



**GREENVILLE COUNTY WIB
REQUEST FOR QUALIFICATIONS AND INTEREST
SUMMER JOBS FOR YOUTH – WORKSITE DEVELOPMENT & COORDINATION**

I. Background

A. Administrative Entity

Greenville County Workforce Development (Workforce Development), as a grant office of the County of Greenville, administers Workforce Investment Act (WIA) programs mandated under U.S. Department of Labor and under the planning guidance of the Greenville County Workforce Investment Board (WIB). The mission of the organization is to build a comprehensive workforce development system that supports individual prosperity and business competitiveness.

The values essential to the growth and vitality of the system include:

- A skilled workforce that improves business and individual competitiveness, earning capacity, income and assets.
- High standards of accountability to the community.
- Effective and aligned partnerships
- Continuous improvement.

In pursuit of the mission, the Greenville County workforce development system:

- Provides a single point of focus for local and regional workforce efforts.
- Invests in education, community-based and industry partners to provide skill development and related services.
- Supports projects to foster innovation, expand best practices and encourage system change.
- Builds linkages between government, business, labor, education and others to enhance workforce programs and services.
- Coordinates workforce development activities with businesses, economic development and education strategies.
- Promotes system development, service alignment and workforce excellence.
- Evaluates system quality and outcomes.

B. Overview

Under the WIB's guidance, Workforce Development fund programs that serves youth, adults and business throughout Greenville County. Funds invested in youth programs are targeted

to prepare youth for successful attainment of high school diplomas or GEDs and support successful transitions to post secondary education and career ladder employment.

On February 19, 2009 the American Recovery and Reinvestment Act (ARRA) was signed into law. The intent of this bill is to create jobs, restore economic growth, and strengthen America's middle class through measures that include expanding educational opportunities and serving those in greatest need. Workforce Development will administer ARRA funding for youth and adult workforce development programs.

Workforce Development will use ARRA funds to support a comprehensive Summer Jobs program for low income youth between the ages of 14 – 24 years old who live in Greenville County. Key features of the program model are subsidized internships (work experience training), academic remediation and credit recovery, and college and career exploration. ARRA funds will pay for all Summer Jobs program activities. We will develop contracts for: 1) employer of record and 2) worksite development and coordination.

The purpose of this Request for Qualifications and Interest is to identify qualified and interested entity(s) to deliver worksite development and coordination of services for the Summer Jobs program.

II. RFQ Specifications

A. Program Model and Outcomes

The Summer Jobs program capitalizes on the summer months to engage low income young people ages 14 – 24 in work experience, academic remediation and career and college exploration. Summer is the peak time of the year that students disengage from school and don't return. These students often lack basic skills and are behind in credits to graduate on time. The program provides a meaningful summer work and in-depth academic experience aimed at making positive academic and employment gains during the summer months with a long-term goal of decreasing the high school dropout rate and increasing college participation rates. The Summer Jobs program serves eligible participants from Greenville County.

Program Model

Recruitment

Summer Jobs candidates are recruited through local middle/high schools, alternative schools, post-secondary institutions, youth service agencies, and community-based organizations.

Screening, Assessment, and Work Readiness Training

Candidates receive academic and workplace skills assessment and screening to determine the appropriate work experience entry point and basic skill levels. Candidates will also participate in at least two (2) weeks of work-readiness training.

Work Experience

All Summer Jobs participants will participate in at least 6 weeks of paid part-time and some full-time work experience appropriate to their level of work readiness.

Basic Skill Remediation

Basic skill remediation will be provided to participants who are basic skill deficient for their grade level and/or behind in high school credit. Participating youth will receive credit recovery for academic skill gains.

College and Career Exploration

Youth will participate in industry and college road trips as part of their Summer Jobs experience. High-growth, high-demand industries will be targeted and participants will tour and speak to employees at several businesses to explore the full spectrum of career opportunities within a given industry. Participants will tour local colleges that specialize in programs that prepare students for work in occupations highlighted during the industry road trip. Students will also learn about the college application process, how to access financial aid and support programs available on campus geared toward student success.

Support Services and Incentives

All youth participants will be connected to a Summer Jobs staff person (case manager) who will support and track their work, academic and college exploration experiences and problem solve challenges. Summer Jobs participants may receive supportive services (i.e., transportation and/or daycare assistance) as needed in order to get to/from work and to participate in career exploration activities. All youth will be set up with goals and next steps upon completion of their Summer Job experience. Incentives for meeting program goals may also be provided.

Outcomes

Youth will gain a measurable increase in work readiness skills, which may include career and work-related awareness; job search techniques such as interviewing; positive work habits and behaviors such as punctuality, following instructions and regular attendance; and daily living skills that support employment.

Services Solicited

This solicitation seeks an entity(s) to develop and coordinate worksites for summer internships for participating youth in Greenville County. The successful bidder will:

- Recruit public, nonprofit and private sector employers who will provide internship sites for eligible youth.
- Train worksite supervisors, develop learning objectives for internships and evaluate youth work readiness.
- Coordinate with youth service providers that recruit and support participating youth for internship matching.

Specific roles and deliverables are outlined below in the Scope of Work section.

2009 Summer Jobs for Youth Program Projections for Greenville County (numbers are approximate for planning purposes and the majority (if not all) of internships may be subsidized):

1) Greenville County

Summer Internships - 300

Suggested Timeline for Summer Job Worksite Development

Dates	Activity
May 4 – May 22, 2009	Worksite recruitment and selection
May 25 – June 5, 2009	Worksite Supervisor Training
June 8 – June 19, 2009	Work readiness training. Collaborate with Program Partners to Match Youth with Summer Jobs
June 22 – August 14, 2009	Support Employer Success in Summer Jobs

B. Scope of Work

The scope of work will be to deliver a comprehensive program of paid internships for participating youth.

Worksite Development

- Identify and enroll employers as worksites for summer internship program.
- Work with employers to determine specific criteria for internships and screen to employer qualifications.
- Coordinate with youth service providers to ensure youth are matched and placed in summer internships.
- Develop and execute worksite learning agreements that specify learning objectives and employer responsibilities.
- In conjunction with Workforce Development, develop worksite training manual.
- Train worksites to fulfill supervisory requirements including:
 - follow process for timely completion, approval and submittal of timesheets
 - meet program evaluation requirements
 - have a designated adult supervisor on site at all times
 - evaluate youth work readiness skills
- Monitor worksites to ensure employer responsibilities are met and internship activities are completed.
- Refer worksite problems to case manager at assigned youth service provider for resolution.
- Coordinate with participating partners and Workforce Development, on outreach, program launch activities, leveraging existing employer relationships, and ongoing coordination and management.

Tracking and Evaluation

- Populate and maintain database of worksite information including employer contact information, employer address, and worksite supervisors.
- Report all employer enrollments, internship slots, and employer attrition.
- Report internship start and end dates and completions.

III. Proposal Requirements

A. Narrative

Please provide responses in the following areas to demonstrate your qualifications.

1. Demonstrated Ability

- a) Describe previous experience
 - 1) Developing paid internships/summer jobs for career exposure activities for youth and managing worksites.
 - 2) Working with multiple partners to achieve shared program outcomes.
 - 3) Training and supporting worksite supervisors so that work experiences are successful for employers and youth.
 - 4) Serving as an intermediary between employer worksites and youth service providers.
- b) Describe your management capacity. Please include bios for staff in management positions with responsibility for performing key program functions – at a minimum the program manager that will oversee the program proposed through the RFQ and the fiscal lead responsible for administrative and financial aspects of the program.
- c) Describe your fiscal capacity to manage this program. Describe major sources of funding. Include current financial statements.
- d) Describe mechanisms in place to manage data and generate reports.

2. Proposed Staffing Plan and Budget

Submit proposed staffing plan and budget to accomplish the scope of work.

B. Outcomes

- X number of internships to be developed and filled (number to be determined)
- X number of Summer Jobs participants will attain a work readiness competency upon completion of the program.

- 75 percent of participating employers satisfied with coordination of services.
- 100 percent of worksites receive worksite supervisor training.

Specific numbers attached to each deliverable will be negotiated with successful respondents.

C. Proposal Submission

- Submit responses to this RFQ in paper format only.
- A signed and completed copy of the Submission Cover Page must be included. The Cover Page must be signed by an individual authorized to represent the organization, to act on its behalf and to legally bind it in all matters related to the RFQ.
- Written responses to the narrative must be double-spaced, single-sided on numbered 8 ½ x 11 pages with font size of 12 or larger. Responses may be no more than 10 pages.
- Include three (3) copies of all information in a single package – do not bind or staple the document or include any information that is not specifically requested. Do not send electronic copies.
- Include the Administrative Capacity Checklist form along with the documents/information requested on the form (these attachments do not count in the page requirements of the response).
- Complete and submit the WIA Compliance Documents Checklist form (does not count in the page requirements of the response). NOTE: The compliance documents requested on form may be provided along with the response but will be required prior to executing an agreement with selected applicants. It is recommended that applicants have all compliance documents completed and ready to submit to Workforce Development should your organization be selected to operate a Summer Jobs for Youth program.
- Your package must be labeled “Summer Jobs for Youth RFQ” and be addressed as follows:

Dean E. Jones

Greenville County Workforce Development

225 S. Pleasantburg Drive, Suite C-11

Greenville, SC 29607

In order to be considered, all documentation – in hard copy – must be received in the Workforce Development office by 12:00 Noon on Friday, April 24, 2009. Any documentation received after the due date will be returned unopened. Qualifications shall remain valid through June 30, 2010. All documents received within the appropriate timeframe become the property of Workforce Development and will not be returned.

D. Resource Documents

Please complete and submit the following documents which are posted with this RFQ as separate Resource Documents, labeled as shown:

- Resource Document 1: Submission Cover Page
- Resource Document 2: Administrative Capacity Checklist Form
- Resource Document 3: WIA Compliance Documents Checklist Form

E. RFQ Timeline

Dates	Activity
Friday, April 3, 2009	RFQ Available on Greenville WIB website
Friday, April 24, 2009, 12:00 Noon	RFQ Response due at Workforce Development office
Friday, May 1, 2009	Evaluation process and recommendation completed
Friday, May 1, 2009	Provisional award notification/contract negotiation begins
Friday, May 15, 2009	Contract signed
Monday, June 8, 2009	Services begin

F. Inquiries

All inquiries related to this RFQ are to be submitted electronically. Email inquiries should be identified on the email subject line as “RFQ Inquiry” and sent to Dejones@greenvillecounty.org.

Written inquiries received after the RFQ has been published and before 5:00 p.m., April 22, 2009, will be responded to within 48 hours by posting in the “Questions and Answers” section for this RFQ on the Greenville County WIB website (www.greenvillewib.com). Questions received after April 22, 2009 will not be answered.

G. Cost of Preparing Proposals

Costs for developing the proposals are solely the responsibility of the respondents. Workforce Development will not provide reimbursement for such costs.

H. Withdrawal

A submitted RFQ may be withdrawn at any time. A written request to withdraw the response must be submitted electronically to: Dejones@greenvillecounty.org.

I. Public Records

Applicants are advised that most documents in the possession of Workforce Development are considered public records and subject to disclosure under the South Carolina Public Law Title 30 – Public Records.

J. Evaluation Factors

This Request for Qualifications review and evaluation process will identify providers who are determined to be qualified and interested in providing the program to meet the desired outcomes. Submissions will be evaluated on the following categories:

1. Demonstrated Ability – 75 points

Experience – 45 points

- Previous experience in conducting solicited service activities.
- Previous experience in conducting activities similar to solicited service activities.
- Demonstrated ability to successfully meet program outcomes in work experience and summer job development programs.
- Demonstrated ability to engage employers in developing work experience opportunities for youth.

Program Management Capacity – 30 points

- Demonstrated ability to effectively work with multiple partners to achieve shared program goals.
- Demonstrated ability to implement large-scale program in limited time frame.
- Ability to consistently meet program timelines in program development, implementation, and reporting.
- Availability of or access to adequate staffing and experience and expertise of key staff.

2. Fiscal and Administrative Capacity – 20 points

- Demonstrated financial stability and capacity.
- Demonstrated ability to track and report program data.

3. Community-Based Organization Experienced in Serving Targeted Populations – 10 points

- Demonstrated ability to recruit and provide services to WIA-eligible youth populations.

K. RFQ Term

Agreements awarded through this RFQ may be funded through June 30, 2010. Up to three (3) extensions may be available for subsequent program years at Workforce Development's discretion. Contractor performance will be a factor considered in Agreement extension, as will funding availability.

L. Proposal Review Process

Contractors will be selected based on the rating of the RFQ responses. All responses will be screened by Workforce Development staff for final review and determination. Workforce Development reserves the right not to award all of the funds available under this RFQ, and to extend contracts from year to year. Organizations determined qualified will be notified by Friday, May 1, 2009. Workforce Development will make contract awards contingent upon WIB approval, funding availability and successful contract negotiation. Workforce Development reserves the right to fund all, parts or none of the identified services with qualified providers.

M. Proposal Appeal Process

The following process has been established to address appeals:

- The appeal must be due to what the respondent considers a flaw in the Evaluation Committee's funding recommendation process.
- Appeals must be submitted in writing by Thursday, May 14, 2009. Appeals must be filed via email to Dejones@greenvillecounty.org. All appeals are public information.
- The organization/individual filing the appeal must specify the basis for the appeal and provide an alternative the appellant would find acceptable. Proposal rating scores may not be appealed. The mere fact that a proposal was not recommended for funding is also not open to an appeal, nor is a complaint about the amount of funding granted. The appeal must be a violation of the process established for the solicitation.

The written appeal notice will be submitted to the Youth Council Chairman and the Workforce Investment Board Chairman, or a designated committee of the Board, for consideration.