

DUTCHESS COUNTY WORKFORCE INVESTMENT BOARD

2021 Request for Proposal to Provide Summer Youth Work Experience

Issued February 2021

Request for Proposal to
Provide Summer Youth
Work Experience





Dutchess County Workforce Investment Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100

SUMMER YOUTH EMPLOYMENT 2021

Request for Proposals – Employment Component

Note: The NYS Budget includes \$45 Million for Summer Youth Employment. The funds are not yet allocated for individual county programs. It is advisable that submitted proposals be accompanied by a flexible budget.

INTRODUCTION

Dutchess County Workforce Investment Board (DCWIB) is soliciting competitive proposals for the Summer Youth Employment Program (SYEP) for TANF eligible youth residents of Dutchess County. Funded proposals will employ youth within businesses, the arts, and agricultural enterprises. Youth are to be challenged, productive, and will develop transferable skills applicable to entry level jobs. In addition to work experience, the SYEP program incorporates a financial literacy and entrepreneurial component for all participants.

SUBMISSION INFORMATION

Please submit your proposal no later than 4:00 pm April 2, 2021. Proposals should be combined into a single PDF and labeled “SYEP 2021 Proposal by <AGENCY NAME>” and should be uploaded directly to DCWIB’s Dropbox. Instructions and the upload link can be found here

<https://www.dutchessonestop.org/SYEP-RFP> Proposals received after 4:00 pm on April 2, 2021 and/or incomplete applications will not be given consideration for funding in 2021. Programs that were not successful in filling all of their required slots, spending their allocations, missing programmatic or fiscal reporting deadline or failing to meet the youth wage requirement in years 2019 (this year is not a typo) or prior may be excluded from funding consideration. The DCWIB reserves the right to terminate this RFP process at any time.

PROPOSAL CONTENTS

Completed Forms

- Signed Application and Program Narrative
- Program Budget
- Budget Narrative

Other Documents

- Current Inventory List- if program utilizes specialized equipment
- Board List
- Organizational Chart
- Current Audit Report
- Cost Allocation Plan

PROGRAM STRUCTURE

The 2021 Summer Youth Employment Program (SYEP) can begin upon completion and execution of a contract with the awarded organization and the Dutchess County Workforce Investment Board. Expenses prior to the execution date of a contract will not be considered. Ideally, SYEP will run from 6/21/2021 until 8/27/2021. Youth may work, with DCWIB approval, until September 30, 2021. Programs must submit final vouchers for reconciliation and final payment no later than Friday, October 15, 2021 at 2:00 PM.

A successful application will include:

- An orientation held on or after June 21, 2021 but before July 9, 2021.
- Will operate between 6 and 8 weeks beginning on or before July 12, 2021 and ending by August 27, 2021.

Questions or clarifications regarding this RFP may be submitted at the bidder's conference or written and submitted to Louise McLoughlin **no later than February 26, 2021**. A list of questions and answers will be posted on the DCWIB website, www.dcwib.org by **March 3, 2021**.

Proposers are invited to give an oral presentation to the DCWIB to clarify or elaborate on the written proposal. **Presentations will be held on Zoom. A link with the date and time will be sent after receipt and verification of a complete application.**

TIMELINE

The following schedule is for informational purposes only. The DCWIB reserves the right to amend this schedule at any time.

RFP Release Date:	February 17, 2021
Bidders Conference:	March 9, 2020 8:00 am -9:15 am at: Join Zoom Meeting https://us02web.zoom.us/j/84364858830?pwd=UndXc05vT2Jvdmc0NjkyMWhoUWYwZz09 Meeting ID: 843 6485 8830 Passcode: 546869 Call In: 1-929-205-6099
Question & Answer Period Ends:	February 26, 2021
Proposal Due Date:	April 2, 2021 by 4:00 PM via DropBox link https://www.dutchessonestop.org/SYEP-RFP

CONTACT PERSON

Louise McLoughlin, Executive Director
Fax: (845) 463-0100
E-Mail: info@dcwib.org

Please be advised that all matters concerning this RFP, from the date of issuance until the proposals are received, are to be directed in writing to the email address above (*No Phone Calls Please*). The Frequently Asked Questions (FAQs) will be posted at www.dcwib.org.

IMPORTANT DATES -- (Attendance is Mandatory)

SYEP Launch (Program & Fiscal Staff) **June 11, 2021 from 10 AM – 11:30 AM**
Youth Summit (SYEP youth & Program Staff) **Week of August 9, 2021**

DUTCHESS COUNTY SYEP GOALS AND OBJECTIVES:

The overarching goal of SYEP is to provide youth with a set of work-related experiences that will better prepare them to succeed in future employment. SYEP should help participants achieve the following objectives:

- Learn and develop skills in a work environment.
- Experience workplace norms and culture.
- Increase financial literacy and learn how to manage money.
- Develop social skills including communication, critical thinking, decision-making/problem-solving, and self-management.
- Gain entrepreneurial skills
- Understand career pathways including the linkages between educational attainment, relevant experience, demonstrable skills, and career advancement.
- Build professional networks.

ACCESS FOR ALL ELIGIBLE YOUTH

Universal Application

In an effort to make this opportunity available to all eligible youth in Dutchess County, the DCWIB will issue a Universal SYEP application on or about 5/1/2021. This will enable youth to apply to be a part of SYEP for the summer of 2021. Applications will be screened by the DCWIB for eligibility, then provided to the organizations that have been selected to place youth in employment opportunities in 2021. Program staff will contact these youth applicants to invite them for an information session and interview. Program managers must provide a list of youth who have been hired to the DCWIB and receive written approval to begin recruitment efforts for additional youth. In addition, managers *must* provide in writing the reason(s) why an income eligible youth was not hired.

Explanation of Youth Eligibility

Youth, ages 14-20, from low-income households (Family Assistance recipients, former FA recipients who have reached their 60-month limit and transitioned to Safety Net Assistance, and/or those under 200% of 2021 Federal Poverty Guidelines, including SNAP, MA, HEAP and SSI recipients) throughout Dutchess County. Youth must meet the age requirement by July 1, 2021.

If the family's income is greater than that listed in the 2021 Federal Poverty Guidelines, they are not eligible for the Temporary Assistance to Needy Families (TANF) program that provides funding for SYEP and therefore not eligible to participate in the 2021 program. All candidates must be screened and determined to be eligible by the DCWIB before the youth is allowed to participate. Applicants are responsible for providing proof of TANF eligibility and a parent/guardian signature indicating approval is required. Youth may not start program activities or work until they have been certified eligible by the DCWIB. All copies of eligibility documentation must be kept in individual participant files in accordance with NYS guidelines and be made available for monitoring.

This is a "first job" experience—youth who have not previously participated in SYEP will be priority for 2021 participation.

INCLUDE IN YOUR APPLICATION:

Project Description--A Focus on Work

This is a structured *work-based* experience for youth. Components include an orientation, financial literacy workshop by Cornell Cooperative Extension, and the capstone event known as the Youth Summit.

Wage Requirements:

Youth must be paid NYS minimum hourly wage (\$12.50) for employment hours. Programs are responsible for ensuring youth are working within NYS labor laws. ***Youth cannot be paid more than the minimum wage utilizing SYEP funding.***

Work Eligibility:

Youth applicants are considered accepted and part of SYEP 2021 when your organization receives verification from the DCWIB that they can be added to the program's roster. Youth begin work after they are on the official roster.

Orientation:

Programs may hold orientation(s) from June 21, 2021 – July 9, 2021. The orientation(s) may be paid or unpaid and should include the following:

1. Review of job descriptions and worksite agreements.
2. Creation of a personal budget.
3. Creation of resume or list of transferable skills.
4. Sexual harassment training.
5. Explanation of program goals and expectations.
6. Job readiness training.
7. DCWIB survey.

Mandatory Participation

Participation in The Financial Literacy Training, Entrepreneurial Workshop and the Youth Summit is **mandatory**. Submissions to this RFP must be done with the understanding and acknowledgement that each grantee will make appropriate accommodations to support the success of this component.

Youth Summit

All program participants, program staff and their supervisors will be expected to attend the Youth Summit to be held the week of **August 9, 2021**. Programs are also responsible for the transportation of youth to and from this event and are expected to stay on site for the duration of the event. Ratio of adult to youth is expected to be maintained at a 4:1 ratio with the adult actively participating in all activities as needed. The event location will either be in Poughkeepsie NY or held via Zoom depending on quarantine restrictions.

Financial Literacy Training/Entrepreneurial Workshop

All program participants must participate in and complete a financial literacy and a entrepreneurial component. The DCWIB will provide more information on these sessions. Contact information will be provided at the mandatory SYEP 2021 Launch meeting. Youth are required to participate in these sessions.

SYEP 2021 BUDGET GUIDELINES

Budgets must be reasonable and:

- Have at least 63% of the requested amount allocated for student wages/stipends.
- Have no more than 15% of the requested amount allocated for administrative expenses where admin is calculated using the following equation: $(\text{Program Costs} * 15\% = \text{Admin})$. Lower administrative costs will be favored when rating proposals.
- Program meals and snacks should directly correspond to youth attendance.
- More than one provider may be selected for funding for 2021.
- Allowable costs and services include work subsidies for youth; a youth orientation, financial literacy *and* supportive services, including transportation and employment related services.
- Acceptance of your organization's Program Proposal does not guarantee acceptance of your Budget Proposal, which will be finalized prior to signing the 2021 SYEP contract with the DCWIB.
- Programs that require specialized equipment should include a current inventory list of required equipment

Record-Keeping and Reporting

The DCWIB will provide contractors with a set of forms for record-keeping and reporting at the onset of SYEP 2021. Information will be provided at the *SYEP 2021 Launch* (mandatory) in June.

Performance Requirements

DCWIB requires that the staff working with this summer program will have no familial ties to the youth they supervise or mentor and are *under no circumstances* to be paid with TANF funds. If a youth is enrolled in a program that employs a family member, the DCWIB must be informed in writing and proof of the supervision chain must be provided.

All programs that receive funding through this RFP will be required to have worksite agreements with each worksite where a youth works and/or is employed.

In addition to the worksite agreement, programs receiving funding through this RFP must provide the youth with a safe work environment. Meaning, all contractors must certify that worksites meet all federal, state and local standards appropriate to the conduct of their business.

DCWIB WILL MONITOR ALL PROGRAMS THROUGHOUT THE SUMMER WITH BOTH PLANNED VISITS AND WALK-IN VISITS. PROGRAMS ARE REQUIRED TO ACCOMMODATE AND ENGAGE WITH THE DCWIB STAFF



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Program Name _____

Organization _____

Street Address _____

City _____ Zip Code _____

Contact Person _____ Phone _____

Title _____

Email _____

Program Cost \$ _____ Budget Request \$ _____

Program Locations _____

Day and Hours _____

Youth served by this grant _____ Cost per youth \$ _____

% of Youth Wages _____

CERTIFICATION: I hereby certify that all the information stated herein is true and accurate. I have read and understand the program parameters and I am authorized to submit this application on behalf of the applicant.

NAME _____

SIGNATURE _____

DATE ____/____/____

PROGRAM NARRATIVE- Sections 1 and 2

Please answer the following questions. Please note a SCORING RUBRIC is included with this RFP.

SECTION 1: PROGRAM & WORK EXPERIENCE- TOTAL 60 POINTS

1. Describe the orientation process for the youth (What is your schedule for the one-week orientation? Will it be paid/unpaid? Is it mandatory? Why/why not? What sessions/workshops will be held? What will the youth learn?)- 10 POINTS
2. Describe the *work experience* and its structure- 15 POINTS
What will the youth be doing for work? How many hours per week will they work? What employers have you lined up? What types of jobs will youth hold?
3. Please describe your agency's experience working with youth in the past 3 years. 5 POINTS
4. How do you ensure a safe, welcoming and inclusive environment where all youth are treated with dignity and respect? Describe staff training and program staff supervision and protocols for youth staff behavior. Please include your Code of Conduct. - 10 POINTS
5. Who will supervise the youth while they are working and how and when will youth receive feedback? - 10 POINTS
6. Explain the supportive services that your program offers youth enrolled in this program. (Include transportation, food, agency referrals, etc.) – 10 POINTS

SECTION 2: BUDGET & FINANCE- TOTAL 40 POINTS

8. Can you meet the insurance requirements? Yes No
9. Program Budget (15 Points)
10. Budget Narrative (15 Points)
The following attachments should be completed and included with each copy of your application:
11. Board List (2.5 Point)
12. Organizational Chart (2.5 Point)
13. One copy of your most recent audit report should be submitted as well and one copy of your cost allocation plan.

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Budget Narrative – Please explain how the budget was developed for each of the sections below:

Personnel	
Fringe Benefit Rate	
Number of Youth and Hours Per Youth	
Youth Fringe Rate	
Youth Snacks/Food/Nutrition	
Program Office Supplies	
Youth Supplies	
Vehicle Rental	
Mileage/Gas	
Rent/Occupancy	
Insurance	
Phones/Internet	
Percentage of Youth Wages	
Number of Youth	

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Instructions for Completing some Components of the Budget

- Budget Information should be added to peach shaded cells Do not make changes to grey shaded cells.
- In the “Program Type” box please identify if this program is a summer program only or if it is part of a larger program.
- Enter the Program Dates (if it is part of a larger program please put in the entire date range.)
- Enter your agency’s name.
- Enter your program’s name.
- In the :Wage Type” box please indicate whether the figure is salary or hourly
- In the “Position Type” box please indicate whether the title is charged to Program or Administration.
- To complete the “Paid for By” box you must enter in the NAME of the funding entity AND whether or not the funding has been Secured or Requested.
- Program income earned through sales of products or tuition must be identified.
- Columns “N” and “O” are there to confirm your allocations across funding streams
- An excel version of the budget sheet will be made available on DCWIB’s website.

REVIEWER: _____

AGENCY: _____

TOTAL SCORE: _____/100

SUMMER 2021 TANF SCORE SHEET

Select only one box in each row and tally points at the bottom

1. Read the proposals
2. Evaluate them using the rubric below
3. Total the scores and fill in the TOTAL SCORE field at the top of this form.
4. Note any comments in the comments field

TOTAL AVAILABLE POINTS: 100

SECTION 1- PROGRAM & WORK EXPERIENCE- 60 Total Points

Describe the orientation process for the youth.			
UP TO 10	8.0 – 10.0	6.5 – 7.9	6.4 or LESS
	The proposal CLEARLY answers the question. The orientation and all program led workshops are held during the indicated time frame.	The proposal VAGUELY answers the question. The orientation and/or program led workshops are held outside the time frame.	The question IS NOT ANSWERED or the reader has concerns. Workshops and trainings go beyond the first week.
POINTS:			

Describe the work experience and its structure.			
UP TO 15	11.0 – 15.0	6.0 – 10.9	5.9 or LESS
	The proposal CLEARLY answers the question. The youth are working more than 20 hours per week. The program is work focused. Specific employers have been identified.	The proposal VAGUELY answers the question. The youth are working less than 20 hours per week. The youth spend a lot of time in program activities versus work activities. Specific employers are not identified.	The question IS NOT ANSWERED or the reader has concerns. The youth are working within the program and there is not an hour by hour schedule.
POINTS:			

Please describe your agency's experience working with youth in the past 3 years.			
UP TO 5	UP TO 5 POINTS	UP TO 3 POINTS	2 POINTS OR LESS
	The proposal CLEARLY answers the question. The agency has considerable experience placing youth in work experience activities during the past 3-years.	The proposal VAGUELY answers the question. The agency does not have considerable experience placing youth during the past 3-years but the program manager does.	The question is not answered or the reader has concerns. The agency is new or does not have considerable experience.
POINTS:			

How do you ensure a safe, welcoming and inclusive environment where all youth are treated with dignity and respect? Include Code of Conduct.

UP TO 10	8.0 – 10.0	6.5 – 7.9	6.4 or LESS
	The proposal CLEARLY answers the question. The organization is diverse & inconclusive, encourages parent and youth input. The organization has an established Code of Conduct, describing staff training & program staff supervision & protocols for youth & staff behavior. The staff is trained & provides	The proposal VAGUELY answers the question. The organization does not have a Code of Conduct for youth and does not have protocols in place outlining youth and staff behavior.	The question is not answered or the reader has concerns. The organization is not diverse or inclusive. There are concerns regarding potential staff or youth conduct. The organization does not invite input from the youth or their parents.
POINTS:	professional supervision.		

Who will supervise the youth while they are working and how and when will youth receive feedback?

UP TO 10 POINTS	8.0-10.0	6.5-7.9	6.4 or LESS
	The proposal CLEARLY answers the question. Supervision is provided. The program is structured so youth know when they are working and what they will be doing. The youth receive regular feedback.	The proposal VAGUELY answers the question. Supervision is provided. The program is somewhat structured and youth seem to know when they are working and what they will be doing. The youth receive feedback but there is no set schedule.	The question is not answered or the reader has concerns. Supervision is not provided or clear. The program is unstructured. The youth may not receive regular feedback.
POINTS:			

Explain the supportive services that your program offers youth enrolled in this program. (Include transportation, food, agency referrals, etc.)

UP TO 10	8.0 – 10.0	6.5 – 7.9	6.4 or LESS
	The proposal CLEARLY answers the question. The program offers supportive services and referrals and follows up.	The proposal VAGUELY answers the question. The program offers supportive services and referrals but does not follow up.	The question is not answered or the reader has concerns. The program does not offer supportive services or referrals.
POINTS:			

SECTION 2- BUDGET & FINANCE- 40 POINTS

Program Budget	11.0 – 15.0	6.0 – 10.9	5.9 or LESS
	The budget is clear and acceptable.	The budget is unclear or needs some minor changes.	The budget is unacceptable.
POINTS:			

Budget Narrative	11.0 – 15.0	6.0 – 10.9	5.9 or LESS
	The budget narrative is complete and clear.	The budget narrative is not clear.	The budget narrative is not complete.
POINTS:			

Can meet the Insurance Requirements	YES OR NO
	If the answer is no the program cannot be considered.

Board List Attached	2.5 POINTS

Organizational Chart Attached	2.5 POINTS

Youth Wages are at or above 62%	5 POINTS

COMMENTS: (OPTIONAL)

Scores of all reviewers on the RFP Committee will be averaged together to get final score

TOTAL POINTS

- 100** Move on for consideration
- 60-69** Save for consideration for second round of funding if funds are available
- 65-68** Place on file for consideration should funding become available
- 64 or Below-** Immediate elimination