrial Engineers
17-2141	Mechanical Engineers
17-2199	Engineers, All Other
17-3023	Electrical and Electronic Engineering Technicians
17-3029	Electromechanical Engineering Technologist
19-4011	Agricultural and Food Science Technicians
19-4021	Biological Technicians
21-1011	Substance Abuse and Behavioral Disorder Counselors
21-1012	Educational, Vocational, and School Counselors
21-1014	Mental Health Counselors
21-1093	Social and Human Service Assistants
25-1011	Business Teachers, Postsecondary
25-1022	Mathematical Science Teachers, Postsecondary
25-1042	Biological Science Teachers, Postsecondary
25-1066	Psychology Teachers, Postsecondary
25-1071	Health Specialties Teachers, Postsecondary
25-1123	English Language and Literature Teachers, Postsecondary
25-1199	Postsecondary Teachers, All Other
25-2011	Preschool Teachers, Except Special Education
25-2031	Secondary School Teachers, Except Special and Career/Technical Education
25-3021	Self-Enrichment Education Teachers
25-3098	Substitute Teachers
25-3099	Teachers and Instructors, All Other
25-4031	Library Technicians
25-9031	Instructional Coordinators
25-9041	Teacher Assistants

27-2022	Coaches and Scouts
29-1051	Pharmacists
29-1069	Physicians and Surgeons, All Other
29-1071	Physician Assistants
29-1141	Registered Nurses
29-1126	Respiratory Therapists
29-2012	Medical and Clinical Laboratory Technicians
29-2021	Dental Hygienists
29-2052	Pharmacy Technicians
29-2055	Surgical Technologists
29-2056	Veterinary Technologists and Technicians
29-2061	Licensed Practical and Licensed Vocational Nurses
29-2099	Health Technologists and Technicians, All Other
31-1011	Home Health Aides
31-1014	Nursing Assistants
31-2011	Occupational Therapy Assistants
31-9091	Dental Assistants
31-9092	Medical Assistants
31-9096	Veterinary Assistants and Laboratory Animal Caretakers
33-3051	Police and Sheriff's Patrol Officers
33-9032	Security Guards
35-1012	First-Line Supervisory/Managers of Food Preparation & Serving Workers
35-2014	Cooks, Restaurant
35-3021	Combined Food Preparation and Serving Workers, including Fast Food Waiters and Waitresses
35-3031	Waiters and Waitresses
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
37-2012	Maids and Housekeeping Cleaners
37-3011	Landscaping and Groundskeeping Workers
39-9011	Childcare Workers
39-9021	Personal Care Aides
39-9041	Residential Advisors
41-2031	Retail Salesperson
41-3099	Sales Representatives, Services, All Other
43-1011	First-Line Supervisors of Office and Administrative Support Workers
43-3011	Bill and Account Collectors
43-3031	Bookkeeping, Accounting, and Auditing Clerks
43-3071	Tellers
43-4051	Customer Service Representatives
43-4081	Hotel, Motel and Resort Desk Clerks
43-4111	Interviewers, Except Eligibility and Loan
43-4121	Library Assistants, Clerical
43-4171	Receptionists and Information Clerks
43-4199	Information and Record Clerks, All Other
43-5081	Stock Clerks and Order Fillers
43-6013	Medical Secretaries
43-6014	Secretaries and Administrative Assistants
43-9061	Office Clerks, General
45-2093	Farmworkers, Farm, Ranch and Aquacultural Animals
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers
47-2031	Carpenters
47-2061	Construction Laborers
47-2111	Electricians
47-2152	Plumbers, Pipefitters, and Steamfitters
47-4051	Highway Maintenance Workers
49-3021	Automotive Body and Related Repairers



49-3023	Automotive Service Technicians and Mechanics
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9041	Industrial Machinery Mechanics and Installers
49-9043	Maintenance Workers, Machinery
49-9071	Maintenance and Repair Workers, General
51-1011	First Line Supervisors/Managers of Production and Operating Workers
51-2022	Electrical and Electronic Equipment Assemblers
51-2092	Team Assemblers
51-2099	Assemblers and Fabricators, All Other
51-3011	Bakers
51-3092	Food Batchmakers
51-4011	Computer-Controlled Machine Tool Operators, Metal and Plastic
51-4031	Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic
51-4033	Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders
51-4041	Machinists
51-4072	Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic
51-4081	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic
51-4111	Tool and Die Makers
51-4121	Welders, Cutters, Solderers and Brazers
51-9141	Semiconductor Processors
53-3021	Bus Drivers, Transit and Intercity
53-3022	Bus Drivers, School or Special Client
53-3032	Truck Drivers, Heavy and Tractor-Trailers
53-3033	Truck Drivers, Light or Delivery Service
53-7061	Cleaners of Vehicles and Equipment
53-7062	Laborers and Freight, Stock, and Material Movers, Hand

**Work Readiness** The program must also address career readiness skills, work maturity skills, professionalism, communication and interpersonal skills. A complete list of the components of these skill areas is found on Page 16 of this Request for Proposals. Providers are required to conduct a pre and post assessment of skills. The format for the pre and post assessment requires approval of the Workforce Development Board Director.

**Financial Literacy** The program must also address financial literacy skills, including income and expenses, setting long term goals, entrepreneurship, credit and debt management, budgeting, money management and investment. See attached list of resources identified to assist program providers with financial literacy skill training. All youth must be provided financial literacy skill training. This may be provided at orientation, during the summer as a component of scheduled workshops and activities, or a combination of both to ensure that every youth receives training.

**Participant Performance Evaluations** Participant performance evaluations will need to incorporate the skills found on Page 16. Participants must be evaluated by their worksite supervisor at least twice during the program period. Participants should have the opportunity to review their performance evaluation with the worksite supervisor. The format for participant evaluations requires approval of the Workforce Development Board Director.

**Program Evaluation** Program must include an evaluation of the program by employers/site sponsors. At a minimum the evaluation needs to address responsiveness of staff, preparation of youth participants and suggestions for improvement. The format for employer/site sponsor evaluations requires approval of the Workforce Development Board Director.

Participant Progress Notes Contractors must maintain participant progress notes that at a minimum detail activities that participants were part of, document progress toward work readiness goals, document any issues or problems on the worksite or in activities and provide information on how the issues or problems were addressed.

Working Papers for Youth 14-18 Contractors are required to ensure that they have the correct working papers for all youth prior to the youth starting employment. Under no circumstances should a youth be placed on payroll without proper working papers. Special attention needs to be paid to ensure that for youth who turn 16 during the summer youth employment program that new working papers are obtained immediately upon the youth reaching the age of 16. Contractors are required to keep the original working papers of each participant on file at the agency during their employment. An additional photocopy of youth working papers should be kept at their worksite. Contractors must keep a photocopy of participant working papers in the participant file after their program participation ends to provide proof that they previously had the working papers.

### **MONITORING AND REPORTING FOR PROGRAM AND FISCAL COMPLIANCE**

Each program year, the Tompkins County WDB conducts or contracts program and fiscal management and oversight defined as reviewing, monitoring and evaluating program and fiscal activities undertaken with funding provided by the Workforce Development Board. This oversight results in the development of recommendations for improvement and identifies any findings related to program and fiscal responsibilities. Monitoring activities insure that contractors are following Federal Regulations, State Regulations and locally approved policies. The New York State Office of Temporary and Disability Assistance may also conduct program and/or fiscal monitoring.

Program monitoring consists of a review of customer files and records on the case, worksite visits and interviews with program participants, supervisors and employers.

There are generally three areas for program review:

- Program Eligibility and all subsequent documentation
- Services/Program Activity, including youth and employer satisfaction surveys
- Adherence to labor laws, immigration work requirements, proposals submitted, the SYEP Request for Proposal and the program contract.

In addition, an annual financial review of each contractor program will be performed. This monitoring activity will include a review of all fiscal records, contractors cost allocation plan, vouchers submitted for payment, accounts payable, staff payroll, participant payroll, outstanding check lists and purchasing and procurement policies.

The WDB staff, WDB Board members and Youth Oversight Committee members reserve the right to periodically visit funded programs to conduct informal program evaluations including interviews with youth being served.

Programs receiving funding through this RFP process may be required to do a brief program presentation for the Youth Oversight Committee and/or full WDB during the program year. The dates of these presentations will be established during the regularly scheduled Youth Oversight Committee meetings with programs receiving prior notice of these dates.

There will be program reporting requirements that at a minimum will include:

Weekly payroll hours/payroll reporting  
Mid-Point and Final participant numbers and demographic reporting  
Additional detail on reporting will be provided to contractors upon award.

### **PROPOSAL EVALUATION**

To be reviewed, a proposal must be complete and must comply with all requirements of this RFP. A proposal may be excluded from funding consideration for any of the following reasons:

- Goals or outcomes that are not in accordance with objectives of this program
- Did not follow RFP guidelines, i.e.: More than 30 total pages; and/or attachments not completed; and/or not meeting proposal submission deadline date and time.
- Activities specifically not allowed by Federal, State, or local laws
- History of contract non-compliance or poor past or current contract performance
- Training site and facilities not in full compliance with the Americans with Disabilities Act (ADA)

**A committee of the Tompkins County Workforce Development Board will review and score proposals based on the criteria noted below. It is the WDB's intent to notify program operators of decisions on or before March 24, 2020; however, final contract negotiations are contingent on State approval of an allocation of funds for Summer Youth Employment.**

### **SELECTION CRITERIA**

Proposals meeting the minimum RFP requirements will be evaluated based on, but not limited to, the following criteria.

#### *Quality of Program Design-60 points*

- Includes all required program elements
- Has a documented plan to reach program goals
- Incorporates youth skill development into program design
- Has a method of evaluating the program by both the worksites and program participants
- Level of involvement from for profit, private sector employers
- Incorporates demand occupations into program components
- Describes a robust recruitment plan, per page 13, section II.B

#### *Demonstrated Capability-20 points*

- Record of achievement in program management and financial operations
- High level of professional and technical skill/knowledge

- History of success in serving the focus population
- Has a history of collaborating with other agencies

*Cost Efficiency-20 points*

- Clarity and completeness of budget detail
- Reasonableness of program costs

**TIMELINE**

Action Item	Date
RFP Issue	Tuesday, February 04, 2020
Optional Technical Assistance Office Hours	Thursday, February 20, 1-3 pm Workforce Development Bd Office, 401 E. MLK, Jr. Street, Suite 402B, Ithaca, NY
Deadline for Questions	Wednesday, March 04, 2020
Completed Proposal Due	Wednesday, March 11, 2020 by 11:30 a.m.
**Award Notification (anticipated)	Tuesday, March 24, 2020
**Program Start-Up and Contract Dates	May 1, 2020 – September 30, 2020

\*\*Final contract amounts are contingent upon the New York State budget passing and the NYS Office of Temporary and Disability notifying the Workforce Development Board of the final amount awarded to Tompkins County. Unfortunately, a later award and start date is possible.

**PROPOSAL SPECIFICATIONS/DEADLINE**

**Organizations wishing to receive the program specifications are asked to visit the Empire State Purchasing Group website: [www.bidnetdirect.com/new-york](http://www.bidnetdirect.com/new-york).**

**Proposals in response to this RFP MUST BE RECEIVED NO LATER THAN 11:30 A.M. ON WEDNESDAY, MARCH 11, 2020.**

**Submission of Proposals**

1. Responses to this RFP and any other required documents shall be submitted online at the following location: [www.bidnetdirect.com/new-york](http://www.bidnetdirect.com/new-york) (see instructions for online bid submission below). Bidders who do not have, or cannot obtain, internet access must contact the Purchasing Division, (607) 274-5500 for further bid submission instructions.

2. Responses must be uploaded and responded to no later than the date and time indicated in the RFP procedure section above.

3. Tompkins County reserves the right to reject any or all bids/proposals in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional bids/proposals.

**Online Bid Submission Instructions:**

1. Bids shall be submitted online at: [www.bidnetdirect.com/new-york](http://www.bidnetdirect.com/new-york).

**\*NOTE: If you experience difficulty submitting your bid or rfp, please contact BidNet at 800-835-4603. If they cannot resolve the issue, please contact the Purchasing Division via email (preferred), [purchase@tompkins-co.org](mailto:purchase@tompkins-co.org) or by telephone, (607) 274-5500 immediately for assistance or further instruction. If you do not receive a response from the Purchasing Division you may contact (607) 274-5544.**

**QUESTIONS**

Questions regarding this Request for Proposals may be submitted to [jmattick@tompkins-co.org](mailto:jmattick@tompkins-co.org) until 5:00 p.m. on Wednesday, March 04, 2020. Answers will be posted on the [tompkinsworkforceny.org](http://tompkinsworkforceny.org) website as questions are received. All answers will be posted by 5:00 p.m., Friday, March 06, 2020.

## Proposal Instructions

### OVERVIEW OF PROPOSAL CONTENT

Proposals submitted in response to this RFP must contain the following items, presented in the order indicated.

- I. *Proposal Summary Form*
- II. *Program Design Narrative*
- III. *Program Management Narrative*
- IV. *Optional Innovative Practice Approach Narrative*
- V. *Budget Form*
- VI. *Certification Form*
- VII. *Required Attachments*

Any additional attachments should be clearly marked as to purpose and placed at the end of the above, required documentation.

Proposals are limited to a total of **30 pages including any forms and attachments**. Submissions of more than 30 pages will not be reviewed. 2 additional pages are allowed for Innovative Program Design Description.

### Preparation Guidelines

- Proposal should be prepared on 8.5 x 11 paper using 12-point font. Text lines may be single-spaced. All pages in the proposal package must be numbered. Be sure that the proposed program clearly supports achievement of the goals and objectives outlined in this RFP.
- Be specific when describing the elements of the program design and delivery.
- Refer to program features that are definitive, not to those that are only possibilities.
- Include only information directly related to the program and its participants.
- Whenever possible, quantify minimum standards, hours of services, and other critical components of the program.
- Be concise and avoid extraneous references and unnecessary detail.

## Proposal Format and Content Requirements

### I. PROPOSAL SUMMARY FORM

Complete the one-page summary form attached to this RFP. It must appear as the first page of the proposal.

### II. PROGRAM DESIGN NARRATIVE

#### A. Detailed Overview

1. Provide a detailed program timeline that includes staffing, intake, eligibility, outreach, orientation, and participants start and end dates
2. Describe the training activity(ies) that will be provided and the associated number of hours for each activity as well as a total number of hours of training that will be provided and include them in the timeline referenced above.
3. Describe the employment or work experience component of the program. Provide a description of the jobs and job sites. Indicate how new work sites will be developed and how participants will be matched with jobs. List anticipated employers involved with the program and how they will be oriented to their roles and responsibilities.

#### B. Recruitment and Outreach Plan

1. Describe the strategies that will be used to recruit eligible participants. Indicate what strategies will be used to encourage the participation of families in receipt of Temporary Assistance for Needy Families.
2. Describe the method for recruiting underrepresented populations.
3. Describe how you will address the transportation needs of participants?

#### C. Staffing and Collaboration

1. List all staff positions that will work on the program and describe the program responsibilities that will be assigned to each. Indicate the percent of each person's time that will be devoted to the program, and if applicable, to each of the various responsibilities. Describe the process that will be used to select and train program staff. Include a copy of the organizational chart of the entity submitting the proposal.
2. If the program will involve linkages with other organizations, please provide evidence of effective working relationships and provide a name and contact information for the organization. Briefly describe the specific roles and responsibilities of each entity.

#### D. Attendance Policy

1. Attach a copy of the program's attendance policy, which must include consequences, system for enforcement, and assistance available to participants in addressing and resolving work related issues or problems with attendance.

E. Supportive Services

1. Describe the types of counseling or other special supportive services that will be provided by the program to help participants who develop or reveal special needs during participation (e.g., difficulties resulting from socio-economic problems, family issues, drug or alcohol abuse).
2. Indicate if supportive service referrals will be provided when needed and explain how that will be accomplished.

F. Evaluation

1. Describe how the participant will be evaluated by the worksite and when this will occur.
2. Describe how the program will be evaluated by the agency/businesses that are worksite sponsors and by the program participants and when this will occur.
3. Explain the procedure that will be used if a problem or grievance arises with a participant and indicate who will be responsible for handling these grievances.

**III. PROGRAM MANAGEMENT NARRATIVE**

A. Agency Experience/Capability

1. Provide an overview of the proposing agency and explain how this program fits into the agency's overall operation.
2. Detail how your agency will respond if decisions regarding funding are not made until late in the program preparation period. Provide an estimate of how quickly your agency will be prepared with appropriate staffing for conducting recruitment, intake and eligibility.
3. Identify any current or recent programs the agency has operated that are like the proposed program. Provide the dates and results of these programs.

B. Financial Record Keeping

1. Describe the agency's financial management system and indicate any unresolved audit questions with the agency that are related to government-funded programs.
2. Identify the staff position that will be responsible for the disbursement of funds and the staff position that will be responsible for the receipt of funds.

C. Participant Wage Check Procedure

1. Describe how time will be recorded and verified. Attach a sample time sheet. All timesheets must document that a lunch period was provided (if required).
2. Indicate how often participants will be paid and who will be responsible for generating the paychecks. Note who will distribute the paychecks, how that will be accomplished, and what will be done if the participant is not available to accept the check.



**NOTE:** All proposals must have a procedure in place for participants to sign for their paycheck. Participants may authorize someone else to receive their paycheck, however, there needs to be a signed and dated authorization for each paycheck in place. Agencies must retain that authorization and have individuals authorized by the participant sign for the paycheck.

D. Quality Control and Monitoring

1. Indicate who will monitor and assure internal compliance with each of the following and how often each will be reviewed:

- General contract requirements
- Completeness and accuracy of participant files
- Quality and frequency of Individual Participant Progress Reports
- Worksite Compliance with New York State Labor Laws
- Fiscal records including ensuring that participant payroll checks are reviewed
- Timesheets (**Note:** All proposals must indicate a system for agency review of time records to ensure accuracy and completeness)
- Outstanding participant payroll check reports are monitored to ensure checks are cashed

**IV. OPTIONAL PROGRAM DESIGN WAIVER (UP TO 2 ADDITIONAL PAGES)**

If you are proposing a program design waiver for projects that support Workforce Development Board interests identified on page 3 of this RFP please attach a one-page project plan and budget.

**V. BUDGET FORM**

Prepare a program budget using the budget form that is attached to this RFP. Unless a waiver has been issued for a program, at least 65% of the overall budget must be utilized for participant costs. Participant costs are defined as participant wage and fringe, transportation, clothing/uniforms required by employer, and training supplies.

Include a narrative that explains each budget line item for your budget request. Your budget must be consistent with your proposed activities, and your Budget Narrative must justify your proposed expenditures. If the agency operates multiple programs a method of allocating costs must be identified for budget line items. All costs included in the budget must be directly related to the SYEP grant.

- Please explain how wage and fringe for participants were budgeted, assumptions made, and calculations used in the estimates.
- Costs associated with the purchase of equipment or furniture is prohibited.

**VI. CERTIFICATION FORM**

Complete the one-page certification form that is attached to this RFP. It must be included as part of the proposal that is submitted.

**VII. REQUIRED ATTACHMENTS**

Requested documentation must appear at the end of the proposal.

## **WORK READINESS SKILL GOALS**

### **Career Readiness Skills**

- Making Career Decisions
- Using Labor Market Information
- Preparing Resumes
- Completing Applications
- Interviewing/Writing Follow-up Letters

### **Work Maturity Skills**

- Maintaining Regular Attendance
- Being Consistently Punctual
- Exhibiting Appropriate Attitude/Behaviors
- Present Appropriate Appearance
- Demonstrating Good Interpersonal Relations
- Completing Tasks Effectively

### **Communication and Interpersonal Skills**

- Speaking
- Listening
- Interacting with co-workers

# **TOMPKINS COUNTY**

## **GENERAL INSTRUCTIONS TO BIDDERS**

### **IMPORTANT NOTICE**

Responses submitted to any Request for Bids, Request for Proposals, or Request for Qualifications become the property of Tompkins County and are subject to Public Information Policy. Any confidential information, such as a company's financial status, if required by the specifications, shall be submitted in a separate sealed envelope with the word "CONFIDENTIAL" on the outside.

Minority Business Enterprises (MBEs') and Women Business Enterprises (WBEs') are encouraged to respond.

### **PROJECT IDENTIFICATION**

1. Title: **2020 Summer Youth Employment Program**
2. Requesting Department: **Tompkins County Workforce Development**
3. Bid Due Date/Time: **March 04, 2020, 11:30 a.m.**

### **PURPOSE**

1. The intent of these specifications is to furnish information to prospective bidders in order to obtain proposals for the 2020 Summer Youth Employment Program.

### **PROPOSAL DOCUMENTS**

1. Complete sets of RFP Documents must be used in preparing bids/proposals. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of RFP Documents.

### **SUBMISSION of BIDS/PROPOSALS**

1. Bids and any other required documents shall be submitted online at the following location: [www.bidnetdirect.com/new-york](http://www.bidnetdirect.com/new-york). Bidders who do not have, or cannot obtain, internet access must contact the Purchasing Division, (607) 274-5500 for further instructions.

2. Bids shall be uploaded and responded to no later than the date and time indicated in the Notice to Bidders and/or the Bid Identification section above.

3. Tompkins County reserves the right to reject any or all bids in whole or in part, to waive all informalities, and to disregard all non-conforming, non-responsive or conditional bids.

### **ONLINE BID SUBMISSION INSTRUCTIONS:**

1. Bids shall be submitted online at: [www.bidnetdirect.com/new-york](http://www.bidnetdirect.com/new-york).

**\*NOTE: If you have difficulty submitting your bid or rfp please contact BidNet at 800-835- 4603. If they cannot resolve the issue, please contact the Purchasing Division via email (preferred), [purchase@tompkins-co.org](mailto:purchase@tompkins-co.org) or by telephone, (607) 274-5500 immediately for assistance or further instructions. If you do not receive a response from the Purchasing Division you may contact (607) 274-5544.**

### **TERM of BID/CONTRACT:**

1. The term of this bid/contract from May 1, 2020 through September 30, 2020.

### **QUALIFICATION of BIDDER**

1. All bidders shall submit the Vendor Responsibility Questionnaire, also included as part of the bid/rfp specifications, as part of their bid/proposal.

2. Tompkins County may make such investigations it deems necessary to determine the ability of the bidder to provide the services and/or goods described within the specifications. The bidder shall furnish to the County all such information and data for this purpose as may be requested within five (5) days of such request.

### **DISQUALIFICATION**

1. The County reserves the right to refuse to award a contract to a prospective bidder should such bidder be in default for any of the following reasons:

- (a) Failure to comply with any pre-qualification regulations of the County, if such regulations were cited, or otherwise included in the Bidding Documents as a requirement for bidding.
- (b) Bidder's failure to pay, or satisfactorily settle, all bills dues for labor and materials on former contracts in force (with the Owner) at the time the County issues Bidding Documents to a prospective bidder.
- (c) Bidder's default under previous contracts with the County.
- (d) Bidder's unsatisfactory work on previous contracts with the County.

2. Bids/proposals received from bidders who have previously failed to complete contracts within the time required, or who have previously performed similar work in an unsatisfactory manner, may be rejected. A bid may be rejected if the bidder cannot show that it has the necessary ability to commence the work at the time prescribed and thereafter to perform and complete the work at the rate or time specified. A bid may be rejected if the bidder is already obligated for the performance of other work which would delay the commencement, performance or completion of the work if the bidder is not able to demonstrate the ability to fulfill the requirements of the bid/proposal in a manner agreed upon by the County and the Bidder.

3. Tompkins County reserves the right to reject any bid/proposal if the information submitted by, or investigation of, such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

#### **NON-COLLUSIVE BIDDING CERTIFICATE**

1. All bidders submitting bids under the provisions of the specifications are subject to the provisions of Section 103 of the General Municipal Law of the State of New York. A signed Non-Collusive Bidding Certificate (included in the specification package) must be submitted with each bid on the form provided by the County.

#### **DEVIATIONS**

1. Deviations to the specifications shall be so noted and fully explained on a separate sheet of paper and provided with the bid.

#### **SPECIFICATION CLARIFICATION**

1. Clarification to the specifications must be submitted in writing, no later than seven (7) days prior to the bid/rfp due date to Andrew Braman ([abraman@tompkins-co.org](mailto:abraman@tompkins-co.org)) and Joanne Carruthers ([jcarruthers@tompkins-co.org](mailto:jcarruthers@tompkins-co.org)).

2. All questions about the meaning or intent of the specifications must be submitted to the person(s) indicated above. Replies will be issued by Addenda and posted to the Empire State Purchasing Group website: [www.bidnetdirect.com/new-york](http://www.bidnetdirect.com/new-york). Questions received less than seven (7) days prior to the date of submission of bids/rfps will not be answered. The County will be bound only by responses given by formal written Addenda.

#### **NON-APPROPRIATION CLAUSE**

1. In accordance with New York State General Municipal Law, the County will not be liable for any purchases or contracts for goods or services for which funding is not available. The respondent agrees to hold the County harmless for any contracts let for which funding either does not currently exist, or for which funding has been removed prior to the authorization to proceed.

2. Should it become necessary for the County to cancel a project after the order to proceed has been issued, the County will only be liable for, and the respondent agrees, to only assess those financial damages that it can prove to have incurred resulting from the cancellation of the contract.

#### **AWARD of BID/CONTRACT**

1. After the award has been approved by the proper County authority, the successful bidder will be issued a Notice of Award. A notice of contract award shall not be binding upon the County until the contract has been fully executed by both parties.

The following documents shall be incorporated, to the extent deemed appropriate in the sole discretion of the County, within the contract between Tompkins County and the apparent successful Bidder: the successful Bidder's bid/rfp response, the original Request for Bid/RFP specifications and any written Addenda in response to inquiries of prospective bidders as set forth Specification Clarification section above.

2. The successful bidder to whom a contract or purchase order is let, granted, or awarded, shall not assign, transfer, convey, sublet, or otherwise dispose of same, or of its right, title and interest herein, including the performance of the contract or purchase order or the right to receive monies due or to become due, or of its power to execute the contract or purchase order without the prior written consent of the Tompkins County Purchasing Division. In the event the contractor shall, without written consent, assign, transfer, convey, sublet or otherwise dispose of the contract or purchase order, or the right to receive monies due or to become due, or its power to execute such contract or purchase order to any other person or corporations, or upon receipt by Tompkins County of an attachment against the Successful Bidder, Tompkins County shall be relieved and discharged from any and all liability and obligation growing out of such contract or purchase order to such contractor, and the person or corporation to which such contract or purchase order shall be been assigned, its assignees, transferees or sub lessees shall forfeit and lose all monies thereto assigned under the contract or purchase order, except so much as may be required to pay its employees.

### **INDEMNIFICATION**

1. The successful bidder shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful bidder, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

### **REMEDY for BREACH**

1. In the event of a breach by Contractor, Contractor shall pay to the County all direct and consequential damages caused by such breach, including, but not limited to, all sums expended by the County to procure a substitute contractor to satisfactorily complete the contract work, together with the County's own costs incurred in procuring a substitute contractor.

### **WORKFORCE DIVERSITY and INCLUSION**

1. Tompkins County government is committed to creating a diverse and fully inclusive workplace that strengthens our organization and enhances our ability to adapt to change by developing and maintaining:

- (a) An organization-wide understanding and acceptance of the purpose and reasons for diversity;
- (b) Recruitment and retention policies that assure a diverse workforce;
- (c) A workplace environment that is welcoming and supportive of all;
- (d) Awareness, understanding and education regarding diversity issues;
- (e) Zero tolerance for expressions of discrimination, bias, harassment, or negative stereotyping toward any person or group;
- (f) A workforce ethic that embraces diversity and makes it the norm for all interactions, including delivery of services to the public.

2. Bidders are encouraged to include an outline of their diversity policy in their proposal response.

### **LIVING WAGE**

1. Tompkins County must consider the wage levels and benefits, particularly health care, provided by contractors when negotiating contracts, and to encourage the payment of livable wages whenever practical and reasonable.

2. If contractor certifies on Tompkins County Livable Wage Form that its employees directly providing services outlined in this contract are NOT paid a living wage, the department contract representative may have a conversation with the contractor to understand the cost implications of achieving the living wage threshold, whether there are structural barriers impacting the ability to pay the living wage, plans to improve wages over time, generous fringe benefits, or other considerations that should be applied when addressing the question of whether it is practical or reasonable to meet the living wage threshold including the cost required to bring the contract to the living wage threshold.

### **REGULATORY COMPLIANCE**

The Contractor agrees to comply with all Federal, State, and local laws and regulations governing the provision of goods and services under this Contract. To the extent that federal funds are provided to the Contractor under this contract, the Contractor agrees that it will comply with all applicable federal laws and regulations, including, but not limited to those laws and regulations under which Federal funds were authorized.

Contractors that are providers of healthcare services certify that the Contractor, and all employees, directors, officers and subcontractors of the Contractor, are not "excluded individuals or entities" under Federal and/or New York State statutes, rules and regulations. The Contractor agrees to screen all employees, directors, officer and subcontractors monthly at the

New York State Office of Medicaid Inspector General website, and any other websites related to the Excluded Parties List System required by Federal and/or New York State Medicare or Medicaid statutes, rules and regulations, to determine if any employee, director, officer, or subcontractor is on or has been added to the exclusion list.

#### **IRANIAN ENERGY SECTOR DIVESTMENT**

1. By submitting a response to this solicitation, the bidder hereby represents that said bidder complies with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said bidder has not:

(a) Provided goods or services of \$20 Million or more in the energy sector of Iran including, but not limited to, the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or

(b) Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector of Iran.

2. Any bidder who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

3. Except as otherwise specifically provided herein, every respondent submitting a response to this solicitation must certify and affirm the following under penalties of perjury:

(1) "By submission of this response to solicitation, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint response, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each respondent is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b)."

4. Except as otherwise specifically provided herein, a bid shall not be considered for award nor shall any award be made where the condition set forth in subdivision (1) above has not been complied with; provided, however, that if any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Tompkins County reserves the right, in accordance with General Municipal Law Section 103-g, to award a bid to a bidder who cannot make the certification on a case-by-case basis under the following circumstances:

(1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the bidder has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging any new investments in Iran; or

(2) Tompkins County has determined that the goods and services are necessary for the County to perform its functions and that, absent such an exemption, Tompkins County would be unable to obtain the goods or services for which the bid is offered. Such determination shall be made by the County in writing and shall be a public document.

2020 Summer Youth Employment Program

**Proposal Summary Form**

**BACKGROUND INFORMATION**

Proposing Organization: \_\_\_\_\_

Address/Zip: \_\_\_\_\_

Contact Person / Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fiscal Contact (*name & phone number*): \_\_\_\_\_

Incorporated Organization: (*Check one*)    Yes  No

Organization Type: (*Check one*)    Private for-profit  Non-profit  Public

**PROGRAM HIGHLIGHTS**

Number of Participants to be served: \_\_\_\_\_

Age Group to be served: \_\_\_\_\_

Geographic Area(s) to be served: \_\_\_\_\_

Proposed Number of Hours of Work per Participant: \_\_\_\_\_

Total Number of Hours of Training to be provided \_\_\_\_\_  
(workshops, employer panels, employer tours, etc...)

Amount of Funds Requested in this Proposal: \$ \_\_\_\_\_

Percentage of Funds Requested in Participant Costs: \_\_\_\_\_%

**Certification**

Bidders must certify that they will comply with the following requirements, if funding is awarded as a result of this RFP. All awardees of funds shall:

1. Comply with all Equal Opportunity Laws, including the Americans with Disabilities Act of 1990;
2. Sign a "Certification Regarding Debarment, Suspension, and Other Responsibility Matters," indicating that they have not been debarred or suspended from participating in federal programs because of crimes, fraud, or other serious violations of federal laws and regulations;
3. Sign a certification regarding lobbying, indicating that no Federal funds will be used to attempt to influence any Federal officer, employee, or elected official;
4. Sign a certification that they provide a drug-free workplace and have a written drug-free workplace policy;
5. Agree to provide training without any duplication of costs (charging both SYEP and another funding source for the same expense);
6. Provide a copy of their most recent financial audit before contract execution;
7. Maintain an insurance policy that includes, at a minimum (depending on the program, there may be additional requirements) general liability coverage with single limits of liability in the amount of \$1,000,000. The County requires that such policies name it as an additional insured; and
8. Agree to allow on-site inspections and audits of any records related to their programs.

I certify that \_\_\_\_\_ (name of bidder organization) will comply with the above requirements.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature and Date



# SUMMER YOUTH EMPLOYMENT PROGRAM CONTACTS

## Counties that border Tompkins

### Tioga County DSS

Katherine Garrison  
607-687-8403

[katherine.garrison@dfa.state.ny.us](mailto:katherine.garrison@dfa.state.ny.us)

### Seneca County

Annie Mahoney, Deputy Director for Youth Services  
315-539-1791  
amahoney@co.seneca.ny.us

### Cortland County

Katrina Harvey  
Cortland Works Career Center  
607-ext. 3229  
kharvey@cortland-co.org

### Schuyler County

Adam Lawton, Youth Program Coordinator  
Schuyler County Youth Bureau  
607-535-6236  
[alawton@co.schuyler.ny.us](mailto:alawton@co.schuyler.ny.us)

### Cayuga County

Jim Alberici  
Cayuga County Employment and Training  
315-253-1535  
jalberici@cayugacounty.us

### Chemung County

Laura Zurn  
Chemung County Youth Bureau  
607-737-2907  
[lzurn@co.chemung.ny.us](mailto:lzurn@co.chemung.ny.us)

**Tompkins County  
Bid Cover Sheet**

**Bid Title:** \_\_\_\_\_ **Bid Number:** \_\_\_\_\_

By signing below, the bidder hereby agrees to provide listed products and/or services specified within these specifications for the pricing indicated on the Bid Form(s).

1. The undersigned further warrants and agrees that:

a. The undersigned has carefully read and fully understands the terms and conditions of the specifications and has the capability to fulfill the requirements set forth therein;

b. The accompanying related forms have been completed to the best of the undersigned's ability and he/she swears that all information contained therein is true and correct to the best of his/her knowledge.

2. Submission of this bid acknowledges that Tompkins County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained herein and authorizes a release to Tompkins County of any and all information sought in such inquiry or investigation.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name (print): \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NONDISCRIMINATION CLAUSES

During the term of this Contract, the Contractor agrees as follows:

(a) Contractor shall not discriminate against any employee, applicant for employment, independent Contractor, or any other person because of age, religion, race, color, sex, sexual orientation, national origin, marital status, disability, military status, arrest record, prior conviction, predisposing genetic characteristics, familial status, gender identity, gender expression, or domestic violence victim status. Contractor shall take affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment, without regard to their age, religion, race, color, sex, sexual orientation, national origin, marital status, disability, military status, arrest record, prior conviction, predisposing genetic characteristics, familial status, gender identity, gender expression, domestic violence victim status, or retaliation for participating in human rights protected activities. Such affirmative action shall include, but is not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; including selection for apprenticeship and training.

(b) Contractor shall post and keep posted in conspicuous places, available to employees and applicants for employment, notices to be provided by the Tompkins County Office of Human Rights setting forth the substance of the provisions of clause (a) and such provisions of the federal, state, and local Tompkins County Laws against discrimination.

(c) Contractor shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to age, religion, race, color, sex, sexual orientation, national origin, marital status, disability, military status, arrest record, prior conviction, predisposing genetic characteristics, familial status, gender identity, gender expression, domestic violence victim status, or retaliation for participating in human rights protected activities.

(d) Contractor shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the Tompkins County Office of Human Rights, advising said labor union or workers' representative of its commitment to clauses (a) through (k) of this nondiscrimination notice, hereinafter called "nondiscrimination clauses." Similar notice shall be sent to every other source of recruitment regularly utilized by Contractor.

(e) Contractor shall include all provisions of these nondiscrimination clauses in every subcontract or purchase order so that such provisions will be binding upon each Subcontractor. Contractor will take such action in enforcing such provisions of such subcontract or purchase order as the contracting agency may direct, including sanctions or remedies for non-compliance.

(f) Contractor agrees that it will not discriminate against any employee or applicant for employment to the extent required by Article 15 of the Executive Law of the State of New York (Sections 291-299) and all other federal, state, and local Tompkins County statutory and constitutional non-discrimination provisions.

(g) Contractor agrees to comply with the policies of the New York State Office of Temporary & Disability Assistance (OTDA) to encourage the employment of qualified applicants or recipients of public assistance by both public organizations and private enterprises that are under contractual agreement to OTDA for the provision of goods and services. Contractor will be expected to make best efforts in this area. OTDA may require Contractor to demonstrate how Contractor has complied or will comply with the aforesaid policy. Contractor further agrees that it will comply with applicable federal, state and local requirements concerning Equal Employment Opportunity (EEO) and opportunities for Minority and Women Business Enterprises (MBWE), including but not limited to its implementing regulations as promulgated by the New York State Division of Minority and Women's Business Development (DMWBD) and set forth at 5 NYCRR Parts 140-144. Contractor further agrees that it will comply with OTDA's Appendix Z for the specific EEO/MWBE requirements and associated forms required for this contract.

(h) Contractor shall furnish all necessary employment documents and records to, and permit access to its books, records and accounts by the contracting agency and the Bureau of Minority and Women Business Opportunities (BMWBO) for purposes of investigation to ascertain compliance with the provisions of this clause. If Contractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting agency and/or the BMWBO.

(i) Where the practice of a union or of any training program or other source of recruitment will result in the exclusion of underrepresented groups or persons, so that Contractor will be unable to meet its obligations under this nondiscrimination clause, Contractor shall then employ and fill vacancies through other nondiscriminatory employment procedures.

(j) It shall be no defense to a finding of noncompliance with this nondiscrimination clause that Contractor had delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that Contractor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factors shall be considered in mitigating appropriate sanctions.

(k) In the event of Contractor's noncompliance with the nondiscrimination clauses of this contract or with any such laws, this Contract may be terminated or suspended, in whole or in part, and Contractor may be declared temporarily ineligible for further contracts, and other sanctions may be imposed and remedies invoked.

**GENERAL CONDITIONS ACCEPTED BY:**

Firm: \_\_\_\_\_

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

**COUNTY OF TOMPKINS  
GENERAL CONDITIONS**

**AFFIDAVIT OF NON-COLLUSION**

NAME OF RESPONDER: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I hereby attest that I am the person responsible within my firm for the final decision as to the price(s) and amount of the proposal, or If not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his/her behalf and on behalf of my company.

I further attest that:

1. The prices in this bid/proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition with any other contractor, responder or potential bidder; and
2. Neither the price(s), nor the amount of this bid/proposal, have been disclosed to any other firm or person who is a responder or potential responder on this project, and will not be so disclosed prior to bid/proposal opening; and
3. No attempt has been made or will be made to solicit, cause or induce any company or person to refrain from responding to this RFB/RFP, or to submit a bid/proposal higher than the proposal of this company, or any intentionally high or non-competitive bid/proposal or other complementary proposal; and
4. The bid/proposal of my company is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary proposal; and
5. My company has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other company or person, offerer, promised or paid cash of anything of any value to any company or person, whether in connection with this or any other project, in consideration for an agreement or promise by a company or person to refrain from responding to this RFB/RFP or to submit a complementary bid/proposal on this project; and
6. My company has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any company or person, and has not been promised or paid cash or anything of value by and company or person, whether in connection with this or any project, in consideration for my company submitting a complementary bid/proposal or agreeing to do so on this project; and have made a diligent inquiry of all members, officers, employees, and agents of my company with responsibilities relating to the preparation, approval or submission of my company's proposal on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion act or other conduct inconsistent with any statements and representations made in this affidavit.
7. By submission of this proposal I certify that I have read, am familiar with, and will comply with any and all segments of these specifications. The person signing this proposal, under the penalties of perjury, affirms the truth thereof.

Signature & Company Position: \_\_\_\_\_

Print Name & Company Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date Signed \_\_\_\_\_

## INSURANCE BINDER

The undersigned agrees to Tompkins County's hold harmless/indemnification language. The undersigned also affirms that the insurance requirements have been discussed with the undersigned's insurance agent, that the cost of required insurance has been considered in the submitted bid price, and that a completed insurance certificate (or certification letter of coverage) has been submitted with the package. Project-specific insurance is acceptable. A certification letter of coverage is a letter from the undersigned's insurance agent stating that if awarded the contract, undersigned will be covered with sufficient insurance to meet the contract requirements.

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Authorized Signature

**Contractor’s Representation—Livable Wage Policy**

**Livable Wage Policy:** By policy, Tompkins County must “consider the wage levels and benefits, particularly health care, provided by contractors when awarding bids or negotiating contracts, and to encourage the payment of livable wages whenever practical and reasonable.”

Paying the living wage rate to all employees directly involved in providing the contracted County service is not mandatory. However, the attainment of a broadly-applied living wage is a County goal and is therefore an important consideration applied by the County when reviewing contract proposals.

**The Current Living Wage:** The Living Wage in Tompkins County is computed by the Alternatives Federal Credit Union and is currently \$14.28 per hour if the employer contributes at least half the cost of an employee’s health insurance/benefit cost and \$15.37 per hour if the employer does not make such a contribution.

**Requirement of All Contractors:** As a part of its proposal or contract representations, a prospective service contractor must advise the County whether it will pay the AFCU livable wage rate to all Covered Employees directly involved in the provision of the contracted service, including employees of any subcontractor engaged to assist in providing the service.

**Additionally, contractors are asked to estimate the number of employees who will be directly involved in the provision of the contracted service. If not all employees are going to be paid the Living Wage contractors are asked to estimate how many full-time, and how many part-time, covered employees will NOT be paid the Living Wage.**

**Covered Employees** include all full- and part-time employees, other than those Excluded Employees described below, who are directly involved in the provision of the contracted service, including employees of sub-contractors engaged to assist in providing the service.

**Excluded Employees** are:

- Employees under the age of 18
- Seasonal or temporary employees (90 days or less)
- Employees in a probationary status (90 days or less)
- Those employed in a sheltered or supported work environment
- Employees participating in a limited-duration (90 day) job training program
- Employees participating in an academic work-study or academic internship program
- Volunteers
- Employees participating in mandated welfare-to-work programs
- Employees paid pursuant to a collective bargaining agreement

**Contractor’s Living Wage Representation**

**1.) Approximately how many Covered Employees, including employees of any subcontractor involved in providing the service, will be involved in the provision of the contracted service? \_\_\_\_\_**

**2.) Will all Covered Employees, including employees of any subcontractors directly involved in the provision of County services, be paid at least the living wage?**

Yes     No

**3.) If the answer is “No”, approximately how many covered employees will NOT be paid at the living wage?**

**Full-time:** \_\_\_\_\_ **Part-time:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

If you answered “Yes” to the Living Wage Representation and are awarded the County contract, you will be expected to maintain all employees directly involved in the provision of services under this contract at or above the living wage as of the time of execution of the contract for the duration of the contract.

If you answered “No,” your response will be among the considerations applied by the County in making its contract award. As a part of contract negotiations, the County may request additional information from you regarding the basis of this response.

# EVALUATION OF PROPOSALS

## SUMMER YOUTH EMPLOYMENT PROGRAM 2020

**Proposal Name:** \_\_\_\_\_

**Reviewer Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Overall Proposal Score:** \_\_\_\_\_

**Program Design-60 points**

**Comments**

Proposal includes all required program elements 2 4 6 8 10

Proposal has a documented plan to reach program goals 2 4 6 8 10

Proposal incorporates youth skill development into program design 2 4 6 8 10

Proposal level of involvement from for profit private sector employers 2 4 6 8 10

Proposal incorporates demand occupations into program components 2 4 6 8 10

Proposal has a robust recruitment plan per pages 13, section IIb\* 2 4 6 8 10

**Demonstrated Capability-20 points**

Demonstrates record of achievement in program management and operations 1 2 3 4 5

Exhibits high level of professional and technical skill/knowledge 1 2 3 4 5

Agency has history of success in serving target population 1 2 3 4 5

Agency has a history of collaborating with other agencies 1 2 3 4 5

**Cost Efficiency-20 points**

Clarity and completeness of budget detail 2 4 6 8 10

Reasonableness of program costs 2 4 6 8 10

\*Has a method for recruiting underrepresented populations, addresses the transportation needs of participants, and describes the strategies to be used to recruit eligible participants and describes strategies to encourage participation of TANF recipients.



**WIOA YOUTH PROGRAM**

**BI-MONTHLY REPORT**

**Tompkins County Workforce Development Board**

**Youth Oversight Committee**

<p><b>For Office/Board Use only:</b></p> <p>_____ Received (date/initials)</p> <p>_____ To Committee (date/initials)</p>
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**Reporting Month:**

Nov & Dec 2019

Jan & Feb 2020

March & April 2020

May & June 2020

July & August 2020

Sept & Oct 2020

Nov & Dec 2020

**Due Date:**

Monday, January 06, 2020

Monday, March 09, 2020

Monday, May 11, 2020

Monday, July 06, 2020

Monday, September 07, 2020

Monday, November 09, 2020

Monday, January 04, 2021

**WIOA YOUTH PROGRAM MONTHLY REPORT**

**MONTHS/YEAR(S):**

*Youth Oversight Committee Aspirations:*

- All youth who are eligible for Job Link are enrolled
- All enrolled youth have a plan that was co-developed to meet both immediate and long-term goals
- All enrolled youth are actively engaged in services that will help them reach their goals
- All exits from the program are intentional

**SECTION I: YOUTH OUTREACH**

*Please list all outreach activities conducted directly with youth (may use additional sheet(s) if needed)*

<b>Location of Outreach</b>	<b>Date Occurred (specify day of week as well)</b>	<b>Time Occurred (daytime, evening)</b>	<b>Type of outreach conducted (i.e. tabling, one-on-one, group, etc.)</b>	<b>Outcomes of outreach</b>	<b>Will this outreach be repeated?</b>
Street	Tues 11.12.19	Afternoon	1:1	Enrolled participant	Yes
Village at Ithaca	Fri 11.15.19	Daytime	One-on-one	New participant	Yes
Telephone	Mon 11.18.19	Morning	1:1	Part. Declined	No
GIAC	Tues 11.26.19	Afternoon	1:1	Enrolled participant	Yes - ongoing
Significant Elements	Tues 11.26.19	Daytime	1:1	Enrolled participant	Yes
Village at Ithaca	Weds 11.27.19	Daytime	One-on-one	New Participant	Yes
Re-Use Center Ithaca	Tues 12.3.19	Daytime	One-on -one	New Participant	Yes
Village at Ithaca	Weds 12.4.19	Daytime	One-On-One	New Participant	Yes
Village at Ithaca	Mon 12.11.19	Daytime	One-on-one	New Participant	Yes
Re-Use Center Triphammer	Mon 12.12.19	Daytime	One-on-one	New Participant	Yes
SurSave-Trumansburg	Thurs 12.15.19	Daytime	One-on-one	New Participant	Yes
Ithaca High	Tues 12.17.19	Morning	1:1	Enrolled participant	Yes

Please list all agency, school, and business presentations (may use additional sheet(s) if needed)

Location	Date	Purpose of presentation
Cobbler's Cottage	Wed 11.20.19	New business outreach
Southside Community Center	Wed 12.04.19	Informational/new director
Staples	Wed 12.04.19	Potential jobsite
Cornell Campus Store – Main	Mon 12.16.19	Informational w/ Manager

Please keep a running list of "Unique Community Partners" below:

## SECTION II: ENROLLMENTS AND EXITS

For "New Enrollees": Please tally the number of new enrollees in past two months along with their ages and school status.

For "Total New Enrollees": Please tally the number of total new enrollees Year To Date along with their ages and school status.

For "Total Active Program Participants": Please tally the total number of new enrollees YTD plus any carry-over youth from previous program year. This number should reflect current total participants.

	Total Youth*	Total ISY*	Total OSY*	Total Ages 14-15	Total ages 16-18	Total Ages 19-21	Total Ages 22-24
<b>New Enrollees</b>	8	2	6	0	4	4	0
<b>Total New Enrollees YTD PY '19</b>	33	9	24	1	10	17	5
<b>Total Active Program Participants</b>	50	5	45	1	15	25	9
<b>New Exits</b>	0	0	0	0	0	0	0
<b>Total Exits YTD PY '19</b>	2	1	1	0	1	1	0

**\*to include DEI co-enrolled youth**

For all New Exits, please list the reason for exit. If exited due to loss of contact, please list # of attempts to engage that youth; for exits due to employment, please list details of said employment placement

Intentional Exit (Y/N)	Reason for exit	# of exit follow up attempts	Unsubsidized Employment/Occupation	Wage Rate	# hours worked/week

**WIOA Youth Enrollments and Exits Program Totals (Historical Record for reference only)**

	JULY 1, 2016 – JUNE 30, 2017	JULY 1, 2017 – JUNE 30, 2018	JULY 1, 2018 – JUNE 30, 2019
<b>TOTAL ENROLLMENTS</b>	<b>33</b>	<b>15</b>	<b>48</b>
TOTAL IN SCHOOL	4	2	8
TOTAL OUT OF SCHOOL	29	13	40
<b>TOTAL EXITS</b>	<b>28</b>	<b>50</b>	<b>35</b>

**SECTION III: PROGRAM ACTIVITIES**

*Please use this section to “bring the program to life”! Document the number of services provided in the reporting months per program element in the chart below & provide one sample of a client success story.*

**WIOA YOUTH PROGRAM ELEMENTS**

PROGRAM ACTIVITIES TO BE PROVIDED:	TOTAL NUMBER OF SERVICES PROVIDED IN		Services provided by:
	bi-monthly:	YTD:	
Tutoring, study skills training	3	4	TST BOCES
Alternative secondary school services	1	2	TST BOCES
Paid/unpaid work experience	19	46	ICSD, MRC, Village at Ithaca, Emmy’s Organics, Ithaca Bowl, Significant Elements, Maguire, GIAC

Occupational skills training (i.e. youth ITAs, OJT, training <i>not</i> concurrent with work experience)	2	12	TST BOCES, ReSET Tech
Education offered concurrently with workforce preparation and training for specific occupation	3	11	Newfield School, TST BOCES, TC3
Leadership development	8	17	Learn Well, GIAC, Homelessness Panel, Learning Web
Supportive Services	19	46	TCAT, Learn Well, Walmart, Greenstar
Adult mentoring	2	Error	Newfield School staff
Follow-up services	10	19	
Comprehensive guidance and counseling	2	12	TST Smith School, Mental Health
Financial literacy education	2	4	TWFNY, AFCU
Entrepreneurial skills training	2	2	TWFNY, Alternatives
Labor Market and employment information	10	34	TWFNY
Transition to postsecondary education and/or training	0	5	

1.) Are all the program elements being provided as required? (Y/N) \_\_\_Y\_\_\_

Please explain answer provided: All the program elements are being made available and accessible to youth as appropriate based on their occupational and academic goals.

2.) Please provide a brief client “success story”, keeping client confidentiality in mind.

Contributed by Chris Dettmann:

This particular youth is 19 years old and came to us interested in SYEP last June, but was hired through the Learning Web at Emmy’s Organics. Funding ran out through the Learning Web for this youth at the end of September, and he self-attested to barriers to employment and requests for support so he applied for the Job Link program. At the time, he was suffering from acute bouts of depression and anxiety and had been working 20-25 hours per week. The anxiety was rather gripping and he could not work more hours daily. At one of our meetings, I asked this youth if he was seeing a counselor / therapist. He stated that he had one, but has not seen him in some time. He said he would get back in contact with his therapist. Within a short period of time, and regular visits with his therapist, his supervisor said the difference was noticeable. The youth was able to work longer days increasing from 5 hour shifts to 8 hour shifts. His supervisor said that he became more confident and needed less supervision. She also noted the youth had started performing his tasks regularly without prompting or direction. During one of my observations at the worksite, this youth was giving instruction to a new employee. On 12/11/2019, the youth was hired full time with Emmy’s Organics making \$15 per hour (an increase of \$3.90/hr) with full benefits. At our last meeting, he appeared more confident and was excited to make more money and have benefits.

## Tompkins County Workforce Development Board WIOA YOUTH Basic Skills Deficiency Policy

### Purpose

The purpose of this policy is to establish guidelines for determining eligibility of youth based on Basic Skills Deficiency criteria.

### Background

The Workforce Innovation and Opportunity Act 20 CFR 681.290(a)(1) states that LWDBs must use standardized testing instruments to demonstrate that a youth reads and/or computes math at or below the 8<sup>th</sup> grade level.

WIOA 20 CFR 681.290(b) states that LWDBs must create a basic skills deficiency policy for youth who are unable to compute or solve problems, or read, write or speak English at a level necessary to function on the job, in the individual's family, or in society.

In order to assess whether a youth meets the Basic Skills Deficiency definition, LWDBs must:

- Use valid and reliable assessment(s) that are appropriate for the target population, showing that the youth is unable to demonstrate the competencies described in the definition;
- Use appropriate, fair, and cost-effective assessments that are well-matched to the test administrator's qualifications, easy to administer, and have results which are easy to interpret
- Provide reasonable accommodation in the assessment process, if necessary, for special populations (i.e. individuals with disabilities and individuals who are Limited English Proficient)

### Policy

For eligibility under WIOA using "Basic Skills Deficiency" as the youth's eligibility criteria, Out of School Youth (OSY) must be between the ages of 16-24 at the time of eligibility determination, **and** they must have a high school or HSE diploma **and** be basic skills deficient **and** must be low income. Being Basic Skills Deficient alone **does not** make a youth eligible for WIOA services. All four (4) criteria must be met: age 16-24, HS/HSE diploma, Basic Skills Deficient and low income.

For eligibility under WIOA using "Basic Skills Deficiency" as the youth's eligibility criteria, In School Youth (ISY) must be between the ages of 14-21 at the time of determining eligibility **and** attending or enrolled in secondary or for-credit postsecondary school at the time of eligibility determination **and** low income **and** basic skills deficient (either deficient in basic literacy skills **or** an English Language learner who is deficient in basic literacy skills). All four (4) criteria must be met: age 14-21, attending/enrolled in school, low income, and Basic Skills Deficient.

It is the policy of the TCWDB to determine eligibility under Basic Skills Deficiency by using **one (1)** of the following assessments. Use of previous basic skills assessment results are permitted if the assessments were conducted within the past six (6) months. **Reasonable Accommodations** will be provided for individuals with disabilities and individuals who are Limited English Proficient.