

## YOUTH OVERSIGHT COMMITTEE

February 12, 2020

8:30 P.M.

Workforce Development  
Board

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

**EXCUSED:** T. Watts, S. Kittel

**GUEST:**

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

### CALL TO ORDER

Ms. Shanks-Booth called the meeting to order at 8:42 a.m.

### APPROVAL OF MINUTES

The minutes of January 15, 2020 were deferred to February 19, 2020

### WIOA YOUTH RFP – REVIEW PROPOSALS

The committee began a review of WIOA Youth proposals received. The committee requested Ms. Mattick seek clarification on one component of the proposal received.

### ADJOURNMENT

Ms. Shanks-Booth adjourned the meeting at 10:22 a.m.

The next meeting is scheduled for Wednesday, February 19, 2020.

**REQUEST FOR PROPOSALS FOR  
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)  
YOUTH: IN-SCHOOL AND OUT-OF-SCHOOL  
PROGRAMS**

ISSUING OFFICE: Tompkins County Workforce Development Board  
401 E. State Street/MLK, Jr. Street, Suite 402B  
Ithaca, NY 14850

DATE ISSUED: Friday, December 13, 2019

PROPOSALS DUE: **Friday, February 7, 2020 NO LATER THAN 11:30 AM**  
**Upload to Bidnet per instructions found on pages 21 and 22**

Any questions concerning this request for proposals should be addressed to Julia Mattick at [jmattick@tomkins-co.org](mailto:jmattick@tomkins-co.org). The Tompkins County Workforce Development Board administers programs under the Workforce Innovation & Opportunity Act. The organization is directed by a board of 24 individuals with diverse backgrounds including private for-profit companies, non-profit agencies, community-based organizations, educational institutions, and public-sector programs. The Tompkins County Workforce Development Board service area consists of Tompkins County, New York.

The Tompkins County Workforce Development Board uses its Workforce Innovation & Opportunity Act funds to provide comprehensive career services and training options designed to provide program participants an opportunity to achieve their individualized education and/or career employment goals.

All services are initiated through a contracted career services specialist case management system. The Tompkins County Workforce Development Board follows the Workforce Innovation & Opportunity Act performance-driven design, and all services are on a contracted cost reimbursement basis.

**Request for Proposals  
WIOA YOUTH SERVICES**

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- 6. Cost Price Certification
- 7. Staffing for Youth Services
- 8. Applicant Certification and Contacts
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**PART I  
CONDITIONS OF SOLICITATION**

**A. GENERAL CONDITIONS**

The release of this Request for Proposals does not constitute an acceptance of any offer, nor does such release in any way obligate the Tompkins County to execute a contract with any applicant. The Tompkins County Workforce Development Board reserves the right to accept or reject any or all proposals based on the evaluation factors contained in this document.

The **provision of services** specified in this Request for Proposals requires substantive knowledge and understanding of:

- The unique challenges and barriers to education and employment faced by the community’s youth, particularly those youth who are members of historically disenfranchised communities or who face personal barriers arising from disability, lack of access to opportunities or economic isolation;
- The impact of current institutional practices which disproportionately adversely affect low-income youth and communities of color; and
- The Workforce Innovation & Opportunity Act and regulations;

Before preparing proposals, applicants should note:

- Tompkins County Workforce Development Board will not be liable for any costs associated with the preparation of proposals or negotiation of contracts incurred by an applicant;
- All proposals, in their entirety, will become the property of Tompkins County Workforce Development Board upon submission;

The award of a contract for any proposed service is contingent upon the following:

- Workforce Innovation & Opportunity Act funding for the request for proposals; and
- Favorable evaluation of the proposal; and
- Approval of the proposal by the Youth Oversight Committee; and
- Approval of the Tompkins County Workforce Development Board; and
- Successful negotiation of any changes to the proposal required by the Tompkins County Workforce Development Board.

## B. ELIGIBLE APPLICANTS

Eligible applicants include private, public, for-profit, and not-for-profit service providers. An organization, agency, or company submitting a proposal must do so as an individual organization and must be prepared to either deliver the planned WIOA services directly or to enter into an agreement with appropriate providers. Entities that are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency are not eligible to respond to this RFP or to receive a contract.

## C. RECEIPT OF PROPOSALS

Proposals should be submitted by the due date and time using the directions contained on Pages 21 and 22 of the specification packet.

## D. TIMELINE FOR REQUEST FOR PROPOSALS (TENTATIVE)

<b>EVENT</b>	<b>DATE/TIME</b>
RFP Issued	December 13, 2019
Optional Technical Assistance Office Hours	January 7, 2020, 10AM-12PM, Workforce Development Board 401 E. MLK, Jr. St, Ithaca, NY
Deadline Date for Questions	January 21, 2020
Completed Proposal Due	February 7, 2020, 11:30AM
Proposals Reviewed	February 7 – February 19, 2020
Proposal Award Date	February 25, 2020
Contract Start Date	July 1, 2020

## E. QUESTIONS REGARDING RFP

Applicants may submit questions by January 21, 2020 via electronic mail to Julia Mattick at: [jmattick@tomkins-co.org](mailto:jmattick@tomkins-co.org). All answers to questions received will be posted on [www.tomkinsworkforceny.org](http://www.tomkinsworkforceny.org). Prospective applicants may also obtain a paper copy of the questions and answers upon request.

## F. CONTRACTS

Applicants whose proposals are approved for funding will be notified of date and time for contract negotiations. Final contract issuance will be based on a successful negotiation.

## **PART II TECHNICAL SPECIFICATIONS**

### **A. SCOPE**

This Request for Proposals covers **ONLY** the Workforce Innovation & Opportunity Act (WIOA) **YOUTH** programs in Tompkins County. This solicitation is a Request for Proposals to serve clients eligible for WIOA **YOUTH** program services.

### **WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) SERVICES**

The Workforce Innovation & Opportunity Act (WIOA) is the nation's principle workforce development legislation designed to provide programming and funding for streamlining services through One-Stop-Operators at Workforce New York Career Centers, empowering individuals through information access to training resources, providing universal access to core-level services, and increasing performance and accountability of the workforce investment system.

This program is designed to align closely with WIOA by focusing on Out-of-School Youth (OSY), high-demand occupation career pathways, and individually tailored work-based training opportunities. The goal of the TCWDB WIOA Youth program is to develop and deliver high quality innovative services and programs to assist eligible youth with obtaining meaningful and career advancing opportunities in the community through education and workforce achievements.

In order to better serve the youth of Tompkins County, youth workforce development services will need to incorporate a comprehensive recruitment strategy designed to attract and retain eligible youth in WIOA programming. Leveraging existing resources and developing and strengthening partnerships with school district administrators, community colleges, faith and community-based organizations, as well as other community youth service providers is strongly recommended.

Tompkins County Workforce Development Board **YOUTH** programs must be designed, operated, funded, and delineated by In-School (ISY) and Out-of-School Youth (OSY) definition criteria. Both ISY and OSY programs will have similar core components, with the primary difference being the focus on attainment of education credential for **ISY** while the focus for **OSY** is on the attainment of self-sufficiency, ideally achieved through apprenticeship, work experience and post-secondary education opportunities. A number of key components comprise both ISY and OSY programs and include but are not limited to: basic skills remediation, paid work experience, career pathways, and work readiness and skills training.

Applicants awarded contract(s) may use grant funds to provide services to individuals who are between the ages of 14-24 years old and meet the local, state, and federal **WIOA YOUTH (IN-SCHOOL and OUT-OF-SCHOOL)** eligibility definition. The goal is to provide workforce development activities that increase the employment, retention, earning, and occupational skill attainment of job seeking customers, while meeting the workforce demands of local employers. The list of workforce development board identified demand occupations can be found at <https://labor.ny.gov/workforcenypartners/lwda/lwda-occs.shtm>

## RESOURCES

The Workforce Innovation and Opportunity Act (WIOA), WIOA regulations, and WIOA Guidance can be found at <https://www.doleta.gov/wioa/about/overview/> In addition, information on best practices, WIOA Youth-related online learning communities and much more can be found at <https://youth.workforcegps.org/home/>

## IN-SCHOOL YOUTH (ISY)

There is a maximum of 20% of total youth funding being allocated for ISY services and programs. Based on projected Program Year 2020 (July 1, 2020 – June 30, 2021) funding availability, approximately \$83,000 is available for ISY programs.

### *Profile of an In-School-Youth*

- Y Approaching or currently in their senior year of high school (17-18 years old)
- Y At risk of having substantial barriers to successful completion of education and/or employment (low income, credit deficient, history of involvement with the criminal justice system, homeless/runaway, pregnant/parenting, disability, foster care, etc.)
- Y Lack secure career pathway

The focus of the ISY program is educational credential achievement in conjunction with work readiness activities, to include development of an achievable career pathway.

## OUT-OF-SCHOOL YOUTH

There is a minimum of 80% of total youth funding allocated to OSY services and programs. Based on Program Year 2020 (July 1, 2020 – June 30, 2021) funding projections, approximately \$332,000 is available for OSY programs.

### *Profile of an Out-Of-School Youth*

- Y Between the ages of 16 and 24
- Y Identified needs or skill deficiencies in essential employment or career skills
- Y Barriers to education/employment

The goal of the OSY program is to prepare youth for the transition to successful participation in the workforce and utilization of documented best practices is encouraged.

## DESIGN FRAMEWORK

The design framework for the WIOA **Youth** program requires that *all* programs:

- Y Provide an objective assessment of the academic levels, skill levels, and service needs of each participant;
- Y Develop service strategies in partnership with participants that identify an employment goal and a pathway toward achieving that goal;
- Y Provide preparation for post-secondary educational opportunities, in appropriate cases;
- Y Establish strong linkages between academic and occupational learning;
- Y Prepare participants for unsubsidized employment opportunities; and
- Y Develop effective connections to intermediaries with strong links to the job market and local/regional employers.

Proposals must demonstrate how all fourteen (14) **required** program elements will be made **available** to participants. **“Make available”** does **not** mean that every youth participant must receive services from all program elements; rather, it means that youth must have access to these services **if** required to meet identified individual goals. Proposals must also detail how the proposer will coordinate with other youth-service providers, including partner agencies in the Tompkins Workforce New York Career Center and other non-WIOA agencies operating throughout the community. Required program elements are:

1. Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;
2. Alternative secondary school services;
3. Paid and unpaid work experiences, including internships and job shadowing that are directly linked to academic and occupational learning and that reinforce exploration of the youth’s interest in specific career pathways and goals as identified through a formal assessment.;
4. Occupational skill training related to Workforce Development Board determined demand occupations;
5. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors;
6. Supportive services;
7. Adult mentoring for the period of participation and possibly for a subsequent period, for a total of not less than 12 months;
8. Follow up services *for a minimum of 12 months after exit*;
9. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral;
10. Financial literacy;
11. Entrepreneurial training;
12. Local labor market employment information;
13. Activities that help youth transition to post-secondary education and training;
14. Education and training offered concurrently combining workforce preparation, basic academic skills, and occupational skills



## B. PARTICIPANT ELIGIBILITY

All participants in the contractor's program must be eligible for the Workforce Innovation & Opportunity Act under the applicable regulations. Additional information pertaining to participant eligibility can be found on page 17 of this RFP.

## C. FUNDING SOURCE/FUNDING REQUIREMENTS

The funds available for services solicited by this Request for Proposals are provided through the Workforce Innovation & Opportunity Act: **YOUTH PROGRAM**

This WIOA YOUTH procurement action will award up to two contracts totaling an amount of approximately \$415,000 for Program Year 2020 and approximately \$390,000 Program Year 2021 based on projected funding availability. These projected amounts are the best estimate of anticipated funding currently available and are subject to change. If less than two contracts are awarded, the award amount will be adjusted accordingly to allow the Tompkins County Workforce Development Board to award the full amount of

Funding amounts per award and contract may increase or decrease in both the first and second year based on the funds available through allocation/closeout. In the case of an increase or decrease in total funding available, per contract funds will be allocated in a proportional method, such as one of the following:

- A proportionate share of the funding based on the original awarded contract amounts
- Change in funding divided evenly amongst the contractors
- Total funding divided evenly amongst the contractors

The methodology of splitting any changes in funding is at the discretion of the Tompkins County Workforce Development Board and will include factors such as programmatic performance, alignment with the goals of the board, etc. Further, it should be noted that contracts may be reduced in length in the event of a decrease.

Allowable costs for **YOUTH** programs include:

- Y Staffing and Staff Support Costs
- Y Participant Training (work-based training, work experiences, internships, Individual Training Accounts, etc.)
- Y Participant Support and Monetary Incentives/Stipends

All WIOA funding is subject to the new OMB circular, 2 CFR 200. The successful proposer will need to be familiar with the new OMB circular, and should reference TEGL 15-14, "Implementation of the New Uniform Guidance Regulations," for further information.

The selected provider(s) will be expected to assume the carry-over caseload of youth from the current Youth program provider. The caseload is estimated to include 45 participants. Funding for continued support of these participants will be incorporated into proposals prepared in response to this RFP.

## D. PERIOD OF PERFORMANCE

The period of performance for service(s) resulting from this solicitation will commence July 1, 2020 and end June 30, 2022. The Tompkins County Workforce Development Board reserves the right to **extend the contract for up to one year beyond June 30, 2022**. The extension is solely the option of the Tompkins County Workforce Development Board and will be based on availability of funds, requirements of the Workforce Innovation & Opportunity Act, demonstrated performance of the contractor and the needs of the Tompkins County Workforce Development Board.

**E. NON-DUPLICATION OF FACILITIES/SERVICES**

Funds provided for this solicitation shall only be used for activities supplemental to those which are currently available. In addition, these funds shall not be used to duplicate facilities or services available in the area (with or without reimbursement from Federal, State, or local sources).

**PART III**

**CONTRACT TYPE AND PAYMENT**

**A. COST REIMBURSEMENT**

Payments under this type of contract will be prorated among the cost categories of administration and program costs. Reimbursement will be made for actual, allowable and allocable costs incurred in the performance of the contract, not to exceed maximums stated in the contract.

**B. CONTRACT PAYMENT**

Contract payment shall be based on submission of a Monthly Voucher. The voucher with supporting documentation is due to the Tompkins County Workforce Development Board no later than the 15th of each month following the month for which reimbursement is claimed.

**PART IV**

**SUBCONTRACTING**

**A. GUIDELINES FOR SUBCONTRACTING**

Contracting between the primary contractor and one or more organizations is an allowable activity. The Tompkins County Workforce Development Board reserves the right of approval or denial for all subcontracts based on the following:

- Demonstrated experience in the provision of services requested
- Fiscal Responsibility
- Past performance
- Organizational capacity
- Conflict of interest
- Other reasonable concern.

All subcontracts will be required to be a cost reimbursement contract and be obtained through a competitive bid process. No subcontract time frame can extend beyond the prime contract period.

Prior to the issue of a subcontract, the primary contractor must meet with the Tompkins County Workforce Development Board staff to assure:

- Y Pre-approval of the subcontract purpose
- Y A competitive procurement process is conducted
- Y Pre-approval of the contract format
- Y Pre-approval of fiscal provisions
- Y Contractor has a plan for monitoring of the subcontractor
- Y The subcontract meets the goals of the primary contract

**PART V**  
**SELECTION FOR AWARD**

Proposals will be reviewed and rated by the Tompkins County Workforce Development Board Youth Oversight Committee and administrative staff.

The basic elements that will be rated are:

- Y Demonstrated effectiveness
- Y Fiscal rating
- Y Local factors
- Y Proposal contents and goals
- Y Program Design

<b>Criterion</b> (described in Part VI)	<b>Points</b>
Abstract	0
Service Strategy Design and Delivery	35
Organizational profile and internal operations	25
Community Outreach and Employer Relations	25
Cost/Price Analysis, budget and Fiscal Oversight	15
<b>TOTAL</b>	<b>100</b>

The Tompkins County Workforce Development Board Staff will complete a cost/price analysis for each proposal. Final decision for funding will be made by the Tompkins County Workforce Development Board upon recommendation from the Youth Oversight Committee.

**PLEASE NOTE:** Individuals reviewing and rating the proposals are members of the Tompkins County Workforce Development Board Youth Oversight Committee, and Board Staff. Abbreviations and acronyms should NOT be used. The committee members may deduct points if they do not understand the information being provided.

## **PART VI PROPOSAL REQUIREMENTS**

### **A. ABSTRACT: OVERVIEW OF GOALS AND OBJECTIVES (0 POINTS)**

Provide an **abstract** (two pages or less) summarizing the proposed project, including, but not limited to, the scope and proposed outcomes of a Workforce Innovation & Opportunity Act: youth.

### **B. SERVICE STRATEGY DESIGN AND DELIVERY (35 POINTS)**

This section is designed to assess how you intend to impact the youth served. Please describe how you will provide the required program elements listed below. Additional points will be awarded to proposals incorporating recognized best-practices (statewide or nationally) and/or service- delivery innovation designed to improve efficacy and efficiency of existing workforce development models.

**1. Outreach and Recruitment** – Describe how the outreach and recruitment procedures for participants will be provided. Innovative strategies for engaging prospective program participants within local communities with barriers to employment and creating greater awareness of the Tompkins County Workforce Development Board’s Tompkins Workforce New York Career Center are highly encouraged. The Tompkins Workforce Development Board has a interest and concern regarding improving outcomes for youth transitioning out of the foster care system. Please provide an engagement and recruitment plan for foster care youth.

1. Federal regulations require that veterans and their eligible spouses receive priority for services in employment, training and placement services. Additional information can be found at <http://www.labor.ny.gov/workforcenypartners/ta/TA12-12-2-Veterans-Priority-of-Service.pdf> Describe how you would implement the priority of service requirements if selected as a program operator.
2. Proposals incorporating service strategies emphasizing the provision of WIOA services to rural/remote areas beyond the immediate proximity of the established Career Center are highly encouraged and may be awarded additional points based on creativity, innovativeness, and demonstrated potential to achieve positive outcomes.

**2. Orientation/Assessment** - Describe how the enrollees will be informed of the program services and how they will be provided an orientation to the Career Center and partner services. Describe the assessment process (to include any/all specific assessment tools you intend to utilize) and how it will serve as a basis for the service strategy. Additionally, indicate how the assessment will be used towards establishing and evaluating the goals and progress of the Individual Service Strategy. Please note that all participants must have an assessment of computer skills prior to beginning their training and provide a description of this assessment and the plans for remediation of skills when this is needed.

**3. Service Strategy and Design Delivery** –The fourteen (14) required youth service elements must be made available to all WIOA participants. These services may be provided through the WIOA contracted agency/staff *or* through a referral to the appropriate agency or program. All services must be provided on an individual basis and tracked in the New York State Department of Labor’s One Stop Operating System (OSOS). Access to this system will be provided to successful contractors. Please provide detailed information on the following; your case management practices, including recording keeping and case note requirements. Be sure to mention plans to comply with required tracking and coordination of client service providers if there is co-enrollment with other providers.

**4. Training** – Describe the work readiness/job seeking/work maturity training that participants will receive including the following:

1. topic areas to be covered,
2. the number of hours of instruction,
3. the method of delivery (groups, individuals, etc.)
4. the name and resume of the person who will provide the instruction (if the person is not currently on staff please provide the job description), and (do **NOT** include occupational skills training component)
5. plans for evaluating participant progress
6. curriculum of the program. If a specialized methodology and/or curriculum are proposed, describe the features and benefits.

**5. Youth Performance Chart** – enter values on the Youth Performance Chart located in the Form Attachments section of this RFP.

**C. ORGANIZATIONAL PROFILE AND INTERNAL OPERATIONS (25 POINTS)**

- a. Provide information on your approach to continuing training of experienced staff as well as training to be provided to any new contractor staff. Such information should include a specific training plan as well as overall objectives. Please note that we require that supervisors and program staff attend the New York Association of Employment and Training Professionals Annual Youth Summit. Your budget should reflect that requirement. Information on the Youth Summit can be located at [www.nyatep.org](http://www.nyatep.org)
- b. Describe how the case load of the staff will be monitored and the projected number of participants per Career Services Specialist (size of the case load). Complete the Staffing form located in the Form Attachments section of this RFP. Indicate who will supervise the staff and the process and timeframe for filling vacancies.
- c. WIOA regulations stipulate 20% of available funding is required to be allocated towards practical work experience and internships in occupation sectors associated with participant’s career goals, interests, and aptitudes. Clearly describe and articulate proposed work experience strategies, including (but not limited to):
  - i. development of work sites, training plans/timelines, marketing/promotion efforts, etc.
  - ii. Work experience training plans and strategies incorporating private sector employer participation are required and will be scored accordingly.
- d. Describe the client tracking process, including the maintenance of client files, Workforce Innovation & Opportunity Act required tracking and the coordination of client service information with other providers if there is a co-enrollment.
- e. Facilities for operating this program must be fully accessible for persons with disabilities. Briefly describe any sites or facility(s) where the program is to be operated. NOTE: A Facility Accessibility Checklist will be provided to all successful bidders and is required for each separate structure used. The Facility Accessibility Checklist must be completed prior to the execution of a contract.
- f. Workplace diversity and inclusion is an important component for reaching the goals of this contract. Please attach an outline of your diversity policy and equity goals in your proposal response.

**D. COMMUNITY OUTREACH AND EMPLOYER RELATIONS (25 POINTS) –**

A successful program will provide coordination and collaboration with local youth serving agencies and adult employment programs at the Tompkins Workforce New York Career Center (TWFNY). Describe your plans to integrate WIOA- YOUTH program activities with other existing community resources. Describe in detail:

- a. planned and/or actual coordination strategies with community youth service agencies designed to connect youth with WIOA programming and services. Identify the person who will be responsible for coordination and their role in your organization.
- b. Planned and/or actual outreach to area employers and workforce training programs
- c. Connections and access to relevant resources on area campuses.

**E. BUDGET AND FISCAL OVERSIGHT (15 POINTS) –**

- a. Describe your accounting procedures and methodology for estimating and justifying costs per client. (Use the WIOA ISY and WIOA OSY Youth Budget forms located in the Form Attachments section of this RFP).
- b. Indirect costs (corporate overhead) must be a documented and “reasonable” percentage or amount as calculated by your headquarters. All costs set forth in a contract are considered programmatic in nature, including those normally known as administrative. Indirect costs will be considered in the overall picture, keeping in mind that those dollars take away from services, resources and activities.
- c. Provide a Budget Narrative using the Budget Narrative Guidelines also found in the Form Attachments section of this RFP.
- d. Provide information on fiscal oversight and controls which will be applied to this program.

\*\*\*Accepted proposals will result in cost reimbursement contracts.

## **PART VII PROPOSAL ASSEMBLY INSTRUCTIONS**

### **A. GENERAL FORMAT**

Proposals must be prepared and sequenced in accordance with the instructions outlined below. All pages must be formatted in Microsoft Word, presented on 8½ x11 paper, with each page numbered and single-spaced using 12-point Times New Roman font.

**FORMS:** All forms requested are in the Form Attachments section of the RFP. Forms are to be downloaded, completed and/or signed, and incorporated into applicant's printed and emailed submittal. **For forms requiring a signature, the signature page should be scanned be incorporated in the proposal set marked "Original."** Other sets of the submittal may be copies. All forms, including signature forms, must be included in the emailed submittal.

When completed, proposals and required forms are to be assembled as follows:

1. Proposal Transmittal and Certification form
2. Table of Contents (Please number pages)
3. Proposal Narrative (Responding to Part VI, Sections A-E)
4. Youth Performance Chart
5. Budget documentation to include
  - A. WIOA ISY Budget form and an ISY Budget Narrative
  - B. WIOA OSY Budget form and an OSY Budget Narrative
  - C. Cost Price Certification form
6. Staffing
7. Applicant Certification and Contacts form
8. Current audited financial statement
9. Attachment A

## **Tompkins County Workforce Development Board**

### **WIOA YOUTH Incentive Policy**

#### **Purpose**

The purpose of this policy is to establish guidelines for the use of Workforce Innovation and Opportunity Act (WIOA) funds for incentives for youth participating in WIOA activities.

#### **Background**

The Workforce Innovation and Opportunity Act 20 CFR 681.650 allows for the awarding of incentive payments for recognition and achievement in WIOA related activities. Incentives are allowable to youth enrolled into the WIOA Title I Youth program. They are intended to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes. This policy shall only apply to youth participants as the WIOA regulations do not specifically provide for incentives for adult and dislocated worker participants.

Reasonable incentives are allowable only if the local workforce board has written policies and procedures governing incentive payments, and the provision of an incentive is included in the participant's Individual Service Strategy (ISS). This document provides the policy of the Tompkins Workforce Development Board (TCWDB) for granting incentive awards to youth enrolled in the WIOA Title I youth program.

#### **Policy**

It is the policy of the TCWDB to offer reasonable incentives to youth participants to encourage the youth to participate in and complete WIOA Title I activities. Any incentive shall be limited to WIOA youth programs, **including youth who are enrolled in Follow-Up Services**. The justification and strategy for providing and/or awarding incentives must be clearly defined in the youth's ISS.

For the purposes of this policy, the term "incentive" shall mean an inducement intended to motivate achievement and is communicated to the participant prior to participation in an activity. Goals and/or training outcomes eligible for an incentive must be linked to an achievement related to training, employment, work readiness skills, occupational skills, and/or basic skills attainment goals as stated in the participants' ISS and documented in accordance with applicable WIOA regulations.

All incentive awards are subject to the availability of WIOA funds and are not an entitlement. TCWDB may suspend or withdraw authorization for incentive payments at any time and at the sole discretion of TCWDB.

Youth incentive award payments are limited to a lifetime amount of \$2,500 maximum per eligible youth. Youth incentive award payments may not include entertainment, such as movie or sporting events tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment and may not include gift cards with activation fees (such as Visa, Mastercard or AMEX cards). **Incentives should only be grocery, superstore, or convenience store gift cards/gas cards.**

**As per TEGL 21-16, incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training. Incentives must be tied to the goal of a specific planned activity, outlined in writing in the youth's ISS prior to the commencement of the activity. Specifically, TCWDB approves of the following methods of incentive use:**



**1.) SKILLS GAIN**

<b>ACTIVITY</b>	<b>AMOUNT</b>
TABE Post-Test Without Recognized Gain	<b>\$10</b>
TABE Post-Test WITH Recognized Gain (increased by at least one (1) EFL)	<b>\$20</b>
Increase in functioning level on any TCWDB approved basic skills assessment	<b>\$20</b>
Submitted Recognized Postsecondary Transcripts	<b>\$20</b>
Submitted Recognized Progress Report, rated at Satisfactory or better	<b>\$50</b>
Obtained Recognized Occupational Skills Certificate	<b>\$30</b>

**2.) CREDENTIALS**

Completed 15 hours of recognized TASC/HSE Classes and/or Tutoring	<b>\$30</b>
Completion of semester in college	<b>\$300</b>
Obtained Recognized Credential	<b>\$50</b>

**3.) WORK READINESS ACTIVITIES** (i.e. soft skills, financial literacy, resume, interviewing, job shadowing, etc.)

Completion of work readiness classroom training	<b>\$10 per hour of activity, max amount \$300</b>
Improvement demonstrated on Work Experience participant evaluation by Work Experience supervisor, based on average of overall scores	<b>\$20</b>

**4.) UNSUBSIDIZED EMPLOYMENT**

Submitted 1 <sup>st</sup> Paystub	<b>\$10</b>
Submitted 3 <sup>rd</sup> Paystub	<b>\$20</b>
Verified Recognized Employment, Education, or Training Enrollment – 2 <sup>nd</sup> Quarter after Exit	<b>\$30</b>
Verified Recognized Employment, Education, or Training – 4 <sup>th</sup> Quarter after Exit	<b>\$30</b>

**Procedure**

The TCWDB shall require all WIOA service providers and grantees receiving funds from a grant or contract administered by TCWDB to comply with this policy and applicable procedures. It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and client activities to ensure compliance. TCWDB shall review grantee compliance with this policy during the annual monitoring process.

**At a minimum, service providers shall:**

- 1.) document the need for the incentive and justify issuance of the award in the participant’s ISS and in OSOS (describing what was awarded and why)
- 2.) maintain records of documentation that activity was completed (i.e. sign-in sheets, certificates of completion, paystubs, etc.) as well as records verifying the client received the award through an original signature on a receipt form.
- 3.) maintain a running record of the “lifetime” expenditures per youth to ensure provided incentives does not exceed the maximum allowable \$2,500.00 per youth; youth shall remain on this record until they have aged out of the WIOA youth program, as exited youth may re-enroll in program if they were exited for reasons other than completion.

# Workforce Innovation and Opportunity Act

## WIOA Youth Program

**Program Description:** Under Title I of the Workforce Innovation and Opportunity Act of 2014, formula funds are provided to states and outlying areas, states in turn provide local workforce areas resources to deliver a comprehensive array of youth services that focus on assisting out-of-school youth and in-school youth with one or more barriers to employment prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure employment with career/promotional opportunities.

**Services:** tutoring; alternative secondary school services; paid and unpaid work experiences, which include: summer and year round employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training; occupational skill training; education offered concurrently with workforce preparation and training; leadership development opportunities; supportive services; mentoring; follow-up services; comprehensive guidance and counseling; financial literacy education; entrepreneurial skills training; services that provide labor market and employment information; and postsecondary education and training preparation activities.

### **Eligibility/Target Population: Out-of-school youth (OSY) and in-school youth (ISY)**

An OSY is an individual who is:

- (a) Not attending any school (as defined under State law);
- (b) Not younger than age 16 or older than age 24 at time of enrollment; and
- (c) One or more of the following:
  - (1) A school dropout;
  - (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
  - (3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
  - (4) An offender;
  - (5) A homeless individual, a homeless child or youth, or a runaway;
  - (6) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
  - (7) An individual who is pregnant or parenting;
  - (8) An individual with a disability; or
  - (9) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

An ISY is an individual who is:

- (a) Attending school (as defined by State law), including secondary and postsecondary school;
- (b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment;
- (c) A low-income individual; and
- (d) One or more of the following:
  - (1) Basic skills deficient;
  - (2) An English language learner;
  - (3) An offender;



# Workforce Innovation and Opportunity Act

- (4) A homeless individual, a homeless child or youth, or a runaway;
- (5) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
- (6) An individual who is pregnant or parenting;
- (7) An individual with a disability; or
- (8) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

## Priorities

*Out-of-School Youth* – A minimum of 75 percent of the Youth funds allocated to States and local areas, except for the local area expenditures for administration, must be used to provide services to OSY.

*Work Experience* – Not less than 20 percent of Youth funds allocated to the local area, except for the local area expenditures for administration, must be used to provide paid and unpaid work experiences.

*Focus on Partnering* – Co-enrollment encouraged where appropriate with Titles II and IV.

**Allotments:** based on formula provisions including three factors: (1) the number of unemployed in areas of substantial unemployment; (2) the number of excess unemployed individuals; and (3) the number of economically disadvantaged youth.

## WIOA Youth Appropriation by Program Year

PY 2019	\$903,416,000
PY 2018	\$903,416,000
PY 2017	\$873,416,000

## WIOA Youth Results for PY '17 (note: WIOA indicators first implemented in PY 2016 and are still baseline)

- 148,492\* youth participants served (\*does not include Puerto Rico who had a reporting waiver due to the hurricanes)

## WIOA Performance Indicators (note: no data available on new WIOA indicators)

- Employment, education, or training during the 2<sup>nd</sup> quarter after exit
- Employment, education, or training during the 4<sup>th</sup> quarter after exit
- Median earnings during the 2<sup>nd</sup> quarter after exit
- Credential Attainment Rate
- Measurable Skill Gains
- Effectiveness in serving employers (system-wide measure, not program specific)



**Attachment A**

**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

## Attachment A

### ANTI-DISCRIMINATION CLAUSE

During the performance of this contract, (the contractor) hereby agrees as follows:

(a) The contractor will not discriminate against any employee or applicant for employment because of race, creed, color or national origin, and will take affirmative action to ensure that they are afforded equal employment opportunities without discrimination because of race, color, creed, ethnicity, Vietnam-era veteran status, disabled veteran, marital status, disability, national origin, or status as an ex-offender. Such action shall be taken with reference, but not be limited, to: recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.

(b) The contractor will send to each labor union or representative of workers with which he has or is bound by a collective bargaining or other agreement or understanding, a notice, to be provided by the State Commissioner for Human Rights, advising such labor union or representative of the contractor's agreement under clauses (a) through (f) hereinafter called "non-discrimination clauses". If the contractor was directed to do so by the contracting agency as part of the bid or negotiation of this contract, the contractor shall request such labor union or representative to furnish him with as written statement that such labor union or representative either will affirmatively cooperate, within the limits of its legal and contractual authority, in the implementation of the policy and provisions of these non-discrimination clauses or that it consents and agrees that recruitment, employment and the terms and conditions of employment under this contract shall be in accordance with the purposes and provisions of these non-discrimination clauses. If such labor union or representative fails or refuses to comply with such a request that it furnish such a statement, the contractor shall promptly notify the State Commission for Human Rights of such failure or refusal.

(c) The contractor will post and keep posted in conspicuous places, available to employees and applicants for employment, notices to be provided by the State Commission for Human Rights setting forth the substance of the provisions of clauses (a) and (b) and such provisions of the State's and local Tompkins County Laws against discrimination as the State Commission for Human Rights shall determine.

(d) The contractor will state, in all solicitations or advertisements for employees placed by or on behalf of the contractor, that all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color or national origin.

(e) The contractor will comply with the provisions of Sections 291-299 of the Executive Law and the Civil Rights Law, will furnish all information and reports deemed necessary by the State Commission for Human Rights under these non-discrimination clauses and such sections of the Executive Law, and will permit access to his books, records and accounts by the State Commission for Human Rights, the Attorney General and the Industrial Commissioner for purposes of investigation to ascertain compliance with these non-discrimination clauses and such sections of the Executive Law and Civil Rights Law.

(f) This contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the contracting agency upon the basis of a finding made by the State Commission for Human Rights that the

**Attachment A**

Contractor may be declared ineligible for future contracts made by or on behalf of the State or a public authority or agency of the State, until he satisfies the State Commission for Human Rights that he has established and is carrying out a program in conformity with the provisions of these non-discrimination clauses. Such finding shall be made by the State Commission for Human Rights after conciliation efforts by the Commission have failed to achieve compliance with these non-discrimination clauses and after a verified complaint has been filed with the Commission, notice thereof has been given to the Contractor and opportunity has been afforded him to be heard publicly before three members of the Commission. Such sanctions may be imposed and remedies invoked independently of or in addition to sanctions and remedies otherwise provided by law. The Contractor will include the provisions of clauses (a) through (f) in every subcontract or purchase order in such a manner that such provisions be performed within the State of New York. The 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. If the Contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor shall promptly so notify the Attorney General, requesting him to intervene and protect the interests of the State of New York.

**GENERAL CONDITIONS ACCEPTED BY:**

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

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

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

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

**Attachment A**

**COUNTY OF TOMPKINS  
GENERAL CONDITIONS  
NON-COLLUSION CERTIFICATE**

**NON-COLLUSIVE CERTIFICATION:**

(a) By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid/proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her/their knowledge and belief:

1. The prices in this bid/proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/proposer or with any competitor;
2. Unless otherwise required by law, the prices that have been quoted in this package have not been knowingly disclosed by the bidder/proposer prior to opening, directly or indirectly, to any other bidder/proposer or to any competitor; and
3. No attempt has been made or will be made by the bidder/proposer to induce any other person, partnership, or corporation to submit or not to submit a bid/proposal for the purpose of restricting competition.

---

Name of Bidder/Proposer

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Signature and Title of Signer

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Date

**NOTE:**

A bid/proposal shall not be considered for award nor shall any award be made where (a) 1, 2 and 3 above have not been complied with; provided, however, that if in any case the bidder/proposer cannot make the foregoing certification, the bidder/proposer shall so state and shall furnish with the bid/proposal a signed statement that sets forth in detail the reason(s) therefore. Where (a) 1, 2, and 3 above have not been complied with, the bid/proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder/proposer (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid/proposed, does not constitute, without more, a disclosure within the meaning of subparagraph (a) 1.

## Attachment A

### Tompkins County Request for Proposal – Submission Instructions

Respondents shall submit their proposal response per the instructions below. Respondents who do not follow these guidelines may have their proposals rejected as incomplete or non-responsive.

- Respondents shall read all documents contained in this specification package. Failure to do so does not excuse respondent from abiding by all instructions, terms or conditions.
- Responses shall be submitted to the location and in the format indicated in the specifications no later than the date and time indicated.
- Respondents must submit their questions regarding any portion of the specifications in writing to the email address provided in the specifications by the date provided. Answers will be provided no later than five (5) days prior to the Proposal due date.
- The County reserves the right to amend the specifications prior to the due date by written “Addenda”. It is the respondent’s responsibility to ascertain whether any addenda have been issued prior to submitting their proposal.
- Respondents shall submit their proposal in a sealed package or envelope with the name of their company and the title of the Request for Proposal.
- Respondents must provide one original printed copy, with original signatures, of their proposal response. Electronic files may be requested as well.
- Respondents shall submit **all** forms that require signatures with their proposal response.
- All responses submitted become the property of the County and are subject to Public Information Policy.
- This invitation to respond does not commit the County to award a contract, nor shall the County be responsible for any cost or expense that may be incurred by the respondent in preparing and submitting their response or any cost incurred prior to the execution of a contract.
- The County reserves the right to cancel the contract without cause with a minimum of thirty (30) days written notice. Termination or cancellation of the contract will not relieve the respondent of any obligations or liabilities resulting from any acts committed by the respondent prior to the termination of the contract. The respondent may cancel the contract with one hundred-twenty (120) days written notice.

#### **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 have trouble submitting a response, 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.

## Attachment A

### Tompkins County Request for Proposal – Terms & Conditions

#### **Method of Award:**

The County reserves the right to award the contract to the respondent who submits the proposal that proves to be in the best interest of the County. The County has the sole discretion and reserves the right to cancel this request, reject any/all responses, to waive any/all informalities and/or irregularities if it is deemed to be in the best interest of the County to do so.

#### **Contract Extension:**

The County agrees, under the General Municipal Laws of New York State to allow all authorized users who wish to utilize any contract awarded as a result of this solicitation to do so. However, it is understood that the extension of such contract is at the discretion of the respondent and the respondent is only bound to the contract between itself and the County.

#### **Term of Contract:**

The term of contract shall be specified within the detailed specifications.

#### **Contract Award:**

The contract award, if any, will be made within forty-five (45) calendar days of due date. The contract shall be awarded to the respondent who submits the proposal that proves to be in the best interest of the County.

#### **Non-Appropriation Clause:**

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. As a result, 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. 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 as a result of the contract cancellation.

#### **Training:**

If required, training shall take place during regular business hours. Training shall be provided until all County personnel involved in the contract are adequately trained.

#### **Workforce Diversity and Inclusion:**

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:

## **Attachment A**

- 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.

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

### **Contract Re-Assignment:**

The respondent shall not re-assign any portion of the any contract that results from this solicitation without the express written consent of the County.

### **Corporate Compliance:**

**FEDERAL FUNDING COMPLIANCE:** The Respondent 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 Respondent under this contract, the Respondent agrees that it will comply with all applicable federal laws and regulations, including but not limited to those laws and regulations under which the Federal funds were authorized.

Further, Respondent agrees to comply with the County's Compliance Plan regarding Federal and State fraud and abuse laws; the Compliance Plan can be reviewed at [www.tompkins-co.org](http://www.tompkins-co.org) or a copy can be obtained from Tompkins County Administration, 125 East Court Street, Ithaca, NY 14850.

Respondents that are providers of healthcare services certify that the Respondent, and all employees, directors, officers, and subcontractors of the Respondent, are not "excluded individuals or entities" under Federal and/or New York State statutes, rules and regulations, to determine if any of them are on or have been added to the exclusion list.

The Respondent shall promptly notify the County if any employee, director, officer or subcontractor is on or has been added to the exclusion list. The County reserves the right to immediately cancel this contract, at no penalty to the County, if any employee, director, officer or subcontractor is on or has been added to the exclusion list.

By submitting a response to a Request for Proposals, you are attesting to the fact that you and/or the provider, which you represent, have not been sanctioned nor excluded by any of the aforementioned entities.

## **Attachment A**

### **Iranian Energy Sector Divestment:**

By submitting a response to this solicitation, the respondent hereby represents that said respondent is in compliance with New York State General Municipal Law Section 103-g entitled “Iranian Energy Sector Divestment”, in that said respondent 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.

Any respondent 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.

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 respondent and each person signing on behalf of any respondent 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).”

Except as otherwise specifically provided herein, any response to this solicitation that is submitted without having complied with subdivision (1) above, shall not be considered for award. In any case where the respondent cannot make the certifications as set forth in detail the reasons therefore. The County reserves the right, in accordance with General Municipal Law Section 103-g to award the contract to any respondent 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 respondent 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) The County of Tompkins has made a determination that the goods and services are necessary for the County to perform its functions and that, absent such an exemption, the County of Tompkins 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.

Attachment A 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. The rate will be adjusted again in May 2021.

**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? \_\_\_\_\_ (insert number)

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 \_\_\_\_\_

Print 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.

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## Tompkins County Hold Harmless and Insurance Requirements

Contractor shall indemnify, hold harmless and defend Tompkins County and its officers, employees, agents and elected officials from and against any and all claims and actions brought against Tompkins County and its officers, employees, agents and elected officials for injury or death to any person or persons or damage to property arising out of the performance of this contract by the Contractor, its employees, subcontractors or agents except all actions and claims arising out of the negligence of Tompkins County. The Contractor shall maintain the following minimum limits of insurance or as required by law, whichever is greater.

### A.) Workers' Compensation and New York Disability

#### Workers' Compensation

Statutory coverage complying with NYS Workers' Compensation Law Section 57 General Municipal Law Section 125, Contractor must submit one of the following:

CE-200 - Certification of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage available at <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>, **OR**

CE-105.2 - Certification of NYS Workers' Compensation Insurance (U-26.3 f or State Insurance Fund version), **OR**

SI-12 - Certificate of NYS Workers' Compensation Self Insurance, **OR**

GSI-105.2 - Certificate of NYS Workers' Compensation Group Self-Insurance Employers' Liability \$1,000,000

#### Disability Benefits Requirements

Statutory coverage complying with NYS Workers' Compensation Law Section 220 (8) under General Municipal Law Section 125, Contractor must submit one of the following:

CE-200 - Certification of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage, **OR**

DB120.1 - Certificate of Disability Benefits Insurance, **OR** DB155 - Certificate of Disability Self-Insurance

NOTE: Proof of NYS Workers' Compensation and NYS Disability Benefits must be provided on NYS forms as listed above (complete information available at <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp> or Bureau of Compliance at (866) 546-9322).

### B.) Commercial General Liability including, contractual, independent contractors, products/completed operations

Each Occurrence	\$1,000,000	
General Aggregate		2,000,000
Products/Completed Operations Aggregate		2,000,000
Personal and Advertising Injury		1,000,000
Fire Damage Legal		50,000
Medical Expense	5,000	

- **General Aggregate** shall apply separately to the project prescribed in the contract
- It is expressly understood and agreed by the Contractor that the insurance requirements specified above, contemplate the use of occurrence liability forms.
- Tompkins County and its officers, employees, agents and elected officials are to be included as **Additional Insured's on a primary and non contributory basis**

C.) **Business Auto Coverage** Liability for Owned, \$1,000,000 CSL or  
Hired and Non-Owned Autos 500,000 Per Person BI  
1,000,000 Per Accident BI  
250,000 PD Split Limits

All insurance shall be written with insurance carriers licensed by the New York State Office of Financial Services and have a Best's rating of A XI or better. Proof of insurance shall be provided on the Accord Certificate of Insurance, Accord 25 (05/2010), or insurance company certificate. All Certificates shall contain a sixty (60) day notice of cancellation, non-renewal or material change to Tompkins County. All Certificates must be signed by a licensed agent or authorized representative of the insurance company. Broker signature is not acceptable. Certificates of Insurance shall be submitted with the signed contract.

**REQUEST FOR PROPOSALS 2020  
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)**

**YOUTH: IN-SCHOOL AND OUT-OF-SCHOOL**

# FORMS

**ISSUING OFFICE:** Tompkins County Workforce Development Board  
401 E. State/MLK Jr. Street, Suite 402B  
Ithaca, NY 14850

**DATE ISSUED:** Friday, December 13, 2019

**PROPOSALS DUE:** Monday, January 30, 2020  
NO LATER THAN 11:30 AM

**Tompkins County Workforce Development Board**

**PROPOSAL TRANSMITTAL FORM**

**Youth Program Services**

Applicant Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Area Code/Telephone No. \_\_\_\_\_

Point of Contact \_\_\_\_\_

Title \_\_\_\_\_

Employer ID Number \_\_\_\_\_

Total Funds Requested \$ \_\_\_\_\_

No. of Participants \_\_\_\_\_

Cost Per Participant (total funds requested divided by the total number of participants) \$ \_\_\_\_\_

**PROPOSAL CERTIFICATION**

I, \_\_\_\_\_, hereby certify that I am legally and duly authorized to submit this proposal on behalf of \_\_\_\_\_

that the information contained herein is true and correct to the best of my knowledge.

signed

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
*Signature*



**Tompkins County Workforce Development Board**

**YOUTH PERFORMANCE CHART**

**Youth Program Services**

<b>Youth Program</b>		
<b>Standards</b>	<b>Required</b>	<b>Proposed</b>
Percentage of program participants who are in education or training activities OR in unsubsidized employment after exit. (Measured twice: 2 <sup>nd</sup> and 4 <sup>th</sup> quarters after program exit.)	Negotiable	
Median earnings of participants in unsubsidized employment during second quarter after exit.	Negotiable	
Percentage of participants who obtain a recognized post-secondary credential, secondary school diploma, or equivalent during participation OR within one (1) year after exit.	Negotiable	
Percentage of participants who during a program year are in education that leads to a recognized post-secondary credential OR employment AND who are achieving measurable gains towards those goals.	Negotiable	

<b>WIA ISY Budget:</b>	
Staff Wages	\$
Staff Fringes	\$
<b>TOTAL STAFF WAGE AND FRINGES</b>	<b>\$</b>
<b>Staff Operating</b>	
Office Supplies	\$
Rent	\$
Telephone	\$
Postage	\$
Staff Training	\$
Staff Travel	\$
Copying	\$
Membership and Dues	\$
Other (Please Specify)	\$
<b>TOTAL STAFF OPERATING</b>	<b>\$</b>
<b>Program Operating</b>	
Instructional Supplies	\$
Workshop Supplies	\$
Printing	\$
Advertising	\$
Other (Please specify)	\$
<b>TOTAL PROGRAM OPERATING</b>	<b>\$</b>
<b>Participant Expenses</b>	
Transportation	\$
Licensing Fees	\$
Exam Fees	\$
Clothing/Uniforms	\$
Training Supplies	\$
Participant Wage and Fringe	\$
Other (Specify)	\$
<b>TOTAL PARTICIPANT EXPENSES</b>	<b>\$</b>
<b>TOTAL ISY PROGRAM BUDGET</b>	<b>\$</b>

<b>WIA OSY Budget:</b>	
Staff Wages	\$
Staff Fringes	\$
<b>TOTAL STAFF WAGE AND FRINGES</b>	<b>\$</b>
<b>Staff Operating</b>	
Office Supplies	\$
Rent	\$
Telephone	\$
Postage	\$
Staff Training	\$
Staff Travel	\$
Copying	\$
Membership and Dues	\$
Other (Please Specify)	\$
<b>TOTAL STAFF OPERATING</b>	<b>\$</b>
<b>Program Operating</b>	
Instructional Supplies	\$
Workshop Supplies	\$
Printing	\$
Advertising	\$
Other (Please specify)	\$
<b>TOTAL PROGRAM OPERATING</b>	<b>\$</b>
<b>Participant Expenses</b>	
Transportation	\$
Licensing Fees	\$
Exam Fees	\$
Clothing/Uniforms	\$
Participant Work Experience Wage and Fringe	\$
Individual Training Account	\$
Other (Specify)	\$
<b>TOTAL PARTICIPANT EXPENSES</b>	<b>\$</b>
<b>TOTAL OSY PROGRAM BUDGET</b>	<b>\$</b>

**Tompkins County Workforce Development Board**  
**BUDGET NARRATIVE GUIDE**  
**Youth Program Services**

**\*\*NOTE: A separate Budget Narrative must be prepared for both the WIOA In-School Youth and the WIOA Out-Of-School Youth programs.**

**Staff Wages** - This includes all staff funded under this contract including any executive/consultant costs that are allocated.

For Hourly Staff:      Wage Per Hour x # of Hours for each person in grant  
Include job title and a description of duties for each hourly staff member.

For Salaried Staff:    Annual Wage for each person in grant.  
Include job title, description of duties, and percent of time salaried staff member will be funded.

**Staff Fringes** - Indicate the type of fringe, dollar amount, percent paid, and the position fringe is being expensed to. This needs to be completed for each position being funded by the contract.

**Office Supplies** - State the type of materials and cost associated with this category.

**Rent** - Provide the cost of the rent assigned to the contract and detail on how the cost was determined.

**Telephone** - Provide the cost of the phones assigned to the contract and detail on how the cost was determined.

**Postage** – Detail the cost of postage.

**Staff Training** – Provide the cost of staff training (Include cost of yearly attendance at NYATEP Youth Academy for all program and supervisory staff).

**Staff Travel** - Provide the total number of miles and the reimbursement rate.

**Copying** - Detail of cost of copying.

**Membership & Dues** - Type and cost of any memberships and dues.

**Other** - All Expenses included above in a other category are to be itemized with detailed breakout of each cost.

**Instructional Supplies** – Detail the cost of any instructional supplies including any costs associated with literacy/numeracy testing materials.

**Workshop Supplies** – Detail the cost of any workshop/training supplies.

**Printing** – Detail the costs of any program related printing.

**Advertising** – Provide information and costs of any planned advertising.

**Participant Work Experience Wage & Fringe** - Indicate work experience wages: Rate Per Hour x Number of Youth and a detailed breakout of fringe costs associated with Participant Work Experience Wages.

**Individual Training Accounts** – Detail costs associated with Individual Training Accounts for OSY Youth (the board established maximum per participant for ITA's is \$3000)

**On-The-Job Training** – Detail any costs associated with On-The-Job Training. The maximum allowable reimbursement is 50% of employee wages during their training period. Training periods may not exceed six months and are arrived at based on the complexity of the position.

**Incentives** – Detail any costs associated with providing participant incentives for achieving milestones as outlined in the Tompkins County Workforce Development Board Incentive Policy. This policy can be found on page 15 of the RFP.

**Supportive Services** – Detail costs associated with the provision of Supportive Services for youth to participate in training and work experience. Such costs include transportation, employer required uniforms,

**Cost Allocation Plan** - Enclose a copy of your Cost Allocation Plan.

**Work Based Learning Requirement** – WIOA Regulations require that a minimum of 20% of WIOA Youth Funds be expended on work-based learning. Staff time developing and monitoring work experience/internship sites as well as participant wage and fringe will count toward the 20% expenditure requirement. Provide an explanation of how you would plan to meet that requirement and how you would document staff time/expenditures toward meeting that requirement.



**Tompkins County Workforce Development Board  
APPLICANT CERTIFICATION & CONTACTS  
Youth Program Services**

**Applicant Organization:** \_\_\_\_\_

*Legal Name (if different):* \_\_\_\_\_

Legal Status (Profit, Non-Profit): \_\_\_\_\_

**CONTRACT REPORTING:**

Name and Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

**PARTICIPANT REPORTING:**

Name and Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

**FISCAL AGENT:**

Name and Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

DUNS Number: \_\_\_\_\_

# WIOA YOUTH PROPOSAL EVALUATION

Applicant Name: Tompkins County Office of Employment and Training

Total # of Points Awarded: \_\_\_\_\_

## Part I: Technical Criteria

<b>Proposal Format &amp; Submission</b>			
<b>Requirement</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
Proposal is submitted by the deadline.			
Proposal is formatted as required - <ul style="list-style-type: none"> <li>a. Font type (Times New Roman)</li> <li>b. Font size (12 point)</li> <li>c. Paper size (8-1/2 X 11)</li> <li>d. Single sided</li> <li>e. Pages numbered</li> </ul>			
All required attachments are present with signatures as required.			
<b>Document Title</b>	<b>Signature Required</b>		
Proposal Transmittal Form	Yes		
Bidding Certification (Att A)	Yes		
Anti-Discrimination Clause (Att A)	Yes		
Non-Collusion Certificate (Att A)	Yes		
Livable Wage Policy (Att A)	No		
Youth Performance Chart	No		
Staffing Form	No		
Applicant Certification & Contacts	No		

## **SERVICE STRATEGY DESIGN AND DELIVERY (35 POINTS)**

This section is designed to assess how you intend to impact the youth served. Please describe how you will provide the required program elements listed below. Additional points will be awarded to proposals incorporating recognized best-practices (statewide or nationally) and/or service-delivery innovation designed to improve efficacy and efficiency of existing workforce development models.

### **Outreach and Recruitment**

- Proposal includes strategies for engaging prospective program participants within local communities with barriers to employment
- Proposal includes a plan to create greater awareness of the Tompkins Workforce New York Career Center are highly encouraged.
- The Tompkins Workforce Development Board has an interest and concern regarding improving outcomes for youth transitioning out of the foster care system. Proposal includes an engagement and recruitment plan for foster care youth.
- Proposal incorporates service strategies for the provision of services to rural/remote areas (extra points for creativity, innovativeness, and potential to achieve positive outcomes)



# WIOA YOUTH PROPOSAL EVALUATION

## Orientation/Assessment

- Proposal describes orientation to the Career Center and partner services
- Proposal describes the assessment process and includes any/all specific assessment tools and how it serves as a basis for the service strategy.
- Proposal indicates how the assessment will be used towards establishing and evaluating the goals and progress of the Individual Service Strategy.
- Proposal includes an assessment of computer skills and the plan for remediation of skills when necessary

## Service Strategy and Design Delivery

- Proposal includes detailed information on case management practices, including recording keeping and case note requirements.
- Proposal includes plans to comply with required tracking and coordination of client service providers if there is co-enrollment with other providers.

## Training

- Proposal describes the work readiness/job seeking/work maturity training that participants will receive including the following:
  1. topic areas to be covered,
  2. the number of hours of instruction,
  3. the method of delivery (groups, individuals, etc.)
  4. the name and resume of the person who will provide the instruction (if the person is not currently on staff please provide the job description)
  5. plans for evaluating participant progress
  6. If a specialized methodology and/or curriculum are proposed, the features and benefits are described

Total # of Points Awarded \_\_\_\_\_

## ORGANIZATIONAL PROFILE & INTERNAL OPERATIONS (25 POINTS)

### Staff Training and Caseloads

- Proposal describes approach to staff training
- Proposal describes how the case load of the staff will be monitored and the projected number of participants per Career Services Specialist
- Staffing form is completed and indicates who will supervise staff

### Work Experience

- Proposal describes work experience strategies, including:
  - i. development of work sites, training plans/timelines, marketing/promotion efforts, etc.
  - ii. Work experience training plans and strategies incorporating private sector employer participation are required and will be scored accordingly.

## **WIOA YOUTH PROPOSAL EVALUATION**

- Proposal describes the client tracking process, including the maintenance of client files, Workforce Innovation & Opportunity Act required tracking and the coordination of client service information with other providers if there is a co-enrollment.

### **Diversity and Inclusion**

- Facilities for operating this program must be fully accessible for persons with disabilities. Describe any sites or facilities where the program is to be operated.
- Proposal includes diversity policy and equity goals

Total # of Points Awarded \_\_\_\_\_

### **COMMUNITY OUTREACH & EMPLOYER RELATIONS (25 POINTS)**

- Proposal includes a clear plan for collaboration with adult employment programs at the Tompkins Workforce New York Career Center
- Proposal details coordination strategies with community youth service agencies designed to connect youth with WIOA programming and services.
- Proposal describes planned outreach to area employers and workforce training
- Proposal describes connections with and access to relevant resources on area campuses.

Total # of Points Awarded \_\_\_\_\_

### **BUDGET AND FISCAL OVERSIGHT (15 POINTS)**

- Proposal describes accounting procedures and methodology for estimating and justifying costs per client and includes WIOA ISY and OSY Budget forms
- Indirect costs (if applicable) are documented and “reasonable”
- Proposal includes a Budget Narrative with clear explanation for costs
- Proposal details fiscal oversight and controls

Total # of Points Awarded \_\_\_\_\_

\_\_\_\_\_  
**Review Committee Member Signature**

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