

# ***POLK COUNTY WORKFORCE DEVELOPMENT BOARD, INC.***

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## **Request for Proposals RFP-PWDB-10-YS-01**

### **Services for Youth Under Chapter 4, Workforce Investment Act of 1998**

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*Issue Date: June 30, 2010*  
*Proposers' Conference: July 9, 2010*  
*Letter of Intent to Propose: July 12, 2010*  
*Proposals Due: July 23, 2010*  
*Recommendation to Youth Council August 3, 2010*  
*Recommendation to Executive Committee August 12, 2010*  
*Board Action Regarding Authorization to Negotiate: August 19, 2010*  
*Agreement to be Executed by Approximately: August 30, 2010*  
*Period of Performance: September 1, 2010 through June 30, 2011*

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## **BACKGROUND**

The Polk County Workforce Development Board, Inc. (hereinafter referred to as *Polk Works* or the Board) serves as the administrative entity and fiscal agent for the provision of certain workforce development services to the residents of Polk County, Florida. *Polk Works'* primary authorization is derived from the Workforce Investment Act (WIA) of 1998 (Public Law 105-220); Social Security Act, Title IV (United States Code, Title 42, Chapter 7, Subchapter IV, §601-687); and the Florida Workforce Innovation Act of 2000 (Chapter 2000-165, Laws of Florida.)

The *Polk Works* Board, comprised of business, education, and civic leaders, provides policy direction and oversight for programs funded under these and other Federal and Florida laws.

As part of its existence, *Polk Works* is charged with identifying eligible providers of youth services and awarding contracts for services on a competitive basis. This process is based on the recommendations of the Youth Services Council, a sub-committee of the *Polk Works* Board that serves as the Board's Youth Council, and on criteria contained in the State plan. Specific information about Youth Services Council recommendations and State Plan criteria is contained in this Request for Proposals (RFP.)

This RFP was developed after careful consideration of: the qualities of the existing services in Polk County; the funding laws and regulations pertaining to serving youth; the *Polk Works* plans as submitted to the State of Florida; research about youth employment programs; and the expertise of local youth services partners.

## **PART I, GENERAL INSTRUCTIONS**

### **A. SOLICITATION**

Responses to this Request for Proposals (RFP) must be submitted by **4:00 PM, Eastern Time, on Friday July 23, 2010**. Proposals are to be submitted to:

**Youth Services Proposal  
Mark Thomas, Vice President of Operations  
Polk County Workforce Development Board, Inc.  
600 N. Broadway  
Suite B.  
Bartow, Florida 33830**

Proposals received after that time and date will not be considered for *any* reason. The respondent is solely responsible for assuring that the proposal sent to the Board arrives safely and on time. Similarly, the respondent assumes the responsibility that its proposal meets all the requirements as set forth in this RFP.

Minority and/or women-owned and operated businesses are encouraged to submit a proposal.

*Ex parte* communication regarding this solicitation is prohibited between a potential or current respondent and any: Board member, Board staff, or any other person serving as an evaluator during this competitive procurement process. Respondents directly contacting Board members, Board committee members, Board staff, or evaluators regarding this solicitation risk elimination of their proposals from consideration. Correspondence with the Vice President of Operations does not constitute *ex parte* communication.

A proposers' conference will be held on:

Friday, July 9, 2010, at 9:00 A.M., Eastern Time, at 600 N. Broadway, Bartow, Florida, in the Second Floor Conference Room.

Although this is not a mandatory meeting, all potential respondents are *strongly* encouraged to attend this proposers' conference, as it will be the only vehicle for having technical and other concerns addressed. In the event that a potential proposer is unable to attend the conference but has questions that he/she would like to have addressed, the proposer may email questions to [mark\\_thomas@polkworks.org](mailto:mark_thomas@polkworks.org) or fax the questions to Mark Thomas, Vice President of Operations, at 863.508.1601 prior to noon, Eastern Time, on July 8, 2010. Receipt of request will be acknowledged. All questions will be addressed and minutes of the conference will be kept. A few days after the proposers' conference, minutes of the conference will be made available electronically at the Board's web site: [www.polkworks.org](http://www.polkworks.org) by clicking on <Business Opps>, then clicking on <Procurements>.

**B. LETTER OF INTENT TO PROPOSE**

As a prerequisite to submitting a proposal, all prospective proposers **must** submit a **Letter of Intent to Propose** to Mark Thomas, Vice President of Operations, 600 N. Broadway Avenue, Bartow, Florida 33830 prior to 5:00 PM, Eastern Time, on July 12, 2010. (Said letter may be faxed.) The submittal of a **Letter to Intent to Propose** does not commit the sender to submit a proposal.

The prospective proposer is solely responsible for assuring that the **Letter of Intent to Propose** sent to the Board arrives safely and on time. The Board reserves the right to adjust the RFP schedule when it is in the best interest of the Board or to extend any published deadline in this RFP upon notification to those entities who have submitted a **Letter of Intent to Propose** by the date and time specified.

**C. PROPOSAL REVIEW AND AWARD PROCESS**

The Board may act to award a contract under this solicitation based solely on the proposal as submitted. Submission of a proposal shall be taken as *prima facie* evidence that the respondent has familiarized itself with the contents of the RFP. Therefore, proposals should describe all aspects of services proposed in the most favorable terms from both a price and a technical standpoint. The Board reserves the right to request additional data in support of the proposal and/or to ask the respondent to make an oral presentation about its proposal. The Board requires a successful respondent to participate in negotiations and submit any budget or other technical revisions to the proposal prior to final award of a contract. Further, the Board reserves the right to reject any and all proposals submitted and/or to negotiate with all qualified sources. Receipt of a proposal does not commit the Board to award a contract, pay any of the costs associated with preparation of the proposal, or to reimburse a respondent for any costs incurred prior to the signing of a contract agreement.

Contract award will be based on the review and rating of the proposals received in relation to amount and the type of funding available. All contracts will contain provisions relating to nondiscrimination and equal opportunities provisions as required by WIA and the other anticipated funding sources in addition to prohibitions against subcontracting without prior written approval and lobbying. A team of Board staff, using the rating criteria and guidelines contained in the **Attachment A, Proposal Review Criteria**, will review and rate the proposals. The review team will meet and compile their individual scoring and the rating of the proposals.

The reviewers' recommendations will be presented at a meeting of the Board's Youth Services Council on Tuesday, August 3, 2010 at 9:00 AM, Eastern Time. The meeting will be held in the conference room, second floor, at 600 N. Broadway Avenue, Bartow, Florida. All respondents are encouraged to attend this meeting. Respondents should be prepared to make an oral presentation to the committee (not to exceed 15 minutes) as well as be prepared to address any questions that the committee members may present. This committee meeting is the forum where respondents may present questions regarding the proposal ratings and recommendations.

The Youth Services Council will decide upon a recommendation that: *accepts*, *rejects*, or *accepts with modifications* the recommendation of the Board staff. This action will be reviewed by the Board's Executive Committee and placed on the full Board's agenda.

Respondents are also welcome to attend the full Board meeting which is scheduled for 2:45 PM, Eastern Time, on Thursday, August 19, 2010. The meeting will be held in the 2<sup>nd</sup> Floor Conference at 600 N. Broadway Avenue, Bartow, Florida.

Contracts will be issued on a cost reimbursement/performance basis per an approved line-item budget. The approval of a proposal by the Board only provides approval for the service concept. It does not provide approval for any proposed unit costs or for any specific terms and conditions. These details may be negotiated during full review and discussion of the proposed services and costs by representatives of the respondent and the Board's staff.

The final contract agreement will also contain provisions for contract cancellation or renegotiations based on funding and/or performance. Performance benchmarks will be negotiated that include\* program positive outcomes as defined by the US DOL Common Measures.

\*(Note—the word “include(s)” as use in this RFP is to indicate an illustrative but not an exhaustive list of examples.)

Public and private-non-profit entities are prohibited from earning excess program income. In the event that this occurs, the public or private non-profit entity will immediately return the excess program income to the Board in a manner prescribed by the Board's assigned Contract Manager. Profit may be proposed by a commercial (for-profit) entity and will be considered depending on the level of risk involved. All profit will be negotiated separately.

Negotiations with a public or private-non-profit entity will result in a portion of its reimbursement being held back and/or a bonus might be paid for attainment of the required benchmarks taking into account such factors as the level of risk involved.

Payment for attainment of benchmarks is usually on a monthly or quarterly basis. Cumulative attainment of a benchmark may earn reimbursement for those periods when the standard was not attained. The Board will assure that the profit is allocated among appropriate fund sources and cost categories.

Final award of a contract is contingent upon:

- successful negotiation of an agreement;
- acceptance by the respondent of the contract terms and conditions;
- satisfactory verification of past performance, where applicable; and
- acceptance by the respondent of the responsibility for achieving contract goals and objectives.

Any entity that submits a proposal to the Board for funding will receive fair and unbiased consideration. Should such entity not receive funding for its proposal and contends that the procurement process was flawed, that entity may protest the funding decision to the Board's President/CEO within ten (10) days of the full Board's decision. The President/CEO will attempt to resolve the dispute in a reasonable manner. If the dispute cannot be resolved with the President/CEO, then the protesting entity can seek and may be granted an opportunity to appeal to the Executive Committee of the Board and/or to the full Board. The Board's decision on all such matters is final.

#### D. FUNDING AVAILABILITY

For planning purposes, *Polk Works* estimates that approximately \$753,360.00 will be available for WIA Youth Services under this RFP, which covers a period of 10 months. (September 1, 2010 through June 30, 2011) However, a portion of this allocation will be used in the first two months. At least, 30% of the Board's allocated WIA Youth funds must be spent on services for *out-of-school youth*. (The WIA definition of an *out-of-school youth* will be provided later in this Request for Proposal.) *Polk Works* reserves the right to adjust the above stated amounts as final funding information becomes available.

Although this solicitation involves WIA funds only, *Polk Works* reserves the right to later add additional dollars from other funding streams (such as TANF funds from the Social Security Act, Title IV) to modify any agreement resulting from this solicitation. This information is provided for illustrative purposes only and must not be considered as an indicator of any future allocations.) Of course, these additional dollars will be subject to the regulations that affect those specific funding streams.

#### E. PROPOSAL CONTENT INSTRUCTIONS

Using **PART IV, RESPONDENT'S CERTIFICATION** section of this packet, the proposal format must be as follows:

- Answer all requests for data or information in the format provided.
- All responses must be typed or word-processed. If sufficient space is not available on the forms provided, continue response on following page(s) and number accordingly.
- Address all requests for information or mark as "not applicable."
- Attach documentation requested to the back of the proposal and mark accordingly.
- Complete and return **only** the proposal response pages. **Retain** all other information.

All proposals are to consist of an **original and five copies** as well as an **electronic copy** of the proposal submitted on a **computer disk** in Microsoft **Word** format (other than those documents so noted in **PART V, RESPONDENT'S INFORMATION**. The original copy must contain *original signatures* in blue ink and be *clearly identified as the "original copy"* on its cover page. Incomplete proposals, proposals submitted by fax or other electronic means (other than indicated above), and proposals received after the above stated deadline will not be considered.

Brochures or other presentations beyond that which is sufficient to present a complete and effective proposal are not desired. Elaborate artwork, expensive paper, and bindings are neither necessary nor wanted. Proposals may be "bound" by staples, binder clips, or contained in three-ring notebooks. When preparing the proposal, clear, thorough, and concise answers are better than a flowery or rambling narrative. Get to the point as quickly and completely as possible. Do not respond by referencing material presented elsewhere. The response provided immediately after the question shall be considered complete and stands on its own merits. A response of "*will comply*" or "*see above*" or a similar statement shall receive zero (0) points for scoring purposes. **Failure to respond** to any questions may result in disqualification of the proposal as non-qualified and the proposal not being scored.

It is preferred that written material be single side, single-spaced, in 12-point font. For ease in translating the successful proposal into a contractual statement of work, all proposals are to be written in the *indicative* ("will, shall") rather than the *subjunctive* ("may, could") case. Pages **must** be numbered at the bottom. Legibility, clarity, and completeness are essential.

The Board will not return proposals, binders, or exhibits to proposers. All proposals become the property of the Board and will be a matter of public record subject to the provisions of Chapter 119, Florida Statutes. In submitting a proposal, the proposer acknowledges that the Board will have the right to use all ideas or adaptations of those ideas contained in any proposal received in response to this RFP without the necessity of paying a fee, license, or royalty. Selection or rejection of the proposal will not affect this right.

#### F. AUTHORIZED SIGNATORY

An individual who is legally authorized to submit the proposal for the offeror must sign the proposal. The name, title, address, and telephone number of the individual who has the authority to negotiate on behalf of and contractually bind the offeror must be provided. The proposal should also list a contact person who is generally available to answer questions about the proposal. If a single proposal is submitted on behalf of more than one entity that desire to submit a joint response, a lead entity must be designated for submission, negotiation, and signatory purposes.

Joint arrangements between two or more entities must be supported with a copy(ies) of a recently executed *Memorandum of Agreement* specifying the roles, responsibilities, and the resources committed by each signatory. If a joint proposal is submitted, a copy(ies) of this memorandum must be included with the proposal.

#### G. TYPE OF CONTRACT

Specific terms will be a matter of contract negotiation; however, the Board intends to contract on a combined cost reimbursement/performance-basis contingent upon achievement of positive outcomes for enrolled youth as defined herein. For purposes of responding to this RFP, respondents should develop line-item budgets showing all expected costs associated with delivering the proposed services and performance payment proposals showing the proposed amount of performance revenue (profit or incentives). **PART VI, item V**, contained in this RFP provides the format for the line-item and performance budgets.

Cash advances will not be available; therefore, the successful respondent must have sufficient cash resources to “front” program expenditures and await reimbursement from *Polk Works*, usually within 3 weeks of an invoice submitted with proper documentation.

#### H. PERIOD OF PERFORMANCE

The proposed program must be designed to provide youth services on a year-round basis (excluding major holidays) continuously for a ten-month period beginning on September 1, 2010 and ending June 30, 2011. *Polk Works* reserves the right to negotiate for continued services with the same proposer up to an additional 24 months subject to performance and the availability of funding. Such renegotiations will occur annually at the sole option of *Polk Works*.

Although *Polk Works* reserves the right to renew the agreement, the proposal **must** be submitted to attain the program results within the first year.

#### I. PROPOSAL SOLICITATION

A Request for Proposals (RFP) is being used as the method of solicitation to assure the greatest degree of open competition and to achieve the best technical proposals and services at the lowest possible cost. Public notice of this RFP has been published in the local newspaper designated by the Polk County Board of County Commissioners as the official instrument of such notices. All known entities recognized as being involved in the provision of the services solicited will be sent a notification of this RFP. All requests for copies of this RFP will be referred to the appropriate link on the Board's web site: [www.polkworks.org](http://www.polkworks.org) by clicking on <Business Opps>, then clicking on <Procurements>. The Board will also provide the RFP document on a computer disk in Microsoft Word format, if requested by a potential proposer.

The method of proposal solicitation represented herein, as well as the selection process detailed, are in accordance with the laws governing the fund sources expected to be used in contracting for the services solicited.

After the published deadline for receipt of proposals, all proposals become public information and are available for inspection to any interested party. Duplication of any part or of an entire proposal will be subject to the appropriate fees established by the Board

No changes, modifications, or additions can be made to proposals after the submission deadline unless required by the Board of all respondents. The Board reserves the right to waive any minor technical irregularity. After the submission deadline, no respondent will have any *ex parte* communications as defined previously in **PART 1. General Instructions, A. Solicitation** unless the communication is in response to a Board staff request for additional information. The Board reserves the right to reject the proposal of any respondent who fails to comply with this provision.

#### J. PUBLIC ENTITIES CRIME STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime: may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract for the construction or repair of a public building or public work; may not submit a bid on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity; and may not transact business with any public entity in excess of the threshold amount provided in 29 CFR 98 for CATEGORY TWO for a period or 36 months from the date of being placed on the convicted vendor list. Also see, Section 287.017 and Section 287.033, F.S.

## PART II, PROGRAM INFORMATION

### A. PURPOSES

The WIA Final Rules requires that local workforce boards such as *Polk Works* fund:

*“Improved youth programs linked more closely to local labor market needs and community youth programs and services, and with strong connections between academic and occupational learning. Youth programs include activities that promote youth development and citizenship, such as leadership development through voluntary community service opportunities; adult mentoring and follow up; and targeted opportunities for youth living in high poverty areas.”*

In addition to the above mandates, *Polk Works* desires youth programs that will:

- Be both ***desirable*** and ***meaningful*** to both the ***youth*** and ***their parents/guardians***.
- Include involvement of private sector business representatives in the design and ongoing operation.
- Provide through workforce preparation activities appropriate for youth in grades 11-12. These activities **must** be operated on a *year-round basis* (including “Summer” jobs or other “between school year” activities.)
- Provide through workforce preparation activities appropriate for those youth who are school dropouts, recent high school graduates, or received a certificate of high school completion. These activities **must** be operated on a *year-round basis*.
- Provide comprehensive guidance and, as appropriate, counseling including drug and alcohol abuse counseling and referral. Program elements should include the ability to brokerage, on behalf of youth, services available throughout Polk County. If the service is not available by some other funding source (for example through Medicaid), the purchase of services could be on a “fee for services” basis.
- Provide activities that are *not restricted* in terms of geography and/or population centers. In other words, the proposer should make services available to youth who, due to their geographic location, can not as readily access these services.
- Provide activities that supplement other available services. In other words, provide activities that will clearly *avoid duplication* of effort.
- Provide continued access to supportive services for eligible youth.
- Stress *quality* (of services and outcomes) as opposed to quantity.
- Establish meaningful benchmarks for the youth and financially reward success by providing incentives for recognition and achievement to the appropriate youth.
- Reduce the rate of teenage pregnancy among Polk County youth by engaging them in positive activities.

- Provide record keeping processes and procedures at a level that is adequate to:
  - (a) document quality services provided to youth and
  - (b) track and manage performance outcomes.
- Achieve and report--via appropriate local and State-sponsored reporting mechanisms--all WIA, Department of Labor, State of Florida, and *Polk Works* desired outcomes indicated in **Part II G. Program Outcomes**.

**B. PROGRAM DESIGN**

In addition to the items described in **Part II-A, Purposes** (above), *Polk Works* is seeking providers of program activities as they are contained in WIA as well as those activities adopted locally by the *Polk Works*. Programs sought will:

1. **Provide an objective assessment** of the academic levels, skill levels, and service needs of each participant. This assessment shall include a review of: basic skills, occupational skills, prior work experience, employability interests, aptitudes (including interest and aptitudes for nontraditional jobs), supportive service needs, and developmental needs for each participant. A new assessment is not required if a provider of services determines that it is appropriate to use a recent assessment of the participant conducted under another education or training program (if that assessment meets all of the above requirements.)
2. **Provide Post-Tests** at regular intervals during the program to assess academic levels and skill level.
3. **Develop service strategies** for each participant that identifies an employment goal (and, where appropriate, a nontraditional employment goal), appropriate achievement objectives and appropriate services for the participant, taking into account the assessment conducted. A new service strategy is not required if the provider of services determines that it is appropriate to use a recent service strategy developed for the participant under another education or training program (if that service strategy meets all of the above requirements.)
4. **Provide:**
  - a. Preparation for post-secondary educational opportunities, as appropriate.
  - b. Strong linkages between academic and occupational learning.
  - c. Preparation for unsubsidized employment opportunities, in appropriate cases.
  - d. Effective connections with intermediaries who have strong links to the job market and to local and regional employers (including the One-Stop Center Operator and One-Stop partners).

**C. PROGRAM ELEMENTS**

Programs sought must provide elements consisting of (*those in italics are locally adopted elements in addition to those contained in WIA*):

1. Tutoring, study skills training, dropout prevention strategies, and instruction leading to the award of a high school diploma or a General Equivalency Diploma. *All such activities must be designed to supplement, rather than supplant, school-based activities. Funded activities must avoid duplication of existing efforts.*
2. Alternative secondary school services, as appropriate.
3. Paid and unpaid work experience, including internships and job shadowing, as appropriate. *Pay for work may include incentives or stipends for successful participation.* Work experiences are defined as:
  - a. Planned, structured work learning experience that takes place in a workplace for a limited period of time.
  - b. *Unpaid* work experience workplaces may be in the private for-profit sector; *paid or unpaid* work experience workplaces may be in the non-profit sector or the public sector.
  - c. Those opportunities designed to enable youth to gain exposure to the requirements of the “world of work.” These experiences should enable youth to acquire the personal attributes and knowledge required to obtain employment as well as the “job survival skills” to remain in and advance in employment.
  - d. Providing the youth with opportunities for career exploration and skill development that do not financially benefit the employer.
  - e. Opportunities that include the following elements:
    - Exposure to various aspects of an industry;
    - Progressively, more complex tasks;
    - Internships and job shadowing;
    - Integration of basic academic skills and work skills;
    - Supported work, work adjustment, and other transition activities; and
    - Entrepreneurial skills
4. Occupational skills training, as appropriate.
5. Leadership development opportunities that encourage responsibility and other positive social behavior during non-training hours, as appropriate. May include the following:
  - a. Exposure to post-secondary educational opportunities;
  - b. Community service learning projects;
  - c. Peer-centered activities, including peer mentoring and tutoring;
  - d. Organizational and teamwork training, including team leadership training;
  - e. Training in decision-making, including determining priorities;

- f. Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources;
  - g. Employability skills; and
  - h. Positive social behaviors, which include positive attitudinal development, self-esteem building, cultural diversity training, and work simulation activities.
6. Supportive services *and financial rewards for successful program participation*. Supportive services may include:
- a. Linkages to community services (including those available through the One-Stop Centers);
  - b. Assistance/referral with transportation costs;
  - c. Assistance/referral with child care and dependent care costs;
  - d. Assistance/referral with housing costs;
  - e. Assistance/referral to medical services; and
  - f. Assistance with uniforms or other appropriate work attire, and work-related tools costs.
7. Follow-up services for a period of not less than 12 months post participation, as appropriate. *Follow-up and tracking will be designed to ensure individual long-range success and program accountability*. Follow-up services may include:
- a. The leadership development and supportive services listed above;
  - b. Regular contact with a youth participant's employer, including assistance in addressing work-related problems as they arise;
  - c. Assistance in securing better paying jobs, career development, and additional education;
  - d. Work-related peer support groups; and
  - e. Tracking the progress of youth in education/employment after training.

D. PARTICIPANT ELIGIBILITY

A successful respondent will be **held responsible** for:

1. The recruitment of more youth than necessary to meet its enrollment goal.
2. Targeting youth who are school dropouts; members of a farm worker family; disabled; non-English speaking; teen parents; and/or offenders.
3. Participant eligibility including the collection of all required WIA eligibility documentation including the criteria indicated below:

According to the WIA law, an **eligible youth** must meet the following criteria:

- “is not less than age 14 and not more than age 21\*;
- is a low-income individual\*\*; and
- is an individual who is one or more of the following:
  - (i) Deficient in basic literacy skills.
  - (ii) A school dropout.
  - (iii) Homeless, a runaway, or a foster child.
  - (iv) Pregnant or a parent.
  - (v) An offender.
  - (vi) An individual who requires additional assistance to complete an educational program, or to secure and hold employment.”

\*For the purposes of this RFP:

- A *younger youth* must be, at least, 16 years old but not older than 18 years old at the time of enrollment; and
- An *older youth* must be, at least, 19 years old but not older than 21 years old at the time of enrollment.

\*\*The term “low-income” is defined as: an individual who—

“(A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;  
 (B) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of--  
     (i) the poverty line, for an equivalent period; or  
     (ii) 70 percent of the lower living standard income level, for an equivalent period;  
 (C) is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);  
 (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);  
 (E) is a foster child on behalf of whom State or local government payments are made; or  
 (F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.”

Polk Works is required to serve qualified youth in Polk County. To accomplish this objective, Polk Works will accept separate proposals that serve:

- *Younger youth only;*
- *Older youth only;* or
- *Both younger and older youth.*

As stated above in **PART I, D. FUNDING AVAILABILITY**, Polk Works is required to spend 30% of its WIA Youth allocation on services for *out-of-school youth*. Out-of-

school youth are **eligible youth** (as defined above) who are *school dropouts or youth who have graduated from high school or who hold a GED or a certificate of high school completion, but who are unemployed or underemployed and basic skills deficient.*

*Polk Works* desires to provide service to as many Polk County youth as possible especially those youth who because of their geographical location away from the larger population areas in Polk County may not have the opportunities to avail themselves of the Youth Services provided herein. Therefore, each respondent who proposes to provide service in any or all of the following underserved locations will receive extra bonus points on its **Proposal Review Criteria** (See Attachment A):

- Bartow area,
  - Bradley Junction area,
  - Davenport area,
  - Fort Meade area,
  - Frostproof area,
  - Haines City area,
  - Lake Wales Area,
  - Mulberry area, and/or
  - River Ranch area.
4. All WIA data entry including the entry of the eligibility application that must be completed prior to a youth's enrollment into the program.

Currently, the State's MIS facilitates data entry over the Internet. *Polk Works* will assist a successful proposer in gaining access to the State MIS, if necessary. Those program operators who do not have the required hardware/software may access the State's MIS at any of *Polk Works'* One-Stop locations. (See [www.polkworks.org](http://www.polkworks.org) for the nearest location.)

*Polk Works* staff will provide training to program operators on the required documentation for applicant eligibility and subsequent data entry.

#### E. ELIGIBLE PROPOSERS

With this solicitation, *Polk Works* is seeking either a *joint providers' proposal* (that is, one entity serving as lead agency for coordination and contracting purposes and other entities joined to it by some form of written agreement) or an *individual provider's proposal*. Eligible proposers include entities that are legally configured to do business in the State of Florida (for-profits, not-for profits, community-based organizations, schools, educational agencies, etc.)

#### F. OTHER PROVISIONS

WIA also contains the following provisions relative to providing youth services, which must be incorporated into programs proposed under this solicitation:

1. Each applicant or participant that meets the eligibility criteria for the youth program must be provided with information about the *full array* of services available through the local workforce board (in this case, *Polk Works*), other eligible providers, and/or *Polk Works* One-Stop Partners.
2. Each applicant or participant that meets the eligibility criteria for the youth program must receive referral to appropriate training and educational programs that have the capacity to serve his/her needs.

3. An applicant not meeting the enrollment or eligibility criteria for programs funded under this solicitation shall be referred for further assessment, as necessary, and referred to appropriate programs to meet his/her basic skills and training needs.
4. Parents, participants, and other members of the community with experience relating to programs for youth are to be involved in the design and implementation of the program.
5. Opportunities must be made available for youth who successfully complete the program to volunteer to provide other participants with mentoring, tutoring, and other appropriate activities.

G. PROGRAM OUTCOMES

1. Core indicators of performance funded under this solicitation will be:

- Goals:
  - Improvement of basic skills/literacy and numeracy gains, if applicable\*, *and*
  - One of the following three goals:
    - Occupational skills
    - Work readiness skills, and
    - Employment

\*If not applicable, then two of the three goals listed above.

- Positive Outcomes (*each youth participant must attain one of the following*):
  - Enrolling in post secondary education,
  - Obtaining a secondary school diploma or equivalent (GED),
  - Entering the military,
  - Entering a vocational apprenticeship program, or
  - Entering Employment
- In addition to or in combination with the above, each participant must attain a degree or a certificate that meets the requirements of the DOL's *Common Measures*. (See Department of Labor Training And Employment Guidance Letter No. 28-04.)

2. Customer Satisfaction--

The State of Florida has entered into an agreement with a third party entity to survey program participants and employers. The State then reports the results by workforce region to: *Polk Works*; *Workforce Florida, Inc.*; the State legislature; the Governor's office; and other appropriate entities. Customer satisfaction is critical to all Florida workforce boards. Therefore, the data generated from this survey will be used by the successful respondent to evaluate and continually improve the youth services delivery system. *Polk Works* reserves the right to discontinue its agreement with any service provider who fails to maintain the State mandated customer satisfaction benchmarks.

The provision of all activities and services under this RFP is governed by the laws/regulations funding these programs as well as the policies and directives of the Board. Successful respondents will be required to comply with all provisions of these documents as a condition of receiving a contract, regardless if they were specifically mentioned in this RFP.

The Board reserves the right to determine the actual mix of funding resources associated with the

agreement. It may also supplement these resources with funding from other sources without additional procurement action when doing so in the best interest of the Board.

In addition to the above, the successful respondent will hire qualified staff that have the expertise to meet the requirements of this RFP. The experience, abilities, and motivation of the all of the successful respondent's staff perform a critical role in the ultimate success of the service delivery. The successful respondent will ensure that its staff is trained, *as necessary*, to effectively perform the assigned duties. The successful respondent shall develop an ongoing training program that focuses on ensuring that all staff acquire the basic competencies of their positions and are kept abreast of all new information and processes in a timely manner.

The successful respondent will be responsive to *Polk Works'* recommended or mandated training relevant to quality service delivery or performance improvement. *Polk Works* may, at its discretion, directly arrange or provide funding for such training.

*Staff Costs--*Due to the nature of the services solicited by this RFP, *Polk Works* will only reimburse personnel costs for time actually worked and reasonable vacation, sick leave, funeral leave, and holidays as provided for in the respondent's personnel policies and earned during the contract term or granted by State or Federal law/policy. No other paid leaves of absence will be reimbursed by *Polk Works* nor will they be part of the negotiated contract.

*Purchasing--*The successful respondent will follow all Federal, State, and Board procurement guidelines as outlined in State statute and Federal circulars. If the proposer intends to procure equipment, materials, etc., from itself or an affiliated organization it must be identified as such in the budget narrative and any profit generated from that transaction(s) must be identified in the proposal

### PART III, INFORMATION DERIVED FROM PAST QUESTIONS ON A SIMILAR RFP

Polk Works staff provided the following information at past proposers' conferences for a similar RFPs. The following information *is valid* (and, as appropriate, *updated*) for this RFP:

- Responses may include incentives and/or stipends for the youth, if offered. The response must delineate both the *amounts of* and the *requirements for* earning the incentives and/or stipends.
- The successful respondent will be responsible for all of the eligibility process, data entry, case management, and reporting on the youth in its project. Data entry will be accomplished over the Internet with Board-provided access codes to the State's Management Information System. The Board will provide the successful respondents with training on the eligibility process, data entry, case management, and reporting prior to July 1, 2007, if requested. The Board wishes to empower the successful respondent to properly and effectively run its project. However, the Board will continue to monitor the success of each youth project awarded.
- The income guidelines will be provided at training. Currently, the annual guidelines are:

FAMILY UNIT SIZE	Appropriate poverty line/70% LLSIL (as of May 2009)
1	<b>\$10,830</b>
2	<b>\$14,570</b>
3	<b>\$18,310</b>
4	<b>\$22,500</b>
5	<b>\$26,556</b>
6	<b>\$31,058</b>
7	<b>\$35,560</b>
8	<b>\$40,062</b>

- The Board does not have a list of families that receive food stamps. The successful respondent may negotiate with Children and Families on receiving that list.
- The Board does not anticipate that "free school lunch" will be an eligibility item.
- The Board has not set a cap on per youth cost.
- The requirement for the 12 month follow-up should be described in the response as a second year activity; however, the budget submitted with the response should only be for the September 2010 to June 2011 activities.
- The means of reimbursement will be individually negotiated with each of the successful respondents. The Board anticipates that it will be a hybrid of cost reimbursement and performance based reimbursement. This flexibility is to allow the greatest possible participation by public, private non-profit, and/or private for-profit entities.
- The only administrative cost will be the cost of the individual project's audit.
- If necessary, the Board may separately negotiate continued services for the youth enrolled in the current youth programs. It may negotiate the continuation of services for these youth with a successful respondent(s).
- Attendance the proposers' conference is encouraged but *not* required.
- The submittal of a Letter of Intent to Propose as per instructions herein the RFP is required.
- If more than one or more entity desires to submit a joint proposal, only the *lead* agency is required to submit a Letter of Intent to Propose.
- The information requested by the *columns* in the Budget format sample should not be modified, but different *line-items* could be added or subtracted from the provided form.
- The respondent should begin its response by providing the information requested on **PART IV, RESPONDENT'S CERTIFICATION**. Next, the respondent should complete and/or provide the information requested on **PART V, RESPONDENT'S INFORMATION** and **PART VI, PROPOSAL RESPONSE**.

**PART IV, RESPONDENT'S CERTIFICATION**

**To:** Mark V. Thomas, Vice President of Operations  
Polk County Workforce Development Board, Inc.  
600 N. Broadway Avenue, Suite B  
Bartow, FL 33830

**FOR:** SERVICES FOR YOUTH PROPOSAL

**ALL OF THE FOLLOWING REQUESTED INFORMATION MUST BE GIVEN FOR THIS PROPOSAL TO BE CONSIDERED BY THE BOARD.**

**Please Note:** All information must be typed or word-processed.

- 1. Name of Proposer: \_\_\_\_\_
- 2. Name of Contact Person: \_\_\_\_\_
- 3a. Primary Business Address: \_\_\_\_\_  
\_\_\_\_\_
- 3b. If different from above, Polk County business address: \_\_\_\_\_  
\_\_\_\_\_
- 4. Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
E-mail: \_\_\_\_\_
- 5. The business has been in operation under the present name since: \_\_\_\_\_

At this time, we understand all requirements and state that as a serious Proposer we will comply with all the stipulations included in this RFP.

**THE ABOVE-NAMED PROPOSER AFFIRMS AND DECLARES:**

- 1. That the Proposer is of lawful age and has interest in this Proposal either as a single entity or as the lead entity of a declared *joint* proposal.
- 2. That this Proposal is made without collusion or fraud with any other person, firm, or corporation making a Proposal for the same purpose.
- 3. That the Proposer is not in arrears to Polk County Workforce Development Board upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the Polk County Workforce Development Board.
- 4. That no officer or employee or person whose salary is paid, in whole or in part, from the Polk County Workforce Development Board is, shall be, or will become interested, directly or indirectly, surety or otherwise: in this Proposal; in the performance of this contract; in the supplies, materials, equipment, and services or labor to which they relate; or in any portion of the profits thereof.

5. That the Proposer has carefully examined the general and local conditions, all difficulties to be encountered, and all other items that may in any way affect the performance of services.
6. List any exceptions to the above:

The undersigned, by the signature evidenced, represents that the Proposer accepts the: terms, conditions, mandates, and other provisions of the foregoing said documents being the strict basis upon which the Proposer makes this Proposal.

By signing this Proposal, the undersigned affirms that said Proposal is, in all respects, fair and without collusion or fraud. The undersigned understands that the *original* copy of this Proposal must be signed in *blue* ink and that an unsigned Proposal will be to be considered incomplete and subject to rejection by the Board.

**IN WITNESS WHEREOF**, this Proposal is hereby signed and sealed as of the date indicated:

ATTEST:

PROPOSER:

\_\_\_\_\_  
WITNESS/DATE

\_\_\_\_\_  
AUTHORIZED SIGNATURE/DATE

\_\_\_\_\_  
WITNESS/DATE

\_\_\_\_\_  
PRINTED NAME OF SIGNER

\_\_\_\_\_  
TITLE OF SIGNER

**CORPORATE SEAL**  
*(if appropriate)*

**THE PROPOSER'S FAILURE TO COMPLETE THIS STATEMENT AS PRESENTED MAY RESULT IN THE PROPOSAL BEING REJECTED.**

FOR BOARD USE ONLY

Date/Time Proposal Received:

\_\_\_\_\_

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

## PART V, RESPONDENT'S INFORMATION

Provide the following information relative to the proposing entity/lead entity of a joint arrangement:

1. Contact Person Name/Title: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

2. TYPE OF ORGANIZATION OF RESPONDENT/LEAD ENTITY OF JOINT ARRANGEMENT? (Include appropriate documentation as an attachment to this proposal)

<input type="checkbox"/>	Public
<input type="checkbox"/>	Private-for-Profit
<input type="checkbox"/>	Private Non-Profit

3. RESPONDENT IS? (Include appropriate documentation for each item checked as an attachment to this proposal)?

<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Unincorporated association
<input type="checkbox"/>	Individual proprietorship
<input type="checkbox"/>	Governmental/ Local Educational Agency
<input type="checkbox"/>	Minority and/or Female Owned and Operated
<input type="checkbox"/>	Community-Based Organization
<input type="checkbox"/>	Faith-Based
<input type="checkbox"/>	Other—(describe)

4. DID THE RESPONDENT, LEAD ENTITY, OR ANY JOINT PARTNER EVER HAVE A CONTRACT CANCELED FOR CAUSE?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

5. DOES THE RESPONDENT/LEAD ENTITY OR ANY JOINT PARTNER OWE ANY REPAYMENT OF FUNDS TO ANY ORGANIZATION?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

6. HAS THE RESPONDENT/LEAD ENTITY OR ANY JOINT PARTNER DECLARED BANKRUPTCY AND/OR HAD ANY ASSETS ATTACHED BY ANY COURT IN THE LAST THREE YEARS?

	YES
	NO

7. HAS THE RESPONDENT/LEAD ENTITY OR ANY JOINT PARTNER EVER BEEN OR IS PRESENTLY DEBARRED OR SUSPENDED FROM CONTRACTING WITH THE FEDERAL, STATE, OR LOCAL GOVERNMENT?

	YES
	NO

8. HAS THE RESPONDENT/LEAD ENTITY OR ANY JOINT PARTNER AND/OR ITS PRINCIPAL OFFICERS, IN THEIR CAPACITY AS SUCH, BEEN INVOLVED IN A LAWSUIT OR CONVICTED OF FELONY IN THE PAST THREE YEARS?

	YES
	NO

9. DOES THE RESPONDENT/LEAD ENTITY OR ANY JOINT PARTNER HAVE SUBSIDIARIES, A PARENT ORGANIZATION, OR OTHER AFFILIATES?

	YES
	NO

10. DOES THE RESPONDENT/LEAD ENTITY OR ANY JOINT PARTNER HAVE SUBSIDIARIES, A PARENT ORGANIZATION, OR OTHER AFFILIATES WHO RETAINS A PERSON OR AFFILIATE WHO HAS BEEN PLACED ON THE CONVICTED VENDOR LIST FOR A PUBLIC ENTITY CRIME WITHIN THE LAST 36 MONTHS?

	YES
	NO

If the answer to any question from #4 through #10 is "YES," provide full details for each:

The respondent is to attach a copy\* of each of the following *only* to the "original" copy of the

proposal:

- The respondent's (and, if applicable, of any joint proposing partner's) most recent audit and annual report\*;
- A copy of the respondent's (and, if applicable, of any joint proposing partner's) most recent balance and income statement\*;
- A copy of the respondent's (and, if applicable, of any joint proposing partner's) personnel policies\*;
- A copy of the respondent's (and, if applicable, of any joint proposing partner's) grievance procedures\*; and
- The respondent's:

Federal Tax ID Number: \_\_\_\_\_  
Florida Tax ID Number(s): \_\_\_\_\_  
Unemployment Insurance Number: \_\_\_\_\_  
Worker's Compensation Certificate Number: \_\_\_\_\_

\*(Submission of an electronic copy on a computer disk in addition to a "hard" copy is not desired.)

In addition to the above-listed information, the Board will, prior to the award of any contract, make a full determination as to the demonstrated ability of the organization to perform successfully under the terms and conditions of the proposed work. That determination will take into consideration such matters as whether the organization has:

1. Adequate financial resources or the ability to obtain them.
2. The ability to provide the Youth Services at a reasonable cost.
3. A satisfactory record of past performance in related areas.
4. A satisfactory record of business ethics, integrity, and fiscal accountability.
5. The necessary experience, accounting controls, and operational controls.
6. The technical skills to perform the work.

Proposals should provide enough information to adequately address the above and to substantiate demonstrated ability.

## PART VI, PROPOSAL RESPONSE

Answer each of the following requests for information as thoroughly as possible. Proposers should use all the space they feel necessary to formulate a thorough answer; however, answers should be concise and address only the information requested. Responses should be formulated on the information provided in this RFP, at the Proposers' Conference, and in the following attachment:

- **ATTACHMENT A--PROPOSAL REVIEW CRITERIA**

### I. General Program Description

1. Provide information on the respondent's adequate financial resources to undertake this work or the respondent's ability to acquire such resources.
2. a. Provide specific examples of similar services, if any, that the respondent has provided in the past three years and for whom.
2. b. The Board may choose to contact one or more of the above entities to obtain references. Provide the name and phone number of *one primary* and *one alternative* contact person for each of the above entities who is knowledgeable of the services provided by the respondent.
2. c. Provide the name and phone number of, at least, *three other individuals* who Board staff may contact concerning the respondent's business ethics, integrity, and fiscal accountability, i.e., a CPA but not the respondent's legal counsel.
3. Describe the accounting controls and operational controls that the respondent has in operation or will be placed in operation if awarded this contract.
4. Identify the key administrative, management, and supervisory individuals who will be assigned to work on this project? Fully describe their qualifications as they relate to this project. For those position that are currently vacant, provide full job descriptions listing qualifications.
5. Provide a list of *tasks* and their relation to *completion dates* that the respondent will have to accomplish between the execution of the agreement and the program start date of July 1, 2007.
6. Describe the respondent's procedures to ensure that the respondent's staff are trained, as *necessary*, to effectively perform the assigned duties. In addition, describe plans for an ongoing training program that focuses on ensuring that all staff acquire the basic competencies of their positions and are kept abreast of all new information and processes in a timely manner.

## II. Detailed Program Description

### A. PURPOSES

#### 1. Program Design

**PART II, PROGRAM INFORMATION, A. and B.** of this RFP define the required design elements. Describe how the proposed program addresses each of the design elements listed below, as well as any additional design being offered by the proposer:

- Assure that the program is both desirable and meaningful to the youth *and* their parents.
- Involvement of private sector business representatives in program design and on-going operation.
- Provision of workforce preparation activities.
- Provision of guidance and counseling including “brokerage” of services.
- Nonrestrictive in terms of county geography and population centers.
- Activities that supplement and not duplicate other existing services.
- Access to and or provision of supportive services.
- Stress *quality* rather than *quantity* of services and outcomes.
- Establishment of meaningful performance benchmarks and rewards for success.
- Provide teen pregnancy prevention strategies.
- Provides adequate record keeping of: services, outcomes, short and long-range success, and program performance.
- Achieve the desired outcomes.
- Provision of an objective assessment.
- Development of service strategies.
- Preparation for post-secondary educational opportunities, in appropriate cases.
- Strong linkages between academic and occupational learning.
- Preparation for unsubsidized employment, in appropriate cases.
- Effective connections with intermediaries who have strong links to the job market and to local and regional employers.

#### 2. Program Elements

**PART II, PROGRAM INFORMATION, C.** of this RFP lists required program elements. Describe how the proposed project will address each of the following:

- Tutoring, study skills training, dropout prevention strategies, and instruction leading to the award of a high school diploma or a General Equivalency Diploma.
- Paid and unpaid work experiences, as appropriate, including internships and job shadowing.
- Occupational skills training, as appropriate.
- Leadership development opportunities, which may include community service and peer-centered activities that encourage responsibility and other positive social behavior during non-training hours, as appropriate.
- Description of linkages for supportive services.
- Follow-up services for a period of not less than 12 months post participation, as appropriate, that is designed to ensure individual long-range success and program accountability.

3. Targeted Population(s)

**PART II, PROGRAM INFORMATION, D.** of this RFP describes youth who are eligible to receive services under WIA. Proposed projects are to target specific hard-to-serve groups and specific geographical areas from which youth will be served. Explain the rationale for targeted population(s) to be served and geographical area(s) to be served in terms of demographical and socio-economic data analyzed. Explain how the needs of the specific targeted population will be addressed. Describe a plan to support the requirement that 30% of the Board's WIA Youth allocation must be spent on services for *out-of-school youth*.

Provide a participant flow diagram, showing how services for participants will take place from initial *outreach and recruitment* to completion of *post participation follow-up*. Indicate the responsible party(ies) for each component.

Reminder: Additional bonus points will be credited for serving youth in the:

- Bartow area,
- Bradley Junction area,
- Davenport area,
- Fort Meade area,
- Frostproof area,
- Haines City area,
- Lake Wales Area,
- Mulberry area, and/or
- River Ranch area.

4. Other Provisions

**PART II, PROGRAM INFORMATION, F.** of this RFP addresses additional provisions relative to provision of youth services. Describe how each of the following will be addressed:

- Each participant or applicant that meets the eligibility criteria for the youth program will be provided with information about the full array of services available through *Polk Works* or through other eligible providers or One-Stop Partners, including those receiving WIA youth funding.
- Each participant or applicant that meets the eligibility criteria for the youth program must receive referral to appropriate training and educational programs that have the capacity to serve their needs.
- Applicants not meeting the enrollment or eligibility criteria for programs funded under this solicitation shall be referred for further assessment, as necessary, and referred to appropriate programs to meet their basic skills and training needs.
- Parents, participants and other members of the community with experience relating to programs for youth are to be involved in the design and implementation of the program.
- Opportunities must be made available for youth who successfully complete the program to volunteer to provide other participants with mentoring, tutoring, and other appropriate activities.

5. Program Outcomes

**PART II, PROGRAM INFORMATION, G.** of this RFP describes the Program

Outcomes. Explain how the proposed program will address these goals:

Complete the following table as it relates to the proposed program:

Category	Number*	How Documented
Attainment of basic skills/ Attain Literacy and Numeracy gains		
Attainment of occupational skills		
Attainment of work readiness skills		
Attainment of employment		
Enrolled in post secondary education		
Attainment of secondary school diploma or equivalent		
Entered the military		
Entered a vocational apprenticeship program		
Entered employment		
Attainment of a degree or certificate that meets the requirements of DOL's Common Measures		

\*Total for all outcomes will add up to more than the total number of youth served, as youth may attain more than one outcome as a result of program participation.

Discuss any additional, **value-added** outcomes planned for this project and how they will be measured.

*Customer Satisfaction*

The customer satisfaction level of youth participants served under the proposed program will be measured. Describe what procedures will be put into place to respond to customer satisfaction concerns as *Polk Works* identifies them.

**III. Executive Summary**

Provide an *Executive Summary* of your proposal describing, among other things:

- the resources that your entity will use to provide the services;

- the approach that your entity will use to provide the services;
- the expected outcomes; and
- the projected cost.

*(This summary should be no more than two pages in length since the Board staff may later use this summary as part of staff's recommendation to the Board.)*

#### **IV. Reminders**

1. Item #2. B. and Item #2.C. under **PART VI, PROPOSAL RESPONSE, I. General Program Description** above, concerns the provision of references. Provide the name and phone number of *one primary* and *one alternative* contact person for:
  - each of the above entities who is knowledgeable of the services provided by the respondent.
  - at least, *three other individuals* who Board staff may contact concerning the respondent's business ethics, integrity, and fiscal accountability.

(Board staff may contact these individuals during the period of April 4<sup>th</sup> to April 5<sup>th</sup>. It is the respondent's responsibility to ensure that the contact persons are available, willing, and knowledgeable to provide information requested above. The unavailability, unwillingness, or lack of knowledge of the provided contact persons **may have a detrimental** effect on staff's recommendations for that respondent.)

2. If your entity has joint arrangements between two or more eligible entities, (see **PART I, GENERAL INSTRUCTIONS, F.**) be sure to attached a copy the written Memorandum(s) of Agreement

**V. Line Item Budget (Must completed and submitted with the proposal.)**

For each budget item, clearly show how the calculations were made and the reason(s) for justification. This format is **only** a guide. The respondent should modify as necessary to present a complete and clear budget proposal.

Budget Item	Annual Cost	How Cost Determined	In-Kind	Justification	(For Board Use Only) Cost/Price Analysis		
					Reas.	Nec.	Basis
Audit							
Personnel: (indicate all of the respondent's personnel who will be involved in this service and the percentage of their time to be devoted to this service)							
Fringe Benefits (give details of types and rates)							
Staff Travel							
Materials (list category and amount, i.e., office supplies)							
Equipment							
Supplies							
Insurance							
Printing							
Reproduction/Duplication							
Recruitment/Marketing							
Postage/Freight							
Other (describe)							
Overhead							
Profit							
<b>TOTAL</b>							

**Directions for filling out each column of the Line item Budget--**

- *Budget Item* column: Itemize each cost.
- *Annual Cost* column: Enter the cost for the budget item in this column.
- *How Cost Determined* column: The description should be comprehensive enough so that the proposal reviewers can determine whether the cost is reasonable and necessary. *(Increase the size of this column and/or decrease the size of the font to provide room, as necessary.)*
- *In-Kind* column: Identify any in-kind resources/support for the service delivery system beyond what is requested in the budget. Include each committed or proposed source of funding and the amount of that funding.
- *Justification* column: Explain why the budget item is needed. *(Increase the size of this column and/or decrease the size of the font to provide room, as necessary.)*
- *(For Board Use Only) Cost/Price Analysis* column: Do not complete in this section.

The following examples are ONLY for the first through the fifth columns:

<b>Budget Item</b>	<b>Annual Cost</b>	<b>How Cost Determined</b>	<b>In-Kind</b>	<b>Justification</b>
Audit	\$10,000	1% of \$1,000,000 total budget	0	Required by law.
Staff Travel	\$5,625	50 mi/wk x 50 wks x 37.5 cents/mi x 6 staff	0	6 counselors to do home visits, pick up time sheets, visit work sites, go to community meetings

All proposals will be evaluated on the basis of cost-effectiveness in relation to high quality service delivery. To accomplish this, the review staff shall conduct an analysis of proposed costs during the proposal review process. Respondents are therefore encouraged to submit their best offer for providing the services solicited in this RFP and to thoroughly describe and justify the proposed costs. This analysis shall be conducted: to ensure that the proposed costs are necessary, fair, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit Youth Services program.

## VI. Insurance Requirements *(Must completed and submitted with the proposal)*

### **Contractor's Liability Insurance**

The CONTRACTOR shall Secure and maintain in force such insurance as will protect him or her from claims: under Workers' Compensation laws; disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness, or disease, or death of employees including claims insured by usual personal injury liability coverage; from claims of damages because of bodily injury, sickness or disease, or death of any person other than his employees including claims insured by usual personal injury liability coverage; and from injury to or destruction of tangible property including loss of use resulting therefrom, any or all of which may arise out of or result from the CONTRACTOR'S operations under the Contract Documents, whether such operations be by the CONTRACTOR or by any subcontractor or by anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable. This insurance shall be written for not less than any limits of liability specified in the Contract Documents or required by law, whichever is greater, and shall include contractual liability insurance. Before starting the work, the CONTRACTOR will file with the BOARD certificates of such insurance, acceptable to the BOARD. These certificates shall contain a provision for cancellation as found below.

### **Insurance Required**

#### A. General

Before starting and until completion of the work for the BOARD, the CONTRACTOR shall procure and maintain insurance of the types and to the limits specified in paragraphs B. (1) through (4) below. All policies of insurance under this contract shall include as additional insured the Polk County Workforce Development Board, Inc. and its employees. All policies shall provide for separation of insurer's interests such that the insurance afforded applies separately to each insured against whom a claim is made or a suit is brought.

#### B. Coverage

The CONTRACTOR shall procure and maintain in force during the life of this Contract the following types of insurance coverage, written on standard forms, and placed with insurance carriers acceptable to the BOARD and approved by the Insurance Department of the State of Florida. The amounts and types of insurance shall conform to the following requirements:

1. Worker's Compensation--the CONTRACTOR shall procure and shall maintain in force during the life of this Contract, Worker's Compensation Insurance providing statutory benefits including those that may be required by any applicable federal statute for all of his/her employees to be engaged in work on the project under this Contract. In case any class of employee engaged in hazardous work on the project under this Contract is not protected under the Worker's Compensation statute, the CONTRACTOR shall provide employer's liability insurance for all said employees.

##### a. Employer Liability

\$ \_\_\_\_\_ Limit, each accident

\$ \_\_\_\_\_ Limit, disease aggregate

\$\_\_\_\_\_ Limit, disease, each employee

2. Commercial General Liability--Coverage must be afforded on a form no more restrictive than the latest edition of the Commercial Liability Policy filed by the Insurance Service Office with limits of not less than those listed below and must include:

- a. General Aggregate \$\_\_\_\_\_
- Products and Completed Operations \$\_\_\_\_\_
- Personal Injury \$\_\_\_\_\_
- Each Occurrence \$\_\_\_\_\_
- Fire Damage (any one fire) \$\_\_\_\_\_

3. Business Automobile Liability--Coverage must be afforded on a form no more restrictive than the latest edition of the Commercial General Liability Policy filed by the Insurance Service Office with limits of not less than those listed below and must include:

- a. \$\_\_\_\_\_ combined single limits for each accident, for bodily injury, and for property damage liability.
- b. Owned Vehicles
- c. Hired and Non-owned Vehicles
- d. Employer Non-ownership

4. Professional Liability

- a. Minimum limits of \$\_\_\_\_\_ per claim
- b. Notice of cancellation and/or restrictions: the policy must be endorsed to provide the BOARD with thirty (30) days notice of cancellation and/or restrictions.

5. Certificates of Insurance and Copies of Policies--Certificates of Insurance must be furnished to the BOARD, evidencing the insurance coverage specified in the previous paragraphs B. 1. through 4. inclusive. The required Certificates of Insurance shall name the BOARD as additional insured, for the operations of the CONTRACTOR under this contract (excluding the Worker's Compensation and professional liability policies) and shall name the types of policies provided and shall refer specifically to this contract. On request of the BOARD, certified copies of the policies required shall be filed with the BOARD on a timely basis.

If the initial insurance expires prior to the completion of the contract, renewal Certificates of Insurance shall be furnished thirty (30) days prior to the date of their expiration.

The required limits for insurance may be achieved through a combination of primary and umbrella policies.

These policies will provide that: the insurer(s) waive their rights of subrogation against the BOARD,

their officials, employees, agents, and consultants.

Cancellation--Should any of the above-described policies be canceled or non-renewed before the stated expiration date thereof, insurer will not cancel same until at least ten (10) days prior written notice has been given to the Board. This prior notice provision is part of each of the above-described policies.

Completed by Respondent (name and title): \_\_\_\_\_

**ATTACHMENT A  
Proposal Review Criteria  
2010 Youth Services Program**

Respondent: \_\_\_\_\_

<u>CRITERIA</u>	POINTS AVAILABLE	RATING
<i>Financial resources</i>	20	
<i>Experience</i>	30	
<i>Accounting and operational controls</i>	30	
<i>Qualifications of key personnel</i>	40	
<i>Project timeline</i>	20	
<i>Staff training</i>	40	
<i>Program design</i>	40	
<i>Program elements</i>	40	
<i>Targeted populations/areas</i>	56	
<i>Other provisions</i>	20	
<i>Program outcomes</i>	40	
<i>Reasonable and necessary costs</i>	39	
<b>TOTAL</b>	<b>415</b>	

Reviewer Comments:

By my signature, I hereby certify that I have no apparent or real conflicts of interest in the outcome of this procurement.

Reviewer Signature/Date: \_\_\_\_\_

**I. Financial Resources**

**20 points available**

**Question:** Provide information of the respondent's adequate financial resources to undertake this work or the respondent's ability to acquire such resources.

Respondent possesses adequate financial resources or the ability to acquire such. (*Circle One*) Score: \_\_\_\_\_

- |    |  |    |
|----|--|----|
| 1. | No indication of adequate resources or ability to obtain adequate financial resources            | 0  |
| 2. | Indication of adequate financial resources or the ability to obtain adequate financial resources | 20 |

**II. Experience**

**30 points available**

**Question:** Provide specific examples of similar services, if any, that the respondent has provided in the past three years and for whom.

Respondent has provided information in proposal that indicates adequate experience to undertake this project. (*Circle One*) Score: \_\_\_\_\_

- |    |   |        |
|----|---|--------|
| 1. | Did not provide information about past experience     | 0      |
| 2. | Past experience is not necessarily related            | 1--15  |
| 3. | Past experience is mostly related                     | 16--29 |
| 4. | Exceptional depth of past experience, closely related | 30     |

**III. Accounting Controls and Operational Controls**

**30 points available**

**Question:** Describe the accounting controls and operational controls that the respondent has in operation or will be placed in operation if awarded this contract.

The respondent possesses adequate accounting controls and operational controls. (*Circle One*) Score: \_\_\_\_\_

- |    |   |       |
|----|---|-------|
| 1. | No description of adequate accounting controls and operational controls or no to plans to place such in operation | 0     |
| 2. | Description of adequate accounting controls and operational controls or plans to place such in operation          | 2--30 |

**IV. Qualifications of Key Personnel**

**40 points available**

**Question:** Identify the key administrative, management, and supervisory individuals who will be assigned to work on this project. Fully describe their qualifications as they relate to this project. For those positions that are currently vacant, provide full job descriptions listing qualifications.

Qualifications of key individuals planned for assignment to the proposed project. (Circle One) Score: \_\_\_\_\_

- 1. Key personnel not identified 0
- 2. Key personnel identified, qualifications not presented 1--13
- 3. Key personnel identified, qualifications minimal 14--26
- 4. Key personnel identified, moderate qualifications 26--39
- 5. Key personnel identified, excellent qualifications 40

**V. Project Timeline**

**20 points available**

**Question:** Provide a list of tasks and their relation to *completion dates* that the respondent will have to accomplish between the execution of the agreement and June 30, 2007 in order to begin services on July 1, 2007.

Respondent's development of an adequate timeline for project. (Circle One) Score: \_\_\_\_\_

- 1. No timeline presented 0
- 2. Timeline presented demonstrates lack of understanding about project information in RFP and/or is incomplete 1--9
- 3. Timeline reflects understanding, but is unrealistic or unworkable/may be incomplete 10--19
- 4. Timeline reflects understanding and is workable, meets Board's goals 20

**VI. Staff training**

**40 points available**

**Question:** Describe the respondent's procedures to ensure that its staff are trained, *as necessary*, to effectively perform the assigned duties. In addition, describe plans for an ongoing training program that focuses on ensuring that all staff acquire the basic competencies of their positions and are kept abreast of all new information and processes in a timely manner.

The respondent's proposed staff training procedures. (Circle One) Score: \_\_\_\_\_

- 1. Proposal does not address or addresses in a manner indicating lack of understanding 0
- 2. Proposal minimally addresses, shows some lack of

	understanding	1--20
3.	Proposal adequately addresses	21--39
4.	Proposal addresses very well, clear understanding	40

**VII. Program Design** **40 points available**

Rate the extent to which the proposal addresses each of the program design requirements listed in the RFP. (See **PART II--PROGRAM INFORMATION. Items A & B.**) Good incorporation of these requirements (rather than just mention of them) with clear plans for addressing should be included in the evaluation and result in higher ratings. (*Circle One*) Score:\_\_\_\_\_

1. Not all requirements are addressed. Plans for incorporation not clear or well developed. 0--5
2. All requirements are addressed with some plans for incorporation. Plans not as clear and comprehensive as in Response #3, below. 6--39
3. All requirements are addressed with clear plans for addressing them and incorporating them meaningfully into the overall project design. 40

**VIII. Program Elements** **40 points available**

The program elements listed in the RFP are required for all projects. (See **PART II--PROGRAM INFORMATION, Item C.**) Evaluate the extent to which each element is addressed in the proposal with clear, meaningful plans for providing the services listed. Take into consideration the extent to which the plans are realistic and provide for delivery in a manner that seems meaningful to youth. (*Circle One*) Score:\_\_\_\_\_

1. Not all elements are addressed, plans for facilitating them are not clear, not well developed and/or not meaningful to the overall project or the youth participants. 0--10
2. All elements are addressed with plans for facilitating them; plans are not as extensive or well thought out as in Response #3, below, and/or not as meaningful to the overall project or youth participants. 11--39
3. All program elements are addressed with good plans for facilitating them. Activities described in relation to elements appear to be effective and meaningful to the overall project design as well as the youth participants. 40

**IX. Targeted Populations /Areas** **56 points available**

Consider the extent to which the proposer has identified specific eligible targeted population(s) in their proposal and how well they have justified this targeting on the basis of socio-economic and demographic factors. If the proposal is also targeting a specific geographical area(s) for services, consider how well that is defined and justified. Also evaluate how well the proposal has defined the unique needs of targeted youth groups (school dropouts; members of a farm worker family; the

disabled; the non-English speaking; teen parents; and/or offenders) and provided a rationale for services proposed for them. (*Circle One*) Score:\_\_\_\_\_

1. Targeted populations not identified and/or not justified on any reasonable basis. Ignores or poorly addresses the unique needs of targeted youth. 0--7
2. Eligible youth are targeted; however, determination is not as well defined or justified. Needs of targeted youth groups not recognized as unique and/or proposed services to targeted youth groups not well justified. 8--19
3. Targeting of eligible youth and geography (as applicable) is specific, well defined, and well justified. The unique needs of targeted youth groups are defined and services proposed for them are justified on that basis. 20

Plus possible **Bonus:**

4. Additional 4 points for each of the following geographic areas proposed for service:
  - Bartow area,
  - Bradley Junction area,
  - Davenport area,
  - Fort Meade area,
  - Frostproof area,
  - Haines City area,
  - Lake Wales Area,
  - Mulberry area, and/or
  - River Ranch area.

Number of above areas x 4 points =\_

**X. Other Provisions**

**20 points available**

Evaluate the extent to which the proposal addresses the goals in **PART II--PROGRAM INFORMATION, Item F.** Consider how well the program design incorporates activities and services designed to achieve these goals. (*Circle One*) Score:\_\_\_\_\_

1. Program design not conducive to achieving described goals. 0--5
2. Program design may lead to the achievement of some described goals; link to program and goals not as well defined or as clear as in Response #3, below. 6--19
3. The program design will clearly lead to achievement of described goals. Respondent has well-developed plans in place to incorporate and address each goal. 20

**XI. Program Outcomes**

**40 points available**

Evaluate the extent to which the proposal realistically addresses program outcomes in relation to the number of enrollments and the proposed program design. (See **PART II--PROGRAM INFORMATION, Item G.**) Also evaluate whether the proposer has plans in place to address

customer satisfaction issues. (Circle One) Score:\_\_\_\_\_

1. Outcomes not addressed or not at all related to program design. Number unrealistic--too high in relation to enrollments or too low to demonstrate any commitment to performance. Additional outcomes not addressed. Customer satisfaction not addressed. 0--10
2. Outcomes are addressed, not as clearly related to program design. The numbers are either not realistic or do not evidence as clear a commitment to achieving high levels of performance. Additional positive outcomes are not addressed or addressed poorly. Recognizes the need for customer satisfaction, plans poorly addressed. 11--39
3. Outcomes addressed are clearly related to program design. The numbers are realistic, yet exhibit high commitment to positive youth outcomes. Additional positive outcomes are also addressed. The respondent recognizes the need to address customer satisfaction and has plans in place. 40

**XII. Reasonable and Necessary Costs**

**39 points available**

The budget costs are *reasonable and necessary*. (Circle One) Score:\_\_\_\_\_

1. None of the costs presented in the budget appear to be *reasonable and necessary* **OR** the budget was submitted incomplete. 0
2. A portion of the costs presented in the budget appear to be *reasonable and necessary*. 1--38
3. All of the costs presented in the budget appear to be *reasonable and necessary*. 39