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**ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD**

**Workforce Innovation Opportunity Act**

**Solicitation for Proposal**

**Promising Futures Project**

**INTRODUCTION AND PURPOSE**

The **Alameda County Workforce Development Board (ACWDB)** is solicitating proposals for the delivery of occupational skills training and comprehensive case management for youth/young adults, ages 16-24 years of age. Participants must reside within Alameda County with the exception of the city of Oakland which has a workforce board. Funding for this project is under the Workforce Innovation and Opportunity Act (WIOA) Title I program.

The COVID-19 pandemic created a crisis, stymied the best crafted plans, and exacerbated the unemployment rate for youth/young adults. This crisis has also created opportunities to strategically enhance and redesign employment and training programs utilizing current technologies and new and enhanced partnerships. It is within this context that ACWDB is issuing a Solicitation for Proposal (SFP) to identify high performing organizations with experience providing occupational skills training and comprehensive case management to youth/young adults who are out-of-school youth (OSY) and have little-to-no work experience.

Recent labor market data reports an unemployment rate of 2.7 percent for adults within Alameda County. Census Bureau estimates for youth unemployment in Alameda County in 2022 was 14 percent on average. WIOA eligible youth/ young adults experience a significantly higher unemployment rate. This elevated level of youth unemployment creates an urgency to identify occupational skills training and employment opportunities that will put participants on a path to economic stability. ACWDB is therefore seeking proposals from experienced organizations with proven capacity to support OSY in contextualized and work-based learning opportunities that result in occupational skill attainment, successful workforce preparation, and placement in entry-level and middle-skills jobs (jobs that require more education and training than a high school diploma but less than a four-year college degree) with career advancement potential.

Funding for the Promising Futures Project is up to $185,000 for the delivery of occupational skills training, comprehensive case management, and placement (employment or post-secondary education) activities. Implementation of this project will be for the period of July 1, 2023 through June 30, 2024. ACWDB anticipates funding one proposal. Contingent upon the availability of additional funds and future needs, this project may be extended and/or additional projects funded.

Interested organizations must have documented successful experience in providing occupational skills training and comprehensive case management for eligible individuals 16- 24 years of age. Eligible organizations include 501(c)(3) non-profit organizations, public or private educational institutions, government units, public agencies, or private for-profit organizations properly organized in accordance with federal, state, and local law. Minority and women-owned businesses are encouraged to apply. Collaborations are encouraged for a successful program design. Successful proposals will be required to document the nature of relationships/partnerships with adult schools, employers, industry groups, community-based organizations, and community colleges.

**Promising Futures Project**

In alignment with WIOA funding for workforce development, ACWDB is seeking to contract with a service provider that demonstrates the ability to provide innovative comprehensive workforce development, including occupational skills training, comprehensive case management, supportive services, and employment placement that facilitate the Promising Futures Project. Capabilities must include: determining eligibility, comprehensive case management, tracking and reporting performance measures and outcomes, forging relationships with occupational training providers and employers, and conducting follow-up activities through use of the CalJOBS data management system.

The intent of the Promising Futures Project is to equip participants with occupational skills training in industries and sectors with high demand and growth potential. The training should lead to credential attainment and entry-level and middle-skill employment opportunities. Comprehensive case management must also be a component of the project.

ACWDB has identified several industries and occupations that generally demonstrate high growth or demand in Alameda County. Successful bidders will demonstrate how they will introduce participants to various career pathways and train them for employment in a specific industry sector for a particular job or range of jobs. The identified sectors and occupations within those industries include:

1. Technology careers (i.e., Help Desk, Software Sales, Computer Networking, Cybersecurity, Computer and Software languages/coding, Data Science, etc.)

2. Health Care careers (i.e., Certified Nursing Assistant, Certified Medical Assistant, Medical Records, Dental Assistant, etc.)

3. Childcare and Early Childhood careers (i.e., Teacher Aides, Daycare, Home-based Childcare Centers, etc.)

4. Transportation, Distribution, and Logistics careers (i.e., Truck Drivers, Warehouse Workers, Forklift Operators, etc.)

5. Climate careers (i.e., Climate conservation, Administrative support, Clean water, Extreme heat mitigation, HVAC Technicians, and Forestry jobs for wildfire prevention, etc.)

6. Manufacturing (i.e., Production, Assemblers, Quality Control Specialists, etc.)

7. Local and City Government careers (i.e., Administrative and Office Support, Clerical Support, IT professionals, Eligibility Workers, etc.)

**participant ELIGIBLITY CRITERIA**

Participants in the Promising Futures Project must be out-of-school as defined by WIOA. Eligibility Criteria can be found [**here**](https://acwdb.wpengine.com/wp-content/uploads/2023/01/AB-17-03-R7-Youth-Eligibility-Guidance.pdf).

**GEOGRAPHIC Scope of Requested Services**

ACWDB identifies four geographic sub-regional service areas which are listed below. The proposal must identify the sub-region(s) the organization intends to target for outreach and recruitment:

|  |  |  |  |
| --- | --- | --- | --- |
| **North Cities** | **Eden** | **Tri-Cities** | **Tri-Valley** |
| Alameda  Albany  Berkeley  Emeryville  Piedmont | Hayward  San Leandro  San Lorenzo  Castro Valley  Unincorporated areas of Ashland, Cherryland, Fairview, and Hayward Acres | Fremont  Newark  Union City | Dublin  Pleasanton  Livermore  Unincorporated area of Sunol |

**PROJECT design Requirements**

The project design for the Promising Futures Project must be age, developmentally and culturally appropriate, and based on the assets, strengths, and goals of the youth/young adults. The design must include the delivery of services in a cohort training model in either an in-person or hybrid format and contain the following elements:

1. **Occupational Skills Training**: Is an organized program of study that is outcome oriented, of sufficient duration to impart skills needed to meet the occupational goal and leads to the attainment of recognized post-secondary credentials that are aligned with the in-demand industry sectors and occupations listed above.
2. **Career Readiness Training:** Offers instruction in nontechnical skills integral to success in the workplace, teaching core skills such as teamwork, professionalism, critical thinking, conflict resolution, digital literacy, and communication.
3. **Outreach and Recruitment**: Outreach and recruitment includes identifying potentially eligible youth/young adults and providing an orientation informing them of the full array of applicable services available and how to access those services. Knowledge of the target group and effective outreach is critical. Successful bidder must demonstrate that there is organizational capacity to engage in street-level outreach and canvassing as well as social media outreach to ensure the target group of WIOA eligible youth/young adults is made aware of the opportunity to participate in this project.
4. **Intake, Eligibility, Registration**: The selected provider is responsible for determining WIOA eligibility for all applicants: this includes gathering documentation, verifying and certifying eligibility as well as data entry into CalJOBS, the web-based case management and participant tracking system established by the State of California. WIOA requires all participants to be determined eligible prior to enrollment and receipt of WIOA-funded services. If an individual is not eligible for WIOA services, he/she will be guided in accessing organizations/services that are more appropriate, such as the America’s Job Center of California (AJCC).
5. **Objective Assessment (OA)**: The OA will establish the baseline for all activities and training. It will also act as the foundation for development of goals (i.e. education, employment, credential attainment, etc.) Each eligible youth/young adult must receive an OA that includes a review of basic skills, education, work history, occupational skills, employability, interests, aptitudes, developmental needs, supportive service needs and strengths for the purpose of identifying appropriate services, career pathways and for informing the Individual Service Strategy (ISS).
6. **Individual Service Strategy (ISS)**: Based on the results of the OA, an ISS will be mutually developed by the participant and case manager. The ISS is a written plan of action that identifies age-appropriate short and long-term goals that include career pathways, education, employment goals, and service needs. The ISS must directly link activities and services to one or more indicators of performance. The ISS is a living document that requires on-going review of the participant’s progress in meeting his/her goals. The plan is updated as needed.
7. **Case Management**: Case management is a goal-oriented and participant-centered process for assessing needs for particular services in order to meet educational and employment goals and assist youth in obtaining those services. Contractors are responsible for providing comprehensive case management for each participant. Record keeping and client goal setting are essential components of case management. Records are used to document and retain information about the participant, the process and progress of the services being provided and are a focal point for accountability to funding. All contractors must maintain hard copy and electronic participant files in CalJOBS that meet WIOA and ACWDB specifications. Within the case management process, the following elements should be made accessible when appropriate:
8. Tutoring, study skills training and instruction, and evidenced-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar documents for individuals with disabilities) or for a recognized post-secondary credential;
9. Alternative secondary school services to assist young adults who may have struggled in traditional secondary education;
10. Work Experience (paid and unpaid) is a planned, structured learning experiences that takes place in a worksite and provides participants with opportunities for skill development and career exploration;
11. Leadership development opportunities including community service and peer-centered activities that encourage responsibility and other pro-social behaviors;
12. Supportive Services - to reduce the barriers to success in school, training, and work, which include assistance with limited transportation, linkages to community services, referrals to medical services; appropriate work attire and work-related clothing or tool costs; assistance with books and school supplies;
13. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation;
14. Follow‑up services for12 months after the completion of participation by submitting quarterly reports intoCalJOBS;
15. Comprehensive guidance and counseling provides individualized counseling in the following areas: mental health, substance use, healthy relationships, as well as referrals to resources such as; child care, housing, and food, as appropriate to the needs of the individual participant;
16. Financial literacy education encompasses information and activities or a range of topics such as: creating budgets, setting up checking and savings accounts, managing spending, credit and debt, understanding credit reports and credit scores, and protecting against identity theft. It provides participants with the knowledge and skills needed to achieve long-term financial stability;
17. Entrepreneurial skills training provides the values and basics of starting and operating a business;
18. Services that provide labor market and employment information about in-demand industry sectors and occupations available in the local area and beyond; and,
19. Activities that help prepare participants for and transition to post-secondary education training, or employment.

**PERFORMANCE MANAGEMENT**

ACWDB staff will lead collaborative efforts with the successful bidder to set performance targets using the Results Based Accountability (RBA) framework :

* How Much Did We Do?
* How Well Did We Do?
* Is Anyone Better Off?

**DATA MANAGEMENT**

The successful bidder is required to use CalJOBS, an online data management system to record and track participant activities and program services. Reports from this system will be utilized to determine program performance by ACWDB and the State of California. Knowledge of the system with accurate and timely entry of information is critical. System training will be facilitated through ACWDB but it is the contractor’s responsibility to ensure on-going staff expertise, cooperation, and timely data input and reporting.

In addition, the successful bidder may be asked to provide additional documentation or qualitative information not accessible through CalJOBS to evaluate performance outcomes including strengths and challenges.

**SUBMITTAL OF PROPOSALS**

**The proposal must:**

* Comply with the provisions of the Solicitation for Proposal and all its instructions.
* Be formatted as follows:
  + 12-point font
  + 1-inch margins
  + Single spaced
  + All pages numbered sequentially
* Submitted electronically and emailed by 4:00 p.m. on May 1, 2023 to:

Deidra Perry, Youth/Young Adult Planner

Alameda County Workforce Development Board

Email: [deperry@acgov.org](mailto:deperry@acgov.org)

Subject: SFP-Promising Futures Project

**Required Documents:**

1. A proposal that includes:
   1. Cover letter (attached).
   2. Proposed program model and service activities that capture all of the Project Design Requirements and any additional elements articulated in the above sections of this SFP. Proposals should be responsive to the stated Selection Criteria.
   3. Program budget and budget justification (attached).
   4. Roster of project staff and brief job description for each staff member.
   5. Relevant past projects including WIOA or other workforce development grant experience.
2. Two references with knowledge of projects/programs similar to the Promising Futures Project.

**INQUIRIES**

All questions regarding these specifications, terms, and conditions are to be submitted in writing via e-mail to:

Deidra Perry, Youth/Young Adult Planner

e-mail: [deperry@acgov.org](mailto:deperry@acgov.org)

The ACWDB website will be the official notification posting place of all Solicitation for Proposals and Addenda. Go to: [www.acwdb.org](http://www.acwdb.org) to view current contracting opportunities. The ACWDB and its staff shall not be responsible for any information given by way of verbal communication.

**SFP TIMELINE**

|  |  |
| --- | --- |
| SFP Release Date | April 3, 2023 |
| Virtual Information Sessions  10:00 a.m. and 2:00 p.m. | April 12, 2023 |
| Deadline to submit written questions to [deperry@acgov.org](mailto:deperry@acgov.org) | April 14, 2023 by 10:00 a.m. PST |
| Addendum Released | April 15, 2023 |
| Proposals Due | May 1, 2023, 4:00 p.m. PST |
| Award Announcement/  On Boarding and Training | May - June, 2023 |
| Contract and Project Start Date | July 1, 2023 |

**INFORMATION SESSIONS**

Two virtual information sessions will be offered and attendance at one of the sessions is highly recommended. The sessions provide an opportunity to receive an overview of the Promising Futures Project and ask specific questions.

An Addendum will be posted on the ACWDB website that includes written responses to the questions and a list of attendees.

**Morning Session:**

When: April 12, 2023, 10:00 AM PST –

<https://us06web.zoom.us/j/81553003988>

**Afternoon Session:**

When: April 12, 2:00 PM PST –

<https://us06web.zoom.us/j/83596211244>

**Selection Criteria**

The following rubric will be used in evaluating the written responses to this SFP. A proposal must score a minimum score of 75 points to be considered for funding. The response with the highest score will be selected.

|  |  |  |
| --- | --- | --- |
|  | **Selection Criteria** | **Maximum Points** |
|  |  |  |
|  | **Debarment and Suspension:**  Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at [www.sam.gov](http://www.sam.gov). | **Pass/Fail** |
| **A** | **Comprehensive Delivery Strategies and Services**  The bidder’s project design:   * Provides occupational skills training in sectors and industries that are in-demand and leads to credential attainment and career opportunities. * Is inclusive of all the project design elements. | **40 Points** |
| **B** | **Demonstrated Performance/Ability:**  Bidder:   * Articulates the needs and challenges that out-of-school youth/young adult face obtaining training credentials, employment, and entering occupations/career paths that offer livable-wage opportunities. * Documents experience working with youth/young adults disconnected from education systems and employment. * Demonstrates that the project will have adequate and qualified staff to perform administrative, case management, training, data management and fiscal duties, track deliverables, and produce required reports. * References for similar projects have been provided. | **30 Points** |
| **C** | **Community Partnerships:**  Bidder identifies established linkages/relationships/partnerships with employers, business/industry, educational institutions, and details how those linkages will lead to internships, job shadowing, mentoring, career exploration, credential attainment, etc.  Bidder provides evidence of linkages via memorandum(s) of understanding delineating cooperative agreements; employer commitments, etc. | **15 Points** |
| **D** | **Budget Considerations**  Bidder:   * Provides budget justification and demonstrates sufficient understanding of federal programs and contracting. * Provides justification for cost per participant; addresses reasonableness and realism. * Offers cash/in-kind match. | **15 Points** |
| **E** | **Extra Points**  There will be an additional five (5) points added if bidders include employer letters of commitment to hire. | **5 Points** |
| **Total Points** | | **105** |

**CONTRACTING REQUIREMENTS**

The successful bidder will be required to enter a contract for services with ACWDB based on the information contained in the SFP and any modifications thereto.

Contracts will be written on a cost reimbursement basis. The successful bidder is required to provide a detailed line‑item budget as part of the contract and agree to submit monthly invoices for payment.

The contact will be executed utilizing WIOA federal fund and the successful bidder must adhere to

federal and local requirements as outlined in the attached documents:

* [Exhibit C - Insurance Requirements](file:///T:\P%20drive\WIB\WRS\RFP%20for%20Youth%20&%20Young%20Adult%20Services\SFP%202023%20OSY%20Occupational%20Skills\Exhibit%20C%205d-%20Certificate%20of%20Insurance%20For%20Non-Profits-CB0.pdf)
* [Exhibit D – Debarment and Suspension](file:///T:\P%20drive\WIB\WRS\RFP%20for%20Youth%20&%20Young%20Adult%20Services\SFP%202023%20OSY%20Occupational%20Skills\Exhibit%20D%20Debarment%20%20Suspension%20Certification.pdf)
* [Exhibits E and E-1 – Lobbying](file:///T:\P%20drive\WIB\WRS\RFP%20for%20Youth%20&%20Young%20Adult%20Services\SFP%202023%20OSY%20Occupational%20Skills\Exhibit%20E%20-%20Federal%20Contracting%20Provisions.pdf)

**COVER LETTER**

**Subject:** **Promising Futures Project**

This proposal is submitted for consideration of awards under this Solicitation for Proposal for the period **July 1, 2023 through June 30, 2024.**

**BIDDER’S INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **CONTRACTOR/ FISCAL AGENT**: **Signature of official authorized to sign for submitting organization** | | | |
| Organization Legal Name: | | Federal Tax Id#: | |
| Organizational Structure (e.g. Nonprofit 501c-3, Corporation, etc.): | | | |
| Office Address: | | | |
| Name of Official: |  | Title: |  |
| Signature of Official: |  | Date: |  |
| Organization Address: | | | |
| Phone: |  | E Mail Address: |  |

|  |  |  |
| --- | --- | --- |
| **TOTAL AMOUNT OF WIOA FUNDS REQUESTED** | **NUMBER OF PARTICIPANTS**  **TO BE SERVED** | **COST PER PARTICIPANT** |
|  |  |  |

**PROPOSAL BUDGET & WORKSHEET**

**(July 1, 2023 – June 30, 2024)**

|  |  |  |  |
| --- | --- | --- | --- |
| **LINE ITEM** | **WIOA COSTS** | **LEVERAGED**  **RESOURCE $$** | **SOURCE OF FUNDS**  **( e.g.- ADA, HUD, Perkins)** |
| **PERSONNEL COSTS** | | | |
| Program Staff Salaries/Wages |  |  |  |
| Program Staff Fringe Benefits |  |  |  |
| Staff Travel |  |  |  |
| Staff Training/Conferences |  |  |  |
| **NON-PERSONNEL** | | | |
| Facilities Operations (rent-utilities, phone, mailing, etc.) |  |  |  |
| Office/operations (Supplies, Printing, Duplicating, Communications) |  |  |  |
| Equipment (*Single Items over $5,000 must receive prior WDB Approval in contract phase*) |  |  |  |
| Insurance & Bonding Costs |  |  |  |
| Sub-Recipient Agreements /  Consultant Contracts |  |  |  |
| Other (define) |  |  |  |
| Other (define) |  |  |  |
|  |  |  |  |
| **PARTICIPANT COSTS** | | | |
| Participant Assessment Tools |  |  |  |
| Participant Tuition, Fees |  |  |  |
| Participant Books & Teaching Aids |  |  |  |
| Participant Compensation |  |  |  |
| Participant Supportive Services |  |  |  |
| Other (define) |  |  |  |
| Other (define) |  |  |  |
| **INDIRECT COST RATE\*** | | | |
|  |  |  |  |
| **TOTALS** |  |  |  |

*\* Cost Rate Letter from a Cognizant Federal Agency is required in order to charge an Indirect Cost Rate to WIOA*

**BUDGET JUSTIFICATION**

(Provide a brief and concise budget narrative that explains each requested line item)

**Personnel Costs**

Project Staff Salaries/Wages -

Project Staff Fringe Benefits -

Staff Travel -

Staff Training/Conferences -

**NON-PERSONNEL**

Facilities Operations -

Office Operations -

Equipment -

Insurance & Bonding Costs -

Sub-Recipient Agreements/Consultant Contracts -

Other - define

Other (define) -

**PARTICIPANT COSTS**

Participant Assessment Tools

Tuition & Fees -

Teaching Aids -

Participant Compensation -

Participant Supportive Services -

Other (define) -

Other (define) –

**Indirect Cost Rate**\*

*\*If Indirect Cost Rate is charged to WIOA, a Cost Rate Letter from a Cognizant Federal Agency* ***must*** *be submitted*