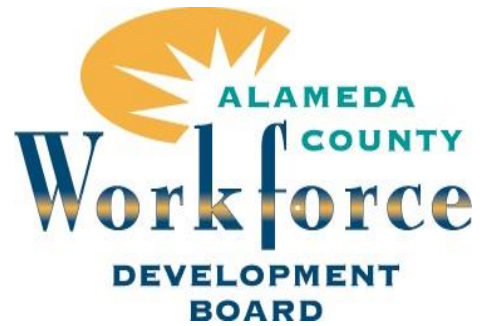


NOVEMBER 15, 2024

**REQUEST FOR PROPOSAL**  
**RFP No. 2025-ACWDB-YP**



**Workforce Innovation and Opportunity Act**

**Youth Innovation Program  
And  
Future Force Career Program**

**DEADLINE TO APPLY**  
**January 6, 2025 by 5:00 pm PST**

**EQUAL OPPORTUNITY / EQUAL ACCESS**  
ACWDB is an equal opportunity employer. Free auxiliary aids and services are available upon request for individuals with disabilities.

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**ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD**  
**Request for Proposal**  
**Specifications, Terms, and Conditions**  
**FOR**  
**YOUTH INNOVATION PROGRAM and**  
**FUTURE FORCE CAREER PROGRAM**

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## **I. OVERVIEW OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT**

The Alameda County Workforce Development Board (ACWDB) is responsible for overseeing, implementing, and maintaining a workforce development system under Workforce Innovation and Opportunity Act (WIOA), by providing administrative, fiscal, and policy oversight within its local area. Local area includes all of Alameda County, with the exception of the city of Oakland which has its own workforce development board. Local Workforce Development Boards (LWDBs) provide access, through the WIOA program, to comprehensive youth services to out-of-school youth (OSY) and in-school youth (ISY) through contracted service providers. ACWDB engages in developing additional workforce strategies and resources that complement the WIOA program.

The WIOA youth program is intended to prepare youth and young adults for the world of work and post-secondary options, by providing career readiness support, mentoring and tutoring assistance, career exploration and guidance, paid and unpaid work-based learning experiences in high growth career pathways, skill development, and ongoing case management services to prepare youth and young adults for their futures.

Additional services such as alternative secondary school services 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 post-secondary education and training preparation activities, are also allowable under WIOA.

LWDBs receive WIOA formula funding to serve specific job seeker populations within their respective local areas. WIOA requires that at least 75% of youth funding be allocated toward OSY ages 16-24 and the remaining balance or 25% is allocated toward ISY, ages 16-21.

WIOA services for youth and young adults should ultimately prepare participants for future economic disruptions, equipping them with the tools and resources to enter high quality career pathways and other post-secondary opportunities.

It is within this context that ACWDB is issuing this Request for Proposal (RFP) to identify high performing youth-serving organizations to develop and fully implement the WIOA program.

## **II. ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD REQUEST FOR PROPOSAL SUMMARY**

ACWDB is requesting proposals for the in-person and virtual delivery of WIOA youth and young adult services within ACWDB's local area. The contract award period will be from **July 1, 2025**, through **June 30, 2026**. Subsequent contracts may be issued based upon satisfactory performance and funds availability until the end of the award period. The contract may be renewed for up to three additional years, through June 2029, based on several factors including, but not limited to, contract performance measures, available WIOA formula funding and geographic distribution.

Eligible applicants are organizations with experience providing employment and job training and career exploration services to marginalized youth and young adults that traditionally lack access to programs and resources that lead to career and educational advancement. Delivery of services must be available in person and virtually, as appropriate.

It is projected that **\$877,436** will be available for Out-of-School Youth funding and **\$292,478** for In-School Youth funding. These funds will support the Young Adult programs during the initial funding period from **July 1, 2025**, to **June 30, 2026**. Funding amount in this Request for Proposal (RFP) are **estimates only** and are subject to federal budgetary policy decisions.

All funding under this RFP is contingent upon the ACWDB's receipt of funds. This RFP is available on the ACWDB website at: [www.acwdb.org](http://www.acwdb.org)

**ACWDB** reserves the right to make unilateral modifications to this RFP to address changes on the state and/or local level.

**For reference and information on the WIOA and other resources please consider the following resources:**

1. Alameda County Workforce Development Board, Four -year (Modified Local Plan)  
<https://acwdb.org/wp-content/uploads/2023/04/ACWDB-2023-Modified-Local-Plan-3-22-22.pdf>
2. Local Area, Labor Market Information Division  
[https://labormarketinfo.edd.ca.gov/file/lfmonth/oak\\$pbs.pdf](https://labormarketinfo.edd.ca.gov/file/lfmonth/oak$pbs.pdf)
3. Operating Guidance for the Workforce Innovation and Opportunity Act (TEGL 21-16)  
[https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2017/TEGL\\_21-16\\_Acc.pdf](https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2017/TEGL_21-16_Acc.pdf)
4. WIOA Youth Eligibility Guidance  
<https://acwdb.org/wp-content/uploads/2023/01/AB-17-03-R7-Youth-Eligibility-Guidance.pdf>
5. WIOA, Measurable Skill Gains  
<https://acwdb.org/wp-content/uploads/2023/01/AB-20-08-Measurable-Skill-Gains.pdf>
6. WIOA Youth Program Requirements  
<https://acwdb.org/wp-content/uploads/2024/01/AB-24-01-Youth-Program-Requirements.pdf>
7. Industry Sector Occupation Framework (ISOF)  
<https://acwdb.org/wp-content/uploads/2024/06/Action-Bulletin-23-01-ISOF-update-and-Quality-Jobs-rev-6-11-24.pdf>

Questions about this RFP and the WIOA operations within the ACWDB, may be directed to [acwdb@acgov.org](mailto:acwdb@acgov.org)

### III. CALENDAR OF EVENTS

EVENT	DATE/LOCATION
RFPs Released to the Community	November 15, 2024
Bidder's Conferences	December 5, 2024,  10:00AM – 11:30AM ( <a href="#">Register here</a> ) or 3:00PM – 4:30PM ( <a href="#">Register here</a> )
Written Questions about the RFP, Due Date	December 9, 2024
Addendum Released/Posted	December 11, 2024
Written Proposal Submission Due Date ( <i>Digital Submission</i> )	January 6, 2025 <a href="mailto:acwdb@acgov.org">acwdb@acgov.org</a>
Written Proposal Submission Due Date ( <i>Priority Certified Mail</i> )	January 13, 2025
Rating Panel Convenes and Deliberates on Scoring	January 2025
Rating Panel Recommendations Delivered to Youth Committee	February 2025 or April 2025
ACWDB Approval of Selection of Providers	March 2025 or May 2025
Board of Supervisors' Approval	May 2025
Bidder Program and Onboarding Meetings	June 2025
Contract and Program Start Date	July 1, 2025

**\*Note: All dates and timeframes are tentative and subject to change**

#### IV. STATEMENT OF WORK

##### A. INTENT

It is the intent of these specifications, terms, and conditions to describe the framework for comprehensive workforce development services and activities to increase the education, educational skill attainment and employment of eligible youth and young adults in an effort to improve the quality of the workforce, reduce dependency on public assistance programs, increase digital skills, foster economic self-sufficiency, and enhance work experience activities for marginalized youth and young adults ages 16 -24.

Awards will be for a 12-month contract period (with option to renew for three additional fiscal years contingent upon availability of funds and contract performance) to the successful bidder(s) selected whose response conforms most closely to the RFP and meets the Alameda County’s contracting requirements.

##### B. AVAILABLE FUNDING AND PERFORMANCE PERIOD

WIOA Title I funds ACWDB’s youth programs. ACWDB anticipates that up to **\$1,169,915.00** in WIOA funds will be available for the 12-month contract period for both ISY and OSY serving organizations.

**Youth Innovation Program for ISY, ages 16-21** - ACWDB projects allocating up to **\$292,479** or 25% for ISY services. There is no geographic sub-region requirement for the Youth Innovation Program, though organizations may choose geographical location. Bidders shall describe target population(s) in their proposal.

**Future Force Career Program (for OSY, ages 16-24)** - ACWDB anticipates awarding up to **\$877,436** or 75% for OSY services.

**The four geographic sub-regional service areas are:**

<b>North Cities</b>	<b>Central/Eden</b>	<b>Tri-Cities</b>	<b>Tri-Valley</b>
Alameda Albany Berkeley Emeryville Piedmont	Hayward San Lorenzo Castro Valley  <b>Unincorporated areas:</b> Ashland Cherryland Fairview Hayward Acres San Lorenzo	Fremont Newark Union City	Dublin Pleasanton Livermore Unincorporated area of Sunol

<b>Future Force Career Program Allocation by Sub-Region</b>		
<b>Sub-Region</b>	<b>% of Funding Allocation</b>	<b>Estimated Funding Amount</b>
Eden	43%	\$377,297
North Cities	34%	\$298,328
Tri-Cities	23%	\$201,811
<b>Youth Innovation Program</b>		
Eden, North Cities, Tri-Valley or Tri- Cities	25%	\$292,479

Bidding organizations may submit no more than one proposal for either ISY or the OSY service delivery. (See Attachments 1A - ISY and 1B - OSY RFP Response Packets) with separate bid applications and exhibits.

Contingent upon the annual WIOA Title I formula funding allocations, the contract period is anticipated to begin July 1, 2025, and end on June 30, 2026. The contract may be renewed for up to three additional years, through June 2029, based on several factors including, but not limited to, contract performance measures, available WIOA formula funding and geographic distribution.

### **C. LEVERAGING RESOURCES**

Bidding organizations are encouraged to leverage non-WIOA funding to support the ACWDB funded youth services as WIOA funds are not sufficient to offer a broad enough range of services to eligible youth. WIOA funds are not intended to be the sole source of funding for the services and activities of the Future Force Career Program for OSY and the Youth Innovation Program for ISY. To efficiently use Title I WIOA funding and deliver services throughout the local area, it is necessary to leverage a wide-range of public and private resources. Bidders may identify match resources that will directly support the proposed program activities. Bidding organizations must also demonstrate how they plan to earmark and spend 20% of their WIOA allocation toward youth work experience activities.

### **D. SCOPE**

ACWDB has identified several industries and in-demand occupations that demonstrate high growth in Alameda County. The **Industry Sector and Occupational Framework (ISOF)** is a three-tiered hierarchal model that highlights growth and presence of industries and occupations. Successful bidders will demonstrate how they will introduce youth and young adult participants (with an emphasis on individuals facing barriers to education and employment) to various career pathways and/or train them for employment in a specific industry sector for a particular job or



range of jobs. The identified sectors and a corresponding sample occupation within those industries include:

**1. Health Care/Social Assistance**

(Medical Secretary, Medical Assistant, Office Clerk, Health Technologist/ Technician, Dental Assistant, Nursing Assistant, Clinical/Administrative Assistant)

**2. Professional Scientific Technical Services Information/Communication Technology**

(Web Developer, Engineer, Computer User Support Specialist, Computer Programmer, Office Clerk)

**3. Construction**

Electrician, Heating, Air Conditioning and Refrigeration Mechanic and Installer, Cost Estimator

**4. Advanced Manufacturing**

Team Assembler, Production/Operating Worker and Supervisor, Inspector, Machinist

**5. Transportation/Warehousing or Transportation/Logistics**

Truck Drivers, Fulfillment Associate, Cargo and Freight Agent

**6. Government**

Eligibility Service Technicians, Clerks, Office Workers

**7. Green Sector**

Sustainability Specialists, Weatherization Installers, Technicians, Repair Workers

Recent labor market data reports an unemployment rate of 5.2% within the ACWDB local area. WIOA eligible youth experience an even higher unemployment rate. Specifically, youth ages 16-19 were unemployed at nearly 12% and young adults ages 20-24 were unemployed at 7%. Bidding organizations must share their plan for reaching unemployed youth and young adults. ACWDB is seeking proposals from experienced organizations with proven capacity to support OSY and ISY in contextualized learning opportunities that result in occupational skill attainment, placement in good quality jobs with career potential, successful workforce preparation and post-secondary educational placement.

**There are two unique delivery strategies:**

**1. Youth Innovation Program (In-School Youth)**

The program design for ISY, ages 16-21, should be both innovative and engaging, delivered in distinctive ways that capture and maintain youth interest. This approach will prepare them for high-quality, competitive employment related to the Industry Sector and Occupational Framework (ISOF), while enabling them to strategically pursue their career goals.

**2. Future Force Career Program (Out-of-School Youth)**

The program design for OSY, ages 16-24, must operate year-round and include comprehensive case management and follow-up services to ensure young job seekers are well-prepared for employment and post-secondary enrollment in high-growth career pathways that align with the needs of employers in Alameda County and the greater Bay Area. Strong collaborations are

vital to the success of the program design. This approach will equip participants for high-quality career pathways, enabling them to strategically pursue their career goals. Successful bidders must document their partnerships with schools, employers, industry groups, community-based organizations, community colleges, and training providers.

ACWDB prioritizes its support for programs delivered in-person and virtually (*as appropriate*) that assist youth and young adults in occupational skills training and educational attainment that will lead to self and family sustaining wages through the following activities:

- Completion of the Comprehensive Adult Student Assessment Systems (CASAS) during the Objective Assessment phase of intake. Comprehensive Adult Student Assessment Systems (CASAS): measures basic skills and the English language, literacy, and mathematical abilities needed to function effectively in the workplace.  
See more here:  
<https://www2.casas.org/home/index.cfm?fuseaction=nedp.viewFile&MapID=197>
- Proficiency in core 21<sup>st</sup> Century workplace competencies  
Competencies in Adaptability, Analysis/Solution Mindset, Collaboration, Communication, Problem Solving, Teamwork, and Digital Fluency. Some resources may include: utilizing Metrix Online Learning and New World of Work  
<https://www.metrixlearning.com/login.cfm>  
<https://newworldofwork.org/resources/>
- High school diploma, GED, and/or industry and WIOA recognized credential
- Post-secondary preparedness, enrollment, and retention
- Placement into high-growth quality jobs and occupations aligned with a career pathway
- Partnerships with secondary and/or post-secondary educational entities, employers, and business/industry
- **Earn and Learn** training opportunities that lead to WIOA recognized occupational credentials and certifications and/or unsubsidized employment.

Bidder must also possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this RFP. Unless noted otherwise in the RFP, for example the item(s) stated above, including any Addendum, Bidder will be requested to submit copies or verification of the permits, licenses and credentials, as requested by The County of Alameda.

## V. WIOA PROGRAM DESIGN REQUIREMENTS

The program design for both ISY and OSY must be age-appropriate, developmentally suitable, and culturally relevant, based on the assets, strengths, and goals of each individual youth or young adult. Proposed programs should provide a continuum of services that reflect a progressive sequence of activities, allowing individuals to experience success and take on increased responsibility. May also structure the program as a cohort. WIOA youth formula funds shall be

used for the following program design areas. Respondents must describe how the organization will ensure that service is provided and a high quality of service is maintained:

1. **Outreach, Recruitment, Orientation.** Outreach and recruitment include identifying potentially eligible youth and providing an orientation informing youth of the full array of applicable services available and how to access these services. Knowledge of the target group and effective outreach is critical and the organization must demonstrate various methods of recruiting diverse populations into the program.
2. **Intake, Eligibility, Registration.** The selected youth service provider is responsible for determining WIOA eligibility for all youth applicants, this includes gathering, verifying, and certifying eligibility as well as data entry into CalJOBS. CalJOBS is the web-based case management and customer tracking system used by the ACWDB. WIOA requires all youth to be determined eligible prior to enrollment and receipt of WIOA-funding services. If an individual is not eligible for WIOA services, they will be guided in accessing organizations/services that are more appropriate, such as the America's Job Center of California (AJCC).
3. **Objective Assessment (OA) and Referral.** The OA will be developed by case managers or other appropriate staff and serve as the baseline for all activities and training and serve as the foundation for developing goals (e.g., education, employment, credential attainment, etc.). Each eligible youth must undergo an OA, which includes a review of basic skills, education, work history, occupational skills, employability, interests, aptitudes, developmental needs, supportive service needs, and strengths. This process aims to identify appropriate services, career pathways, and inform the development of the Individual Service Strategy (ISS). Successful bidders will be required to provide access to CASAS exam for each eligible participant. CASAS is a widely used, competency-based assessment system designed to evaluate the real-world basic skills of adult learners. It measures basic skills, and the English language and literacy abilities needed to function effectively in the workplace.
4. **Individual Service Strategy (ISS).** Based on the results of the OA, an ISS must be developed by case management staff for every WIOA Youth participant and should include strategies to address barriers, challenges, and deficiencies that have been identified through the OA. The ISS identifies the plan, including objectives and goals, for the youth participant to overcome barriers while improving skills, abilities, and employability. The ISS is a living document and must be updated as needed. As goals and objectives are attained, they may be closed, and new goals may be added. All updated goals need to be documented and submitted to the CalJOBS website.
5. **Case Management.** Case management is a participant-centered and goal-oriented process designed to assess the specific service needs of youth to help them achieve their educational and employment goals, while assisting them in accessing those services. Successful bidders are responsible for delivering comprehensive case management for each youth, including maintaining an appropriate staff-to-participant ratio (case management load). Case Managers should offer comprehensive support to each participant, ensuring that the services and information provided are aligned with their career goals. They must also verify that participants are prepared to enroll in post-secondary education, secure a high-quality job, or pursue a trade

or pathway to higher-paying employment. If the participant is not yet ready to pursue a high-quality job, the Case Manager should provide and document additional wraparound services to help the participant work toward this objective. Staff shall also aim towards connecting youth with paid training opportunities before engaging in unpaid training.

6. **Incentive Payments.** A one-time allowable payment to a WIOA Youth participant in recognition of achievement of performance outcomes linked to training, education, work experience, or attainment of unsubsidized employment. Incentive Payments are offered at the discretion of the Local Board. Youth Incentive Payments must be based on an incentive contract between the youth participant and the CSP/Local Board. Incentives differ from supportive services in that the latter may only be provided when deemed necessary for a participant to engage in program services. Incentive payments provided to WIOA Youth participants must comply with ACWDB's Action Bulletin (AB) 19-03 or the most current ACWDB published guidance.
7. **Supportive Services.** Provider must facilitate access to supportive services in order to reduce the barriers to success in-school and work. Supportive services may 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;
8. **Tracking & Case Files.** Record keeping is an essential aspect of case management, used to document and track participant information, service delivery, and progress. These records are vital for accountability to funding. All Successful bidders must maintain both hard copy and electronic participant files in CalJOBS, ensuring they meet WIOA and ACWDB specifications. Complete physical case files and electronic case files must be maintained for each WIOA program participant in accordance with ACWDB requirements. Case files will be stored securely and in full compliance with EEO, confidentiality, and other applicable rules and regulations.
9. **Digital Skills.** Bidder shall integrate digital literacy training into the program to ensure all participating youth acquire essential skills for navigating online platforms, using digital tools, and critically evaluating digital content. By embedding digital literacy, the agency will ensure participants are adequately prepared for academic success, career readiness, and the demands of an increasingly digital workforce. Integrating digital literacy training into the program to ensure all participating youth acquire essential skills for navigating online platforms, using digital tools, and critically evaluating digital content. By embedding digital literacy, the agency will ensure participants are adequately prepared for academic success, career readiness, and the demands of an increasingly digital workforce.
10. **Follow-Up.** Immediately after a participant exits from WIOA services and expands throughout the four quarters post-exit. Program staff must continue to maintain contact with exited WIOA participants throughout the follow-up period – recording employment and credential attainment outcomes for at least 12 months.
11. The WIOA Youth Program requires 14 programmatic elements. [See page 13 for more information.](#)

**A. ENHANCED PROGRAM ELEMENTS**

1. **Partnerships.** Successful bidders are expected to demonstrate local partnerships with employers, youth serving systems such as local secondary schools, higher education institutions, law enforcement, juvenile and adult justice systems, local housing programs, community-based agencies, Alameda County Social Services Agency, vocational rehabilitation programs, and other organizations that serve the ISY and OSY population. Successful bidders shall demonstrate how they will partner and collaborate with current AJCC Successful bidders in their proposed service area to provide appropriate youth employment services within the AJCC.
2. **Mental Health Training and Services.** Bidder will be responsible for providing trauma-informed training to core and frontline staff, aimed at improving service delivery and wraparound support for ISY/OSY youth. The required training will equip staff with skills in de-escalation, providing wraparound services, and following up with appropriate supportive services, when applicable. The successful bidding organization will also provide participants with linkages to mental wellness services as needed.
3. **Financial Literacy.** Bidder must demonstrate their ability to facilitate education which includes information and activities such as creating budgets, setting up checking and saving accounts, managing spending, understanding credit reports, and protecting against identity theft;
4. **EASTBAY Works.** The successful bidder will participate on the regional level including attending committee meetings, using the regional systems, policies, and software while working together on regional goals.

EASTBAY *Works* provides the following support for the ACWDB-funded service providers:

- i. EASTBAY *Works* website which includes an online Career Service Provider event calendar of meetings that staff are required to attend.
- ii. HOTJOBS email service.
- iii. Professional Development for Career Services Provider Site Manager and staff (as available)
- iv. Networking for:
  1. Case Managers
  2. Site managers
  3. Career and Employment Counselors

**B. WORK EXPERIENCE**

Work Experience in the WIOA program offers a youth participant an opportunity to engage in a planned, structured learning experience that takes place in a private, for-profit, nonprofit, or public sector workplace for a limited period. Experience should include such elements as: employability skills; workplace skills; exposure to various aspects of an industry or occupation; progressively more complex tasks; and the integration of basic academic skills into work experience activities.

Local Areas must spend at least **20%** of their WIOA Youth formula allocation on work experience activities. Leveraged resources may NOT be used to fulfill this 20% requirement.

**Work Experience activities:**

- Must be offered/provided to both ISY and OSY
- Must include academic and occupational education (provided either concurrently or sequentially)
- May include summer employment opportunities
- May include apprenticeship or pre-apprenticeship programs
- May include internships or job shadowing
- May include On-the-job-Training (OJT) opportunities.
- May include Transitional Work

**C. WIOA REQUIRED 14 ELEMENTS FOR BOTH IN-SCHOOL AND OUT-OF-SCHOOL YOUTH:**

WIOA requires that the following 14 elements be available to all eligible youth/young adult and must be available on a year-round basis. The RFP requires respondents to articulate how these elements will be accessible and/or delivered; proposers are not required to provide all services themselves but must provide referrals to enrolled participants:

1. **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;
2. **Alternative secondary school services, or dropout services as appropriate**, should include connected services and wraparound support to address the comprehensive needs of students;
3. **Work Experience** (meaningful paid and unpaid work experiences that have academic and occupational education as a component of the work experience which may include (a) summer employment and other employment opportunities throughout the school year (no stand-alone summer programs); (b) pre-apprenticeship programs; (c) internships and job shadowing; and (d) on-the-job training (OJT) opportunities;
4. **Occupational skill training** which includes training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations (ISOF);
5. **Education** offered concurrently with and in the same context as workforce preparation activities that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupational clusters;
6. **Leadership development opportunities** including community service, Parenting or Life Skills Training, and peer-centered activities encouraging responsibility and other positive social behaviors;
7. **Supportive Services** to reduce the barriers to success in-school 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;
8. **Adult Mentoring** for a duration of at least 12 months that may occur both during and after program participation; with a strong focus on providing guidance that is relevant to the student's overall career goals and long-term professional development;
  9. **Follow up Services** for not less than 12 months after the completion of participation. Follow-up services for youth may include supportive services, adult mentoring, financial literacy education, services that provide labor market and employment information about in-demand industry sectors, and activities that help youth prepare for and transition to post-secondary education and training. *The agency that has the primary case management responsibility for the youth during program enrollment must submit quarterly reports into ACWDB approved management information data system;*
  10. **Comprehensive Guidance and Counseling** is program element that provides individualized counseling to participants and may include drug and alcohol abuse counseling, mental health counseling, and referral to partner programs;
  11. **Financial literacy education** includes information and activities such as creating budgets, setting up checking and saving accounts, managing spending, understanding credit reports, and protecting against identity theft;
  12. **Entrepreneurial skills training** helps youth develop the skills associated with starting and operating a small business. Such skills may include the ability to take initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and communicate effectively and market oneself and one's ideas;
  13. Services that provide **labor market** and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services;
  14. Activities that help youth prepare for and **transition to post-secondary education and training**. Activities include exploring post-secondary education options such as registered apprenticeships, technical training schools, community colleges and four-year colleges and universities. In addition to Preparing youth for the SAT/ACT, assisting with college admission applications, Searching and applying for scholarships and grants, filling out financial aid applications, and connecting youth to post-secondary programs.

#### D. **YOUTH ELIGIBILITY CRITERIA**

Local eligibility criteria include the following and apply to both in-school and out-of-school youth and young adults:

- Right to Work in the United States
- Selective Service Registration for males born in 1960 or later

- Date of Birth/Age
- Documentable Social Security Number
- Residency

1. In-School Youth:

An individual between the ages of 16 and 21; attending school (including youth who are in alternative schools), having low income, and meeting one or more of the additional conditions:

- Basic skills deficient
- English language learner
- Subject to the justice system
- Homeless/runaway
- In Foster Care or aged out of the Foster Care system
- Pregnant or parenting
- An individual with a disability

2. Out of School Youth:

a. Not attending any school (WIOA youth programs may consider a youth to be an OSY for purposes of WIOA youth program eligibility if they attend adult education under Title II of WIOA, Youth Build, Job Corps, high school equivalency programs or dropout re-engagement programs regardless of the funding source of those programs).

b. Not younger than 16 or older than 24 at the time of enrollment; and one or more of the following:

- A school dropout: within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter.
- A recipient of a secondary school diploma or its recognized equivalent who is low-income and either basic skills deficient or an English language learner.
- An individual subject to the juvenile or adult justice system.
- Homeless or runaway.
- In Foster Care or aged out of the Foster Care system.
- Pregnant or parenting.
- An individual with a disability.
- Low-income and requires additional assistance to enter or complete an educational program or to secure or maintain employment.

**E. PERFORMANCE MANAGEMENT**

Youth service providers will work closely with the ACWDB to staff to implement federal, state, and local performance measures and attain the prescribed standards for the delivery of youth services. ACWDB current Local Area Performance Measures and Goals are found in the chart below and serve as reference for Program Year (PY) 2025-2026 . Performance measures may be modified to remain in compliance with federal, state, and local requirements.

<b>PY 2025-2026 Local Area Performance Goals</b>	
<b>MEASURES</b>	<b>YOUTH</b>
Employment/Education Rate @ 2 <sup>nd</sup> Quarter Post Exit	<b>72%</b>



Employment/Education Rate @ 4 <sup>th</sup> Quarter Post Exit	<b>68%</b>
Median Earnings @ 2 <sup>nd</sup> Quarter Post Exit	<b>\$4,600</b>
Credential Attainment by 4 <sup>th</sup> Quarters Post Exit	<b>65%</b>
Measurable Skills Gains	<b>75%</b>

The measurable skill gains (MSG) indicator is the percentage of participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment and who are achieving documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.

The MSG indicator is used to measure interim progress of participants who are enrolled in education or training services for a specified reporting period. Therefore, it is not an exit-based measure. Instead, it is intended to capture important progress through pathways that offer different services based on program purposes and participant needs and can help fulfill the vision for a workforce system that serves a diverse set of individuals with a range of services tailored to individual needs and goals.

**Standards will be developed in the future for MSG as a performance goal. There are five types of MSG:**

1. Educational Functional Level: Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the post-secondary education level;
2. Secondary School Diploma: Documented attainment of a secondary school diploma or its recognized equivalent;
3. Transcript/Report Card: Secondary or post-secondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
4. Training Milestone: Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training;
5. Skills Progression: Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams

## **F. STAFFING REQUIREMENTS**

Bidders must submit a staffing plan to include key functional areas of responsibility (include a job description for each position). Please identify the number of staff and if in either a full-time equivalent (FTE) or part-time equivalent (PTE) capacity.

### **Career Navigator**

- i. Conduct intake interviews, determine eligibility, complete CASAS assessment, and complete Objective Assessments.
- ii. Administer and interpret career assessment tools (e.g., O\*NET Interest Profiler) and actively involve participants in using assessment results to develop their own plans

- and goals for career, educational, and life skills development, culminating in an ISS which should be a living document that will be updated regularly.
- iii. Facilitate workplace readiness, core skills building, and assess employability strengths and barriers of youth.
  - iv. Place a strong focus on digital skills preparation, including job search strategies, resume preparation, completing online applications, digital literacy, entrepreneurship, and effective use of internet and social media platforms such as LinkedIn.
  - v. Ensure participants are connected to relevant internships or opportunities that build their digital competencies and provide pathways to quality jobs.

### **Training for Staff**

- i. The youth workforce system plays a crucial role in supporting participants' mental health by offering:
  - a. Mental health assessments
  - b. Comprehensive guidance and counseling services
  - c. Referrals to partner organizations for additional support
  - d. Supportive services aimed at reducing barriers to education and employment
- ii. Building new or strengthening existing partnerships with local mental health agencies ensures youth receive appropriate care, including:
  - a. Drug and alcohol use counseling
  - b. Mental health counseling
  - c. Referrals to partner programs as needed
- iii. When youth programs or service providers cannot directly offer necessary counseling, they must:
  - a. Coordinate with the referral organizations to ensure seamless service delivery and continuity within the WIOA Youth program.
- iv. Professional development for youth workforce development staff is essential to equip them with the skills, knowledge, and abilities needed to serve youth effectively.
  - a. Annual staff training should include Trauma-Informed Care principles and comprehensive Mental Health Training to ensure the workforce is prepared to address the complex needs of the youth.

### **Business Engagement Specialist/Job Developer**

- i. Actively develop and sustain relationships with high-quality employers across Alameda County to generate job shadow opportunities, internships, occupational trainings, and employment leads.
- ii. Cultivate employer contacts and referral sources to foster meaningful collaborations and positive business outcomes.

- iii. Orient and provide ongoing support to employers hiring youth and young adults, assisting with the integration of new hires.
- iv. Participate in employer recruitment events, job fairs, and networking opportunities to strengthen partnerships.
- v. Collaborate closely with Business Services staff at ACWDB and Alameda County Social Services Agency to align efforts and engage employers dedicated to offering quality jobs and career advancement opportunities.

### **Data Management / Administration**

- i. Oversee the intake and ongoing maintenance of participant data within ACWDB's designated data management information system (MIS, CalJOBS), ensuring accuracy and timely entry.
- ii. Act as the liaison to the ACWDB MIS team, managing all system-related tasks, including participant updates, measurable skill gains, and individual performance outcomes.
- iii. Ensure timely data submissions, as the system automatically closes inactive participants without updates for 30+ days, highlighting the importance of maintaining current and accurate records.

### **Successful respondents will be required to have designated staff attend the following meetings:**

- a) In-service training sessions and mandatory bi-monthly Service Providers' meetings with ACWDB program liaison
- b) Quarterly Youth Committee and Workforce Development Board meetings
- c) All other WIOA recommended meetings

### **G. ELIGIBLE ORGANIZATIONS**

Qualified applicants must have a minimum of two (2) years of documented successful experience in providing the full range of youth workforce development services for eligible individuals aged 16 to 24. However, eligible bidders who may not possess this specific experience are encouraged to highlight knowledge and relevant transferable skills that demonstrate their capacity to effectively support and engage this population. 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.

### **In addition, bidders must exhibit desired qualifications, including experience, demonstrated track record and current capacity to:**

- a) Have meaningful partnerships with accredited secondary schools, post-secondary schools and collaborative partnerships that include integrated educational, occupational, and placement programming through curriculum design that may be accompanied with work experience activities.

- b) Utilize effective outreach and recruitment strategies to actively engage, enroll, and retain out-OSY and ISY for up to 12 months.
- c) Have partnerships with employers in high-growth industries and other relevant organizations that provide integrated educational, short-term occupational training that may lead to long term employment with potential career growth.
- d) Implement models promoting 21<sup>st</sup> Century work-readiness skills and post-secondary preparedness.
- e) Understand appropriate employment tracks relative to occupational skills training pathways.
- f) Provide strengths-based, goal-oriented, youth-centered case management with comprehensive social support connections.
- g) Capability to conduct mental health screenings and offer resources as necessary.
- h) Ability to effectively maintain and manage staff training requirements, ensuring compliance and continuous professional development, particularly in relation to working with vulnerable populations.
- i) Maintain client tracking and program performance management systems.
- j) Have diverse funding sources supporting their operating and programmatic expenses.
- k) Capable of offering continuous and relevant programming from **July 1, 2025 to June 30, 2026** with three optional one-year extensions based on performance and funding availability through June 2029.

The bidder for the service-delivery resulting from this procurement shall act as the sole organization or as the lead organization. The selected organization shall carry out fiscal and reporting responsibilities, as well as ensure the efficacy and consistency of the services throughout the contract period. The recommended bidder(s) shall serve as the employer of record for payroll, coordinate all education and employment activities and ensure contractual services are delivered via executed subcontract memorandums of understanding (MOUs) with their collaborative partnerships, if any.

## H. MANAGEMENT AND REPORTING

- a) **Data Management.** The successful bidder is required to use an online data management system (CalJOBS) 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 bidder'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 information not accessible through CalJOBS to evaluate performance outcomes (including strengths and weaknesses) and to provide qualitative information.
- b) **Success Stories.** ACWDB service providers are required to adhere to their contractual agreements set around communication efforts and submit at least three success stories on a quarterly basis.
- c) **Event and Outreach Tracking.** Providers are required to submit with their monthly narrative, the event tracker document. The events captured on the form will serve as method for quantifying how we support workforce development activities (such as job fairs),

## I. DEBARMENT/SUSPENSION POLICY

In order to prohibit the procurement of any goods or services ultimately funded by Federal awards from debarred, suspended or otherwise excluded parties, each bidder will be screened at the time of the RFP response to ensure bidder, its principal and their named SUBCONTRACTORS are not debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549. ACWDB will verify bidder, its principal and their named SUBCONTRACTORS are not on the Federal Debarred List, suspended or otherwise excluded list of vendors located at [www.sam.gov](http://www.sam.gov); and bidders are to complete a Debarment and Suspension Certification form located in Attachment 1A and Attachment 1B, certifying bidder, its principal and their named SUBCONTRACTORS are not debarred, suspended or otherwise excluded by the United States government.

## VI. INSTRUCTION TO BIDDERS & COUNTY CONTACTS

ACWDB staff is managing the competitive process for this project. All contact during the competitive process is to be through ACWDB only.

The evaluation phase of the competitive process shall begin upon receipt of proposals and continue until a contract has been awarded. Bidders shall not contact or lobby evaluators during the evaluation process. Attempts by bidders to contact evaluators may result in disqualification of bidder. All questions regarding these specifications, terms, and conditions are to be submitted in writing via e-mail to:

**E-mail:** [acwdb@acgov.org](mailto:acwdb@acgov.org)

The ACWDB website will be the official notification posting place of all RFPs, Interest, Quotes, and Addenda. Go to: [www.acwdb.org](http://www.acwdb.org) to view current contracting opportunities.

It is the responsibility of each bidder to be familiar with all of the specifications, terms, and conditions. By submission of a Bid, the bidder certifies that if awarded a contract they will make no claim against the ACWDB based upon ignorance of conditions or misunderstanding of the specifications.

### A. NETWORKING/BIDDERS' CONFERENCES

1. There will be two Bidders' Conferences will be held on **December 5, 2024** via Zoom which is enabled for remote participation. The First Conference will be held at 10am and the Second Conference will be held at 3pm. Bidders can opt to participate via a computer with stable internet connection (the recommended bandwidth is 512Kbps). See Calendar of Events [listed on page 5](#) for more information regarding the bidder's conference.
2. Networking/Bidders' conferences will be held to provide:

- a. An opportunity for bidders to ask specific questions about the project and request RFP clarification.
  - b. ACWDB with an opportunity to receive feedback regarding the project and RFP.
3. All questions will be addressed and the list of attendees will be included in an RFP Addendum following the networking/bidders' conference in accordance with the Calendar of Events.
  4. Attendance at the Bidders' Conference is highly recommended. Vendors who attend the Bidders Conference will be added to the Vendor Bid List and made available by the addendum date on **December 13, 2024**.

**B. SUBMITTAL OF PROPOSAL / REQUESTS.**

1. All bids must be **emailed** by 5:00 p.m. **January 6, 2025**. (see [Calendar of Events](#))

**LATE BIDS WILL NOT BE ACCEPTED.**

Any bid received after said time cannot be considered and will be returned. The date and time of the email submission shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

2. Bids are to be submitted electronically, addressed, and delivered as follows:

**E-mail:** [acwdb@acgov.org](mailto:acwdb@acgov.org)

**Bidder's name and the RFP number must appear in the subject line.**

3. Bidders **must also** submit the **hard copy** original proposal printed on plain white paper, **signatures in BLUE ink**. All hard copy responses should be received in ACWDB office by **January 13, 2025**. The original proposal is to be clearly marked, printed on plain white paper, and must be either loose leaf or in a 3-ring binder (NOT bound). Bids are to be mailed via U.S. Postal Service to:

**Ayana Cruz, Youth Program Specialist**  
Alameda County Workforce Development Board  
24100 Amador Street – Room 610C  
Hayward, CA 94544

4. Bidders shall ensure that a hard copy is mailed to our office by **January 13<sup>th</sup>**. However, only the timestamp of the digital submission will be used to determine eligibility. While timely submission of the digital copy is essential, the physical hard copy is still required for our records.
5. Bidder agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform by submission of its bid.
6. Bidders shall not modify form(s) or qualify their bids. Bidders shall not submit to the County a scanned, re-typed, word-processed or otherwise recreated version of the bid form(s) or any

- other County-provided document. All costs required for the preparation and submission of a bid shall be borne by bidder.
7. All costs required for the preparation and submission of a bid shall be borne by bidder.
  8. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state’s Corporations Code or an equivalent statute.
  9. All other information regarding the bid responses will be held as confidential until such time as the County Selection Committee has completed its evaluation, a recommended award has been made by the County Selection Committee and forwarded to the ACWDB Youth Committee. All parties submitting proposals, either qualified or unqualified, will receive mailed recommendation to award/non-award notification(s), which will include the name of the bidder to be recommended for the award. In addition, award information will be posted on ACWDB’s website.
  10. No part of any bid response is to be marked as confidential or proprietary. ACWDB may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. ACWDB shall not be liable in any way for disclosure of any such records. Additionally, all bid responses shall become the property of ACWDB. ACWDB reserves the right to make use of any information or ideas contained in submitted bid responses. This provision is not intended to require the disclosure of records that are exempt from disclosure under the California Public Records Act (Government Code Section 6250, et seq.) or of “trade secrets” protected by the Uniform Trade Secrets Act (Civil Code Section 3426, et seq.).
  11. Each bid received, with the name of the bidder, shall be entered on record, and each record with the successful bid indicated thereon shall, after the award of the contract, be open to public inspection.
  12. California Government Code Section 4552: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
  13. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud, and the Bidder may be subject to criminal prosecution.

14. The undersigned bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the contract documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the bid documents.
15. The undersigned bidder certifies that it is not, at the time of bidding, on the California Department of General Services (CDGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).
16. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of 180 days, unless otherwise specified in the bid documents.

#### **A. RESPONSE FORMAT**

1. The proposal must meet the deadline for submittal, i.e., no later than 5:00 p.m., Monday, January 6, 2025. **No late proposals will be accepted.**
2. One (1) emailed original pdf, signed in **blue ink**, must be submitted by email to [ACWDB@acgov.org](mailto:ACWDB@acgov.org), on the due date and time. The copy must have original signatures. The proposal must be formatted as follows:
  - 12-point font
  - Single spaced
  - Single sided
  - 1-inch margins
  - All pages numbered sequentially

Header on each page with the funding strategy: *Youth Career Services Provider*

3. **As part of the submitted response, include a hardcopy of the proposal by January 13, 2025, mailed to the ACWDB office via certified mail.**
4. The proposal must comply with the provisions of the Request for Proposals and all its instructions.
5. Bid responses are to be straightforward, clear, concise, and specific to the information requested.
6. For bids to be considered complete, bidder must provide all information requested. See Exhibit M, Response Content and Submittals Completeness Checklist.
7. The proposal budget must reflect actual costs. The costs that will be covered for funding are those associated with providing program services.
8. The proposal must contain accurate and complete information as requested in this proposal. ACWDB reserves the right to disqualify any proposal that contains inaccurate information.
9. Proposals will be reviewed as initially submitted. No changes, additions, or re-submissions will be accepted after the initial deadline for submission.



10. ACWDB reserves the right to withdraw a contract-funding award if it is determined that the award was based on false information provided by the proposer.

### **C. PROPOSAL REVIEW AND GRANT AWARD PROCESS OVERVIEW**

The evaluation and scoring of proposals and recommendation of providers for the Youth Innovation and Future Force Career Program RFP will consist of several phases:

1. A preliminary review will be conducted by ACWDB staff to ensure that each proposal meets the minimum qualifications for proposal acceptance.
2. For proposals that meet the minimum qualifications, evaluation, and scoring of each proposal will be conducted by an outside Review Panel according to the criteria listed in Section III.G. Evaluation and Scoring. Staff may arrange site visits with the applicants to confirm the information stated in the proposals.
3. If the applicants meet all the requirements, the oral interview will be counted towards the overall scoring process. The interviews will be conducted virtually, with no more than four staff members, including one representative from each department, participating.
4. Upon completion of the proposal review process, recommendations for selecting providers will be strictly based on the aggregate scores of the Review Panel.
5. Authority to execute contracts will be given by the County of Alameda Board of Supervisors following selection and award of funding by ACWDB. Funding will be contingent on state and federal policies.

If no more than one proposal is received in response to this solicitation, the County reserves the right to classify this procurement as a failed competition and reissue the RFP or enter into sole source agreements to ensure service delivery. Funding decisions are the sole responsibility and at the sole discretion of ACWDB. Any formal appeal of funding decisions must be in accordance with Section VI.G Bid Protest and Appeals Process of this RFP document.

### **D. EVALUATION AND SCORING**

Each proposal will be evaluated and scored on the information contained in the proposals directly responding to the proposal questions and interview panel. Information may be disputed or confirmed by staff through follow-up site-visits and consultations with provided references. Each proposal will be given a score between 0 and 100.

A proposal evaluation system, which includes a point system for rating each proposal submitted, will be used to review all proposals that meet minimum qualifications. This system will ensure uniformity in evaluating proposals and will identify the rationale for approval or disapproval.

**A PROPOSAL MUST SCORE A MINIMUM OF 75 POINTS TO BE CONSIDERED FOR FUNDING.**

Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the requirements as set forth in this RFP.

Bidders are advised that in the evaluation of cost it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.

As a result of this RFP, ACWDB intends to award a contract to the responsible bidder(s) whose response conforms to the RFP and whose bid presents the greatest value to ACWDB, all evaluation criteria considered. The combined score of the evaluation criteria is greater in importance than cost in determining the greatest value to the County. The goal is to award a contract to the bidder that proposes the best quality as determined by the evaluation criteria. ACWDB may award a contract of higher qualitative competence over the lowest priced response.

The basic information that each section should contain is specified below, these specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the goods and/or services being solicited.

Each of the following Evaluation Criteria below will be used in ranking and determining the quality of bidders' proposals. Proposals will be evaluated and scored according to each Evaluation Criteria. The scores for all the Evaluation Criteria will then be added together to arrive at a total score for each proposal. A proposal with a high total will be deemed of higher quality than a proposal with a lesser total.

The final maximum score for any project is one hundred (**100**) points. The Evaluation Criteria and their respective scores are as follows:

<b>Evaluation Criteria</b>	<b>Score</b>
<b>A</b> <b><u>Completeness of Response:</u></b> Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered will be returned.	Pass/Fail
<b>B</b> <b><u>Debarment and Suspension:</u></b> Bidders, its principal and named sub-bidders are not identified on the list of Federally debarred, suspended or other excluded parties located at <a href="http://www.sam.gov">www.sam.gov</a> .	Pass/Fail
<b>C</b> <b><u>Statement of Need: (10) Available Points</u></b> <ul style="list-style-type: none"> <li>▫ Identify barriers to educational attainment, career readiness, and employment.</li> <li>▫ Support the need with statistics, labor market information, and relevant data.</li> <li>▫ Highlight unique challenges impacting access to resources and opportunities.</li> </ul>	10 points
<b>D</b> <b><u>Administrative/Organizational Capacity: 10 Available Points</u></b>	10 Points

	<ul style="list-style-type: none"> <li>▫ Bidder demonstrates the ability to manage and maintain programmatic and fiscal records, including experience with federal funds and cost allocation.</li> <li>▫ Bidder will express proficiency in using and adapting to new reporting systems. Bidder has adequate and qualified fiscal, administrative, and programmatic staff.</li> <li>▫ Bidder has capacity to track required deliverables and generate required reports.</li> <li>▫ Bidder outlines the types of Trauma-Informed Training and staff development techniques implemented within the agency</li> </ul>	
<b>E</b>	<p><b><u>Demonstrated Performance/Ability: 15 Available Points</u></b></p> <ul style="list-style-type: none"> <li>▫ Bidder documents their experience, including the length of time working with marginalized youth, performance goals, actual outcomes, and any transferable skills relevant to supporting this population.</li> <li>▫ Bidder provides summary of two recent program evaluations or monitoring reviews that are similar to WIOA programs and addresses outcomes of any performance issues</li> <li>▫ Bidder details the type(s) of funding sources and the staff capacity to effectively implement programs, both in qualitative and quantitative terms.</li> </ul>	15 Points
<b>F</b>	<p><b><u>Comprehensive Services and Strategies: 25 Available Points</u></b></p> <ul style="list-style-type: none"> <li>▫ Bidder describes effective outreach and recruitment and retention strategies.</li> <li>▫ Bidder describes how the Objective Assessment and Individual Service Strategy will be completed and updated as needed.</li> <li>▫ Bidder carefully explains the agency’s orientation process and ability to explain services to the participants.</li> <li>▫ Bidder outlines quality assurance measures to ensure participants are well-supported, receive accessible services, and undergo proper eligibility screening.</li> <li>▫ Bidder identifies concrete individual and cohort training opportunities delivered in person and virtually as appropriate; that lead to WIOA recognized credentials and/or high growth employment.</li> <li>▫ Bidder describes Earn and Learn opportunities.</li> <li>▫ Bidder uses Supportive Services strategically.</li> <li>▫ Bidder describes how the 14 WIOA program design elements will be incorporated into its programming.</li> <li>▫ Bidder explains how youth will be engaged in local and regional high-growth, high-demand industries and occupations through activities and resources aligned with the 14 WIOA program elements.</li> <li>▫ Bidder highlights the agency’s commitment and efforts to promote civic engagement and elevate youth voices through its programming initiatives.</li> <li>▫ Bidder outlines how they will facilitate access to training and high-quality career pathways</li> </ul>	25 Points
<b>G</b>	<p><b><u>Outcomes and Deliverables: 15 Available Points</u></b></p> <ul style="list-style-type: none"> <li>▫ Bidder identifies established linkages/relationships/partnerships with employers, business/industry, educational institutions, local community-based organizations (CBOs), and details how those linkages will lead to internships, job shadowing, mentoring, career exploration, etc.</li> <li>▫ Bidder provides memorandum(s) of understanding.</li> </ul>	15 Points

	<ul style="list-style-type: none"> <li>▫ Bidder demonstrates successful follow-up, maintaining retention for up to 12 months post-enrollment.</li> <li>▫ Bidder acknowledges the need for Memorandums of Understanding (MOUs) and expresses their commitment to utilizing them appropriately.</li> <li>▫ <i>Bidder supplies at least two (2) letters of commitment from high quality employers that agree to provide Work Experience and Job Placement.</i></li> </ul>	
<b>H</b>	<p><b><u>Budget Considerations: 10 Available Points</u></b></p> <ul style="list-style-type: none"> <li>▫ Bidder describes fiscal management experience and use of fiscal controls.</li> <li>▫ Bidder provides budget justification and demonstrates sufficient understanding of WIOA cost definitions and cost reimbursement contracts.</li> <li>▫ Bidder offers cash/in-kind match.</li> <li>▫ Bidder provides justification for cost per participant. Addresses are reasonable and realism related to population needs.</li> </ul>	10 Points
<b>I</b>	<p><b><u>References/Previous Contract Experience:</u></b></p> <ul style="list-style-type: none"> <li>▫ References for similar workforce development projects have been provided and the County was able to speak with a minimum of three (3) references in order to verify.</li> </ul>	5 Points
<b>J</b>	<p><b><u>Employer Letters of Commitment</u></b></p> <ul style="list-style-type: none"> <li>▫ From employers who demonstrate alignment with at least two criteria outlined in the <a href="#">High Quality Jobs Checklist</a>.</li> </ul>	5 points
<b>K</b>	<p><b><u>Oral Interview</u></b></p>	5 points
<b>Total Points</b>		<b>100 points</b>
<p><i>Bidders will receive an additional 5% preference if they are a local business, and an additional 5% if they are approved as a Small and Local Emerging Business (SLEB) at the time of the bid.</i></p>		

**E. PROPOSAL REVIEW PANEL**

A preliminary review will be conducted by WDB staff to ensure that each proposal meets the minimum qualifications for proposal acceptance. An outside Review Committee will review and score each proposal that has met the Minimum Qualifications. The Review Committee may be composed of staff from other Local Workforce Areas that may have expertise or experience relevant to this RFP. The evaluation of the proposals shall be within the sole judgment and discretion of the Review Committee and will be based on the evaluation criteria set forth in this RFP. Bidders will undergo an in-person or virtual interview process to assess their standing within the competitive selection process.

All contact during the evaluation phase shall be through ACWDB staff only. Bidders shall neither contact nor lobby evaluators during the evaluation process. Attempts by Bidder to contact and/or influence members of the Review Committee may result in disqualification of Bidder. The Review

Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP.

#### F. **CONTRACT AWARD PROCESS**

Once the RFP Review Panel has evaluated all qualifying proposals, ACWDB will make a funding decision and take action to select the successful bidder(s). All bidders will receive digital and written notification of the contract award recommendation by ACWDB staff. Notification will be provided via e-mail and United States Postal Service. The document providing this notification is the Notice of Intent to Award/Non-Award and will provide the name(s) of the bidder(s) being recommended for contract award and the names of all other parties that submitted proposals.

Upon completion of any bid protest/appeal, the ACWDB will approve the final contract award recommendation. If no bid protest/appeal is made, the ACWDB's decision to issue the Notice of Intent to Award/Non-Award is considered the final contract award decision of the ACWDB. The ACWDB will then submit the final contract award decision to the Alameda County Board of Supervisors, who approves and executes all contracts for the ACWDB.

Contracts will commence **July 1, 2025**, contingent upon availability of funds from the State of California. Grant awards will be conferred annually based upon the following criteria: provider meets contractual obligations; successful performance; and any WIOA authorization changes that impact this procurement. The ACWDB must formally approve the subsequent annual awards.

#### G. **BID PROTEST/APPEAL PROCESS**

The County prides itself on the establishment of fair and competitive contracting procedures and the commitment made for following those procedures. The following is provided in the event that bidders wish to protest the bid process or appeal the recommendation to award a contract for this project once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the County.

- a. Any Bid protest must be based on one or both of the following:
  - i. The action of the ACWDB is at variance with the law; and/or
  - ii. The action of the ACWDB contravenes current ACWDB or County policy.
- b. Any Bid protest by any Bidder regarding any other Bid must be submitted in writing to the County's GSA–Office of Acquisition Policy, **ATTN: Contract Compliance Officer**, located at 1401 Lakeside Drive, 10th Floor, Oakland, CA 94612, Fax: (510) 208-9720, before 5:00 p.m. of the FIFTH (5th) business day following the date of issuance of the Notice of Intent to Award, not the date received by the Bidder. A Bid protest received after 5:00 p.m. is considered received as of the next business day.
  - i. The bid protest must contain a complete statement of the reasons and facts for the protest.
  - ii. The protest must refer to the specific portions of all documents that form the basis for the protest
  - iii. The protest must include the name, address, e-mail address, fax number and telephone number of the person representing the protesting party.

- iv. The County Agency/Department will notify all bidders of the protest as soon as possible
  - c. The SSA Finance Director will transmit a copy of the bid protest to all bidders as soon as possible after receipt of the protest. Upon receipt of the written protest, the SSA Finance Director, or designee will review and evaluate the protest and issue a written decision. The SSA Finance Director, may, at his or her discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting bidder and others (as appropriate) to discuss the protest. The decision on the bid protest will be issue at least ten (10) business days prior to the ACWDB's final contract approval/appeal hearing date.
  - d. The decision will be communicated by e-mail and certified mail and will inform the bidder whether or not the recommendation to the ACWDB in the Notice of Intent to Award/Non-Award is going to change. A copy of the decision will be furnished to all bidders affected by the decision. As used in this paragraph, a bidder is affected by the decision on a bid protest if a decision on the protest could have result in the bidder not being the apparent successful bidder on the RFP.
- M. The decision of the SSA Finance Director on the bid protest may be appealed to the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak Street, Room 249, Oakland, CA 94612, and Fax: (510) 272-6502. The bidder whose bid is the subject of the protest, all bidders affected by the SSA Finance Director's decision on the protest, and the protestor have the right to appeal if not satisfied with the SSA Finance Director's decision. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) business days following the issuance of the decision by the SSA Finance Director, not the date received by the bidder. An appeal received after 5:00 p.m. is considered received as of the next business day.
- a. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
  - b. In reviewing protest appeals, the OCC will not re-judge the proposal(s). The appeal to the OCC shall be limited to review of the procurement process to determine if there were material errors in the RFP process or, where appropriate, ACWDB or County policies or other laws and regulations.
  - c. The appeal to the OCC also shall be limited to the grounds raised in the original protest and the decision by the SSA Finance Director. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal.
  - d. The decision of the Auditor-Controller's OCC is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCC will be furnished to the protester, the bidder whose bid is the subject of the bid protest, and all bidders affected by the decision.

- N. The County will complete the bid protest/appeal procedures set forth in this paragraph before a final recommendation to award the Contract is considered by the Alameda County Board of Supervisors.
- O. The procedures and time limits set forth in this paragraph are mandatory and are each bidder's sole and exclusive remedy in the event of Bid Protest. A bidder's failure to timely complete both the Bid protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

#### **H. CONTRACT EVALUATION AND ASSESSMENT**

During the initial 60-day period of any contract that may be awarded to Bidder, the ACWDB staff will meet with the Bidder to evaluate the performance and to identify any issues or potential problems.

ACWDB reserves the right to determine, at its sole discretion whether:

1. Bidder has complied with all terms of this RFP; and
2. Any problems or potential problems with the proposed services were evidenced which make it unlikely (even with possible modifications) that such proposed services have met ACWDB requirements.

If, as a result of such determination ACWDB concludes that it is not satisfied with Bidder, Bidder's performance under any awarded contract and/or Bidder's goods and/or services as contracted for therein, the Bidder will be notified of contract termination effective 45 days following notice. The County will have the right to invite the next highest ranked bidder to enter in a contract. The County also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

### **VII. TERMS AND CONDITIONS**

#### **BRAND NAMES AND APPROVED EQUIVALENTS**

1. Any references in this RFP, including Addendum and other documents, to manufacturers' trade names, brand names, and/or catalog numbers are intended to be descriptive but not restrictive unless otherwise stated and are intended to indicate the quality level desired. Unless otherwise noted, Bidders may offer any equivalent product that meets or exceeds the specifications; however, if the County, in its sole discretion, determines the product proposed is not equivalent, the Bid may be disqualified, or a lower score awarded by the CSC. Bids based on equivalent products must:
  - a. Clearly describe the alternate offered and indicate how it differs from the product specified; and

- b. Include complete descriptive literature and/or specifications as PDF attachments to the online bid submission as proof that the proposed alternate will be equal to or better than the product named in this RFP.
2. The County reserves the right to be the sole judge of what is equal and acceptable. It may require Bidders to provide additional information and/or samples or disqualify the bid proposal.
3. If Bidders do not specify otherwise, it is understood that the referenced brand will be supplied.

### **AWARD**

1. Proposals will be evaluated by a Proposal Review Panel and will be ranked in accordance with the RFP section entitled "Proposal Review Panel."
2. The Review Panel will recommend award to the bidder who, in its opinion, has submitted the proposal that best serves the overall interests of ACWDB and attains the highest overall point score. Award may not necessarily be made to the bidder with the lowest cost.
3. ACWDB reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
4. ACWDB reserves the right to award to a single bidder or multiple bidders.
5. ACWDB has the right to decline to award this contract or any part thereof for any reason.
6. ACWDB and Alameda County Board of Supervisor's approval to award a contract are required.
7. A contract must be negotiated, finalized, and signed by the intended awardees prior to Board approval.
8. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

### **TERM/TERMINATION/RENEWAL**

1. The term of the contract, which may be awarded pursuant to this RFP, will be 12 months.
2. By mutual agreement, any contract which may be awarded pursuant to this RFP May be extended for three additional one-year terms at agreed prices with all other terms and conditions remaining the same.



3. The initial contract will include the **PY 2025-2026** award, scope of work and performance requirements. This contract will be amended to include performance requirements and any scope of work modifications necessary as a result of changes in federal, state, or mandates. Awards will be dependent upon continuance of enabling legislation (Workforce Development Act) and fund availability for the Alameda County Workforce Local Development Area.

## **METHOD OF ORDERING**

1. A written Purchase Order (PO) and signed contract will be issued upon ACWDB and Alameda County Board of Supervisor's approval.
2. POs and payments for services will be issued only in the name of Bidder.
3. Changes in service delivery shall be agreed upon by Bidder and County and issued as needed in writing by County.

## **CONTRACTING REQUIREMENTS**

In order to contract for WIOA funds, the Bidder must:

1. Be legally capable of entering into a contract and be able to provide proof of the ability to administer WIOA programs (i.e., previous experience administering employment and training programs, other related service programs and no disbarment).
2. Provide documentation of current fiscal and compliance audits, as required by law.
3. Provide Articles of Incorporation and evidence of current corporate status, as filed with the Secretary of State.
4. Be an Affirmative/Equal Opportunity Employer. If selected for funding, the lead agency and any collaborative partner agencies will be required to meet EEO requirements.
5. Be in compliance with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA).
6. Ensure that reports and/or documents contain correct information.
7. File required insurance documentation with the County of Alameda as an exhibit to the contract. The County must review all documentation before the initial invoice will be processed. The following are insurance requirements that Successful bidders must carry:
  - Commercial General Liability in the amount no less than \$1,000,000.
  - Combined Single Limit for each occurrence. Must include personal injury coverage.
  - Workers' Compensation as required by State law or \$1,000,000. Employers Liability minimum \$100,000.

- Automobile Liability in an amount not less than \$1,000,000 combined Single Limit per accident for bodily injury and property damage covering owned, non-owned, and hired vehicles.
  - Professional/Liability/Errors and Omissions in the amount no less than \$1,000,000.
  - The County of Alameda is covered as additional insured.
  - Notice of Cancellation must ensure that each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled except after 30 days prior written notice has been given to the County of Alameda.
8. Comply with requirements for lobbying, debarment, and drug-free workplace certification.
  9. Address the County's Language Access requirements.

### **TYPE OF CONTRACT**

Contracts will be written on a cost reimbursement basis. The Bidder is required to provide a detailed line-item budget as part of the contract and agree to submit monthly invoices for payment. All costs reported on monthly and final cost statements shall be supported by appropriate accounting documentation. The documentation shall establish that the County is charged a fair and equitable portion of any indirect or shared costs attributable to services performed under this Contract.

### **INVOICING**

1. Bidder shall invoice ACWDB as prescribed in the executed contract if selected in the competitive bidding process.
2. County shall notify Bidder of any adjustments required to invoice.
3. Bidder shall utilize standardized invoice provided by ACWDB and as defined within the contract Scope of Work.
4. Invoices shall only be prepared and submitted by the Bidder who is awarded a contract.
5. Payments will be issued to and invoices must be received from the same Bidder whose name is specified on the executed contract Purchase Order.
6. County will pay Bidder monthly, or as agreed upon, not to exceed the total maximum specified in the executed contract Exhibit B Budget.

### **ADMINISTRATIVE COSTS**

The Workforce Innovation Opportunity Act regulations at 20 CFR 667.200 identifies specific items of cost, which must be classified to the administrative cost category. Please ensure that expenditures attributable to the following functions are appropriately classified to the Administration category of cost. These costs can be both personnel and non-personnel and both direct and indirect.

Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:

- Accounting, budgeting, financial and cash management functions.
- Procurement and purchasing functions.
- Property management functions.
- Personnel management functions.
- Payroll functions.
- Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports.
- Audit functions.
- General legal services functions.
- Developing systems and procedures, including information systems, required for these administrative functions.
- Performing oversight and monitoring responsibilities related to WIOA administrative functions.
- Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.
- Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system.
- Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development, and operating costs of such systems.
- Awards to sub recipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.

Personnel and related non-personnel costs of staff that perform both administrative functions specified above and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/ categories based on documented distributions of actual time worked or other equitable cost allocation methods.

Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

All costs incurred for functions and activities by your organization and vendors who are awarded funds for the purpose of delivering programmatic services are program costs.

Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:

- Tracking or monitoring of participant and performance information.

- Employment statistics information, including job listing information, job skills information, and demand occupation information.
- Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.
- Local area performance information.
- Information relating to supportive services and unemployment insurance claims for program participants.

### **PROHIBITION AGAINST SUBCONTRACTING OR ASSIGNMENT**

Bidder shall not contract with any entity to perform in whole or in part the work or services required hereunder without the express written approval of the ACWDB. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of the ACWDB. Any such prohibited assignment or transfer shall be void.

### **RECORD KEEPING**

Bidder will be expected to maintain complete up-to-date and accurate records and management controls. The Bidder will be expected to maintain complete fiscal and accounting records, in accordance with Federal Government Accounting Principles, including, but not limited to, backup documentation to the contract budget, and demonstration of acceptable accounting methods to disburse costs. All documents and records will be maintained for a period of no less than five (5) years. This is a federal administrative requirement.

### **MONITORING**

The Bidder selected and funded with WIOA dollars may be visited at any time by the ACWDB staff, the Youth Committee (YC), ACWDB board members, County officials, and officials from the State of California, Department of Labor, or Bidders of these units of government, and others who have a direct concern in administration of WIOA programs and projects. All agency records must be available for inspection. All areas of the project will be subject to examination and could include, but are not limited to, inspection of personnel files and applications, and the financial bookkeeping records. In addition, monitoring may include interviews with employers, supervisors, instructors, and staff of agencies partnering within this operator to ensure provision of agreed upon services.

### **COUNTY PROVISIONS**

- a. **Small and Emerging Locally Owned Business:** The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services.
  - i. As a result of the County's commitment to advancing the economic opportunities of these businesses, Bidders must meet the County's Small and Emerging Locally Owned Business requirements in order to be considered for the contract award. These requirements can be found online at:

- i. [Alameda County SLEB Program Overview](http://acgov.org/auditor/sleb/overview.htm) [<http://acgov.org/auditor/sleb/overview.htm>]; and
  - ii. [Alameda County SLEB Program Additional Information](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/) [<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]
  - ii. For purposes of this procurement, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Code(s): 611710, 624190, 611430, 624310.
  - iii. **EXEMPT FROM SLEB:** According to the County of Alameda, The following entities are exempt from the Small and Emerging Local Business (SLEB) requirements as described above and are not required to subcontract with a SLEB:
    - i. non-profit community based organizations (CBO) that are providing services on behalf of the County directly to County clients/residents;
    - ii. non-profit churches or non-profit religious organizations (NPO);
    - iii. public schools; and universities; and
    - iv. government agencies.
  - iv. A small business is defined by the United States Small Business Administration (SBA) as having no more than the number of employees or average annual gross receipts over the last three years required per SBA standards based on the small business's appropriate NAICS code.
  - v. An emerging business is defined by the County as having either annual gross receipts of less than one-half that of a small business OR having less than one-half the number of employees AND that has been in business less than five years.
  - vi. If a Bidder is certified by the County as either a small and local or an emerging and local business (SLEB), the County will provide up to 5% bid preference for procurements over \$25,000.
  - vii. If a Bidder is located within Alameda County, the County may provide a 5% local bid preference
- County will be under no obligation to pay contractor for the percent committed to a SLEB (whether SLEB is a prime or subcontractor) if the work is not performed by the listed small and/or emerging local business.

For further information regarding the SLEB participation requirements and utilization of the Alameda County Contract Compliance System contact the County Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at [ACSLEBcompliance@acgov.org](mailto:ACSLEBcompliance@acgov.org).

- b. **First Source Program:** The First Source Program has been developed to create a public/private partnership that links CalWORKs job seekers, unemployed and under employed County residents to sustainable employment through the County's relationships/connections with business, including contracts that have been awarded through the competitive process, and economic development activity in the County. Welfare reform policies and WIOA require that the County do a better job of connecting historically disconnected potential workers to employers. The First Source program will allow the County to create and sustain these connections.

Vendors awarded contracts for goods and services in excess of One Hundred Thousand Dollars (\$100,000) as a result of any subsequently issued RFP are to allow Alameda County ten (10) working days to refer potential candidates to vendor to be considered by Vendor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County, that Vendor has available during the life of the contract before advertising to the general public. Potential candidates referred by County to Vendor will be pre-screened, qualified applicants based on vendor specifications. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but the final decision of whether or not to offer employment, and the terms and conditions thereof, rest solely within the discretion of the Vendor.

Bidders are required to complete, sign and submit in their bid response, the First Source Agreement that has been attached hereto as Exhibit H, whereby they agree to notify the First Source Program of job openings prior to advertising elsewhere (ten-day window) in the event that they are awarded a contract as a result of this RFP. Exhibit H will be completed and signed by County upon contract award and made a part of the final contract document.

If compliance with the First Source Program will interfere with Contractor's pre-existing labor agreements, recruiting practices, or will otherwise obstruct the Contractor's ability to carry out the terms of the contract, the Contractor will provide the County with written justification of non-compliance.

If additional information is needed regarding this requirement, please contact [ACWDB@acgov.org](mailto:ACWDB@acgov.org).

## **GENERAL REQUIREMENTS**

1. Proper conduct is expected of Bidder's personnel when on County premises. This includes adhering to no-smoking ordinances, the drug-free workplace policy, not using alcoholic beverages and treating employees courteously.
2. County has the right to request removal of any Bidder employee or subcontractor who does not properly conduct himself/herself/itself for perform quality work.
3. Bidder personnel shall be easily identifiable as non-County employees (i.e. work uniforms, badges, etc.)

## **COMPLIANCE WITH APPLICABLE REGULATIONS**

This RFP has been developed consistent with applicable State and Federal statutes, regulations, and published guidelines and policies.

## **ATTACHMENTS**

### **Attachment 1**

1. Attachment 1A – RFP Response Packet – Youth Innovation Program
2. Attachment 1B – RFP Response Packet- Future Force Career Program

### **Attachment 2**

1. 2A. [Standard Services Agreement Template](#)
2. 2B. Statement of Work
3. Exhibit B - Budget Template
4. Exhibit C - Insurance Requirements
5. Exhibit D - Audit Requirements
6. Exhibit E - This Page Intentionally Omitted
7. Exhibit G - General Conditions / Special Conditions
8. Attachment A - This Page Intentionally Omitted
9. Language Access Requirements

**ATTACHMENT NO. 1A**

**BID RESPONSE PACKET  
YOUTH INNOVATION PROGRAM  
(SEPARATE FILE)**

**ATTACHMENT NO. 1B**

**BID RESPONSE PACKET  
YOUNG ADULT FUTURE FORCE CAREER PROGRAM  
(SEPARATE FILE)**