



**Youth Program Provider
Operator Services
Request For Proposals**

Charleston, South Carolina
Date: February 22, 2019

Due Date: March 22, 2019
Time: 3:00 P.M. EST

Receipt Location:
BCD Council of Governments
Attn: Jason McGarry
1362 McMillan Ave, Suite 100
North Charleston, SC 29405

**REQUEST FOR PROPOSALS
RFP # WIOA2019-03**

WIOA Youth Program Provider

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This Request for Proposal (RFP) is issued to procure services for a Youth Program Provider as part of the local service delivery of the Workforce Innovation and Opportunity Act (WIOA) system. The Youth Program Provider will also be required to ensure delivery of services to other related programs received by the BCD Council of Governments (BCDCOG).

This RFP makes references to the WIOA Grant Recipient and/or WIOA Fiscal Agent. For this RFP, those references are the same entity. The **WIOA Fiscal Agent** is the entity designated by the Local Chief Elected Official(s) and in this workforce area is the Berkeley Charleston Dorchester Council of Governments (BCDCOG). This RFP also makes references to **WIOA Staff** and the **WIOA Board**. For this workforce area, this is **Trident Workforce Development** and the **Trident Workforce Development Board (TWDB)**.

The workforce area is defined by the boundaries of the following unit(s) of government:

- Berkeley County, SC
- Charleston County, SC
- Dorchester County, SC

The timeline shown below is an estimated schedule of the RFP process:

Proposal Issue Date	February 22, 2019
Deadline for Submission of Technical Questions	March 12, 2019 (3:00 PM)
Deadline for Receipt of Completed Proposals	March 22, 2019 (3:00 PM)
Contract Begins	July 1, 2019

Note: The deadline shown above March 22, 2019 (3:00 PM) is extremely important. The completed proposal must have been physically received on or prior to that deadline. If you plan to have your proposal delivered other than by personal delivery, please remember that even though the proposal may be postmarked prior to the deadline, if it is not received by the deadline time and date, it absolutely cannot be considered.

The proposal should be delivered to:

Berkeley-Charleston-Dorchester Council of Governments
 Attn: Jason McGarry, Procurement/Contracts Administrator
 1362 McMillan Avenue, Suite 100
 North Charleston, SC 29405

I. OVERVIEW

Under Title I of Workforce Innovation and Opportunity Act of 2014 (WIOA), funds are provided to Trident Workforce Development area to deliver comprehensive array of youth workforce development services; tutoring, alternative secondary school offerings, summer employment opportunities directly linked to academic and occupational learning, paid and unpaid work experiences, including internships and job shadowing, occupational skills training, leadership development, supportive services, adult mentoring, counseling, financial literacy, entrepreneurial skills training, services that provide labor market and employment information in the local area, activities that help youth transition to postsecondary education and training, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupational cluster and follow-up services. Eligible youth must be out of school ages 16-24 or in-school ages 14 – 21.

Eligible WIOA out-of-school youth, age 16-24, not attending any school must meet one or more additional conditions which include:

- 1) Holds a secondary school diploma or recognized equivalent and is low-income and basic skills deficient or an English language learner
- 2) A school dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter
- 3) Homeless, a runaway, in foster care or aged out of the foster care system eligible for assistance under section 477, Social Security Act, or in out-of home placement;
- 4) Pregnant, or parenting;
- 5) Subject to the juvenile or adult justice system; or
- 6) An individual (including a youth with a disability) who requires additional assistance to complete an educational program or to secure and hold employment.

These youth are eligible to receive services to prepare them for post-secondary educational and employment opportunities, attain educational and/or skills training credentials, and secure employment. Eligible WIOA in-school youth, age 14 – 21, attending school, low income, and meet one or more conditions, which include:

- 1) Basic Skills deficient;
- 2) English language learner;
- 3) An offender;
- 4) Homeless, runaway, in foster care or aged out of the foster care system;
- 5) An individual with a disability;
- 6) Person who requires additional assistance to enter or complete an educational program or secure and hold employment.

The Act and final WIOA regulations are available at:

<http://www.doleta.gov/usworkforce/wioa/act.cfm>.

This program is designed to improve the long-term job prospects of young people by providing basic skills, work readiness skills, occupational training, and citizenship skills. Local communities collaborate and establish partnerships, bringing together local workforce training providers, schools, community-based organizations, and other entities. WIOA calls on local areas to create opportunities for youth that integrate key programmatic components such as preparation for post-secondary opportunities, linkages between academic and occupational learning, connections to local job market, and appropriate follow-up services.

II. INTRODUCTION

The Berkeley Charleston Dorchester Council of Governments (BCDCOG) is the Administrative and Fiscal agent for the Trident Workforce Development Board (TWDB). The TWDB area covers Berkeley, Charleston and Dorchester Counties located on and near the coast of South Carolina. The BCDCOG, as operator of the WIOA Youth Program for the TWDB is seeking proposals from qualified firms to operate the WIOA Youth Program.

III. SCOPE OF WORK

PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit a service provider to operate a systematic youth program in accordance with Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014.

The intent of WIOA with respect to youth programs is to move away from one-time, short-term interventions and implement a systematic approach that offers youth a broad range of coordinated services. Such offerings include opportunities for assistance in both academic and occupational learning, developing leadership skills, and preparing for further education, additional training, and eventual employment. Rather than supporting separate categorical programs, the youth sections of the WIOA Law are written to facilitate the provision of a menu

of varied services that may be provided in combination or alone at different times during a youth's development.

YOUTH TO BE SERVED

The provider of youth services will serve a minimum of 300 youth during the first year of the contract. The minimum number served may increase or decrease in the years following based on funding availability. WIOA requires a minimum of 75 percent of State and local youth funding to be used for out-of-school youth. At least 20 percent of local Youth funds must be used for work experiences, such as summer and year round employment, pre-apprenticeship, on-the-job training, or internships and job shadowing. If in-school youth are served, it must include youth from each of the respective counties. All In-School youth must be low-income individual and have one of the qualifying barriers.

The Scope of Work segment of this RFP is divided into the following four (4) sections:

- Section 1 - Program Design which describes the required criteria that must be included in all Youth Program Components to include the specific local program requirements for both in-school and out-of-school youth and summer employment program.
- Section 2 - Program Eligibility which describes the requirements for program eligibility.
- Section 3 - Partnerships which describes criteria for Partnerships.
- Section 4 - Performance Accountability which describes performance accountability.

SECTION 1. PROGRAM DESIGN

Successful proposer or offeror who become a program operator for youth program activities must be able to accomplish and implement the following program design requirements:

Case Management - Case Management must be provided to ensure all youth are successful. Case Management is a participant-centered, goal-oriented approach to the delivery of services designed to coordinate comprehensive educational, employment, and career pathway goals and plans to ensure that participants have access to necessary training and support services.

Participant Recruitment and Screening - Responsible for recruitment of applicants for eligibility and suitability to participate in the applicable activity and/or service under the provisions of the WIOA and any contractual agreements resulting from this Request for Proposal. Proposer or offeror must develop/outline a detailed recruitment plan including outreach activities to recruit eligible youth in accordance with the youth eligibility requirements.

Participant Referral - Refer screened applicants to appropriate SC Works Center staff for program eligibility certification and comprehensive assessment. Proposal must demonstrate/outline in detail how the youth service provider will coordinate with other community agencies that are equipped to handle those referrals for ineligible youth that do not meet the WIOA youth eligibility requirements.

Participant Orientation - Provide all youth with a WIOA program orientation regarding the full array of applicable or appropriate services that are available through WIOA Title I youth

programs and all services that are available through the SC Works Workforce Center prior to providing services. Documentation of the orientation must be filed and maintained in the participant's official WIOA file folder. Orientation will include youth completing a Participant Rights Handout and being advised of their rights and responsibility and appeal process under the WIOA program.

Objective Assessment - Providing an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of each participant and assess the need for any of the youth elements. Standardized assessment tests will be used for assessment of basic skills, career interests and aptitudes (including interests and aptitudes for nontraditional jobs), and work readiness needs. Reasonable accommodations for individuals with disabilities and/or special needs will be provided to allow for participation in the assessment process. The service provider may assess supportive service needs and developmental needs of participants for the purpose of identifying appropriate services and career options. A new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program.

Individual Service Strategy (ISS) - The ISS must be documented in SCWOS in a timely manner and signed by participant and Career Coach. The ISS must be developed with the participant. The ISS shall identify career pathways that include the participant's educational and employment goals (including in appropriate circumstances, nontraditional employment), appropriate services for the participant taking into account the objective assessment described above. The ISS must include information on specific program elements. The ISS is a plan that should be used to track services to be delivered and/or coordinated by the program and should be regularly reviewed and updated as changes occur. Except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program.

Providing

- Preparation for post-secondary educational/training opportunities, in appropriate cases.
- Activities leading to the attainment of a secondary school diploma or recognized equivalent or recognized postsecondary credential.
- Strong linkages between academic and occupational learning.
- Preparation for unsubsidized employment opportunities; in appropriate cases.
- Effective connections to intermediaries with strong links to the job market.
- Local and regional employers.

The Youth Service Provider must demonstrate how they plan to provide all components of the program design framework, which consists of intake, objective assessment, individual service strategy development, and information and referrals for youth participants. A description of these key components is provided below:

Case Management

Case management is a participant-centered, goal-orientated approach to the delivery of services designed to coordinate comprehensive employment plans to ensure that participants have access to necessary training and support services. Case Management strategies should include, but are not limited to:

- Regularly scheduled contact with the participants.
- Intensive and personal follow-up activities.
- Use of the Individual Service Strategy (ISS) benchmarks to measure progress.

Case managers deliver effective services to facilitate positive growth and development of youth. Case managers are responsible for intake, assessment, and developing an Individual Service Strategy (ISS) for WIOA-eligible youth. A description of each activity is provided below:

- Intake involves services such as registration, eligibility determination, and collection of information to support verification of eligibility of services. It may also include pre-screening of potential participants and general orientation to self-help services. Other activities include referrals to other services.
- Assessment is a process that identifies service needs, academic levels, goals, interests, skills levels, abilities, aptitudes, and supportive service needs; it also measures barriers and strengths. It includes a review of basic and occupational skills, prior work experience, employability potential and developmental needs. Assessment results help develop the ISS.
- The ISS is the plan that identifies the employment goals, educational objectives, and prescribed appropriate services for the participant. The ISS is essential in identifying the needs of participants and is a critical component when it comes to assisting a young person's development.

South Carolina utilizes the SC Works Online System (SCWOS) to track and document services provided to customers. Youth service providers are required to utilize SCWOS for all case management activities.

Service Activities

Youth must be made aware of all 14 youth program elements required under WIOA section 129(c)(2) and 20 CFR 664.410 although not all youth program elements must be provided to every youth participant, but they all must be presented to all youth and made available as needed. The service provider must determine what program elements will be provided based on the participant's objective assessment and individual service strategy. However, each youth will participate in more than one of the 14 program elements required as part of any local youth program, and all youth must receive follow-up services. The program elements are:

- Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies.
- Alternative secondary school offerings.

- Paid and unpaid work experiences (summer employment, on-the-job training etc.)
- Occupational skill training.
- Leadership development opportunities.
- Supportive services.
- Adult Mentoring.
- Follow-up services.
- Comprehensive guidance and counseling.
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or cluster.
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral as appropriate.
- Financial literacy education.
- Entrepreneurial skills training.
- Labor Market and employment information about in-demand industry sectors or occupations such as career awareness, career counseling, career exploration.
- Preparation for and transition to postsecondary education and training.

It will be the responsibility of the proposers or offerors to have a working knowledge of the WIOA Act and Regulations and Training and Employment Guidance Letters (TEGL). The U.S. Department of Labor (DOL) has a website for the latest on WIOA Regulations:

www.doleta.gov/WIOA

https://www.scworks.org/media/WIOA/WIOA_DOL_Final_Rule_in_Federal_Register.pdf

https://wdr.doleta.gov/directives/All_WIOA_Related_Advisories.cfm

Required One-Stop Partners identified by WIOA section 121(b)(1)(B) include:

- Programs authorized under title I of WIOA.
- Programs authorized under the Wagner-Peyser Act.
- Adult education and literacy activities authorized under title II.
- Programs authorized under title I of the Rehabilitation Act of 1973.
- Programs authorized under section 403(a)(5) of the Social Security Act.
- Activities authorized under title V of the Older American Act of 1965.
- Postsecondary vocational education activities authorized under the Carl D. Perkins Vocational and Applied Technology Education Act.
- Activities authorized under chapter 2 of title II of the Trade Act of 1974.
- Activities authorized under Chapter 41 of title 38, United States Code.
- Employment and training activities carried out under the Community Services Block Grant Act.
- Employment and training activities carried out by the Department of Housing and Urban Development.
- Programs authorized under State unemployment compensation laws.

Additional One-Stop Partners identified by WIOA section 121(b)(2)(B) include:

- Programs authorized under part A of title IV of the Social Security Act.
- Programs authorized under section 6(d)(4) of the Food Stamp Act of 1977.
- Work programs authorized under section 6(o) of the Food Stamp Act of 1977.
- Programs authorized under the National and Community Service Act of 1990.
- Other appropriate Federal, State, or local programs, including program in the private sector.

Follow Up

All youth participants must receive some form of follow-up services for a minimum duration of 12 months following exit from the program. The types of services provided and the duration of services must be determined based on the needs of the individual. Follow-up services for youth may include:

- Leadership development and supportive services.
- Regular contact with a youth's employer, including assistance in addressing work-related problems that arise.
- Assistance in securing better paying jobs, career development and further education.
- Work-related peer support groups.
- Adult mentoring.
- Tracking the progress of youth in employment after training.

Supportive Services

Supportive services for youth, as defined in WIOA section 101(46), may include the following:

- Linkages to community services.
- Assistance with transportation costs.
- Assistance with child care and dependent care costs.
- Assist with housing costs.
- Referrals to medical services.
- Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eyeglasses and protective eye gear.

Qualifications of Staff

All case managers must be global career development facilitators within two years of hire date.

Customer record keeping

- To ensure all required hard copy case files of WIOA Participants are maintained for a time-period sufficient to cover data validation and audits, the records must be maintained for five years.
- Hard copy files of WIOA applicants who completed an application, but were never enrolled or determined ineligible for WIOA services will be maintained for three years.

Trident Workforce Development Board Components

The Trident Workforce Development Board in conjunction with their Youth Council has developed the following youth system components to meet the employment and educational

needs of youth residing in the tri-county area. All proposals must clearly describe how each component will be conducted. Bidders must submit proposals for - out-of-school youth, and a summer youth employment component under Work Experience programs. All proposals must describe how each service will be provided, who will provide the service and as appropriate, what curriculum will be used.

In-School Youth

No requirement to serve in-school youth; however, if a provider selects to serve, they should adhere to the following:

- WIOA defines “in-school” youth as a youth enrolled in any school, including alternative schools. The Trident area’s in-school program will focus on at-risk as defined by the local school districts.
- Because in-school youth in Berkeley, Charleston and Dorchester counties may be served, proposals must demonstrate how the service provider will coordinate with each school district to successfully serve youth. Letters of support from the school districts and/or individual schools must be included in the proposal.

Out-Of-School Youth

- WIOA defines “out-of-school” youth as a school dropout or a youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed or underemployed. “Underemployed” is defined as working part-time (less than 30 hours per week) but desires full-time employment; or is working in employment not commensurate with the individual’s demonstrated level of education attainment.
- The Trident area’s out-of-school youth program will focus on the provision of **ALL** WIOA required elements necessary to assist youth, ages 17 – 24, attain employment that leads to self-sufficiency. These elements are defined in Part 22; Section a, Number 11 of this RFP.

Proposals must demonstrate how the youth service provider will ensure that all counties will be served as directed by Trident Workforce Development Board. It is required that all participants in this program be residents of Berkeley, Charleston and Dorchester Counties and meet WIOA eligibility and entry guidelines established by the federal WIOA regulations, the Department of Employment & Workforce and the TWDB. Based on the 2010 US Census data, a representation of population to be served is:

- 18% reside in Berkeley County
- 71% in Charleston County
- 11% in Dorchester County

This is a representation only and does not serve as a restriction or requirement on number to be served per county. Thirty (30) % of new participants must be dropouts based on WIOA regulations.

Outlying Areas - Of the total out-of-school youth to be served, 35% must reside in the outlying areas of Berkeley, Charleston and Dorchester counties i.e. St. Stephen, St. George, Awendaw, Johns Island, etc. Proposals must clearly identify the outlying areas to be served and how services will be successfully provided to these youth, including how barriers, such as transportation, will be overcome. Bidders are encouraged to coordinate with faith-based and community-based organizations to successfully serve the outlying areas.

The Trident area's **Out-of-School Youth** component must consist of the following:

- **Fourteen Required Elements** - Proposals must demonstrate how ALL WIOA- required youth program elements will be made available to all youth. Additionally, the proposal must clearly indicate who will provide each element.
- **Neediest Youth** - The Department of Labor has defined “neediest youth” as those in foster care (particularly those aging out of foster care), youth in the juvenile justice system, children of incarcerated parents, and migrant youth. Proposals must demonstrate how the youth service provider will serve these youth by coordinating WIOA services with other community resources.

SC Works Services - To ensure youth are provided access to the community services offered through the one-stop system, WIOA case management staff funded through this grant must provide services at each of the Trident area's comprehensive centers which include, but may not be limited to:

- SC Works Charleston Center, 1930 Hanahan Road, N. Chas. SC 29406
- SC Works Berkeley Center, 305 Heatley Street, Moncks Corner, SC 29461
- SC Works Dorchester Center 1325-A Boone Hill Road, Summerville, SC 29483

Employability Skills Training - Any youth that will participate in a work experience or an on-the-job training activity, MUST receive 20 hours of Employability Skills Training prior to beginning the job to ensure the youth has the soft skills necessary to be “job-ready”. Proposals must demonstrate how this will be provided and the curriculum that will be used.

Services to Youth “Carry-Overs” - Any out-of-school youth who registers prior to and does not exit by July 1, will be considered a “carry-over” and must be provided services necessary to complete their Individual Service Strategy (ISS). Additionally, any youth that exits during the Program Year (July 1, - June 30th) must be provided follow-up services for 12 months after the exit. Proposals must demonstrate how the youth service provider will ensure these youth are provided continued service, in addition to serving the new youth that will be registered into the program.

Summer Youth - The Summer Youth Employment Program will be funded utilizing the regular formula funds. Participants in the summer youth employment program will be a part of the year around program; therefore, participants in a summer youth employment program will be held to the same standards and requirements as all other participants. Outside resources may be utilized in placing youth in a summer youth employment program.

OTHER CONSIDERATIONS RELATED TO YOUTH PROGRAM DESIGN

- **Length of Time in Program**

Participants are enrolled in the program for 18 months, not to exceed 24 months. Therefore, Individual Service Strategy plans will be written to be completed within 18-24 months. Exceptions may be allowed under extreme circumstances, with adequate justification and appropriate approval.

- **Concurrent Enrollment**

According to Section 664.500(b) of the Act, eligible youth who are 18 through 24 years old may participate in youth and adult programs concurrently, as appropriate for the individual. Such individuals must meet the eligibility requirements under the applicable youth or adult criteria for the services received. Local program operators must identify and track the funding streams for services provided to individuals who participate in youth and adult programs concurrently, ensuring non-duplication of services. The Trident area's policy for dual enrollment must be adhered to for dually enrolling youth in WIOA.

APPROVED VENDOR - All occupational training must be provided by the contractor or an approved training provider in accordance with WIOA regulations.

SECTION 2. PROGRAM ELIGIBILITY

Eligible WIOA Out-Of-School Youth, age 17-24, not attending any school must meet one or more additional conditions:

- Holds a secondary school diploma or recognized equivalent and is low-income and basic skills deficient or an English language learner.
- A school dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter.
- Homeless, a runaway, in foster care or aged out of the foster care system eligible for assistance under section 477, Social Security Act, or in out of home placement.
- Pregnant, or parenting.
- Subject to the juvenile or adult justice system.
- An individual (including a youth with a disability) who requires additional assistance to complete an educational program or to secure and hold employment.

Eligible WIOA in-school youth, age 14 – 21, attending school, low income, and meet one or more conditions:

- Basic Skills deficient.
- English language learner.
- An offender.
- Homeless, runaway, in foster care or aged out of the foster care system.
- An individual with a disability.
- Person who requires additional assistance to enter or complete an educational program or secure and hold employment.
- Low-Income Individual.

The definition of “low-income individual” may be found in WIOA section 101(25), at: <http://www.doleta.gov/usworkforce/WIOA/act.cfm>.

Eligibility Exception

Up to five percent (5%) of youth participants served by youth programs in a local area may be individuals who do not meet the income criterion for eligible youth, provided that they are within one or more of the following categories listed below as identified by WIOA section 129(c)(5) and 20 CFR 664.220:

- A school dropout
- A deficient in basic skills, as defined in WIOA section 101(4)
- One or more levels below the grade level appropriate to the individual’s age
- Pregnant or parenting
- Possesses one or more disabilities, including learning disabilities
- Homeless or runaway
- An offender
- Youth requiring additional assistance

SECTION 3. PARTNERSHIPS

Strong partnerships help to leverage resources and increase opportunities for youth. They can enhance the ability of workforce Development areas to access information and data, improve services, and increase efficiencies, with regard to recruitment processes, referrals, and case management. Creating strong partnerships is critical to providing the most effective, targeted, and appropriate services for youth to maintain progress along a successful career pathway.

Collaborations across Federal departments are taking place to develop and strengthen partnerships among youth service agencies. The Department has ongoing partnerships with Federal agencies that are not included in the One-Stop partner list. Such efforts are described in the advisory notices and descriptions referenced below.

Youth service provider must demonstrate how they plan to utilize partnerships to leverage resources and increase opportunities for youth in the WIOA program.

Additional Partnerships

TEGL 30-10 provides examples on how local workforce areas can develop partnerships and improve service delivery. http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3034

Priority will be given to proposals that clearly demonstrate the coordination and use of community resources that will be not funded with WIOA dollars.

SECTION 4. PERFORMANCE ACCOUNTABILITY

Youth Service Provider will be subject to sanctions for performance that does not meet the negotiated performance levels. To view the performance accountability section in the Act, see WIOA Section 136, “Performance Accountability System,” at:

<http://www.doleta.gov/usworkforce/WIOA/WIOAlaw.htm#sec136>.

Youth Performance Standards are incremental, progressive, and age appropriate. These standards are subject to negotiation by the state, any changes will result in the contract being modified by the Administrative Entity. The Performance Standards are as follows:

- Placement in Employment, Education and Training: Measured after 2nd quarter after exit.
- Retention in Employment, Education or Training: percent of participants in education, training, or unsubsidized employment; measured 4th quarter after exit.
- Credential Rate-percent of participants who obtain a recognized credential, secondary diploma during participation, or within one year after program exit.
- Earnings - after entry into unsubsidized employment (median earnings or participants in unsubsidized employment during the second quarter after exit.)
- In-Program Skills Gain - Percent of participants in education leading to credential or employment during the program year achieving measurable gains. Measured in real time.

Youth Program – Period of Performance: July 1, 2019 through June 30, 2020	
Performance Measure	Goal
Employment Rate (2 nd quarter)	75.1%
Employment Rate (4 th quarter)	67.6%
Credential Attainment within 4 quarters after Exit	68.1%

Additional performance standards which relate to the profit-based incentives may include, but are not limited to:

- Number of Enrollments
- Dropouts Served
- Placements
- Credentials
- GED / Diploma Attained
- Literacy / Numeracy Gains

IV. SELECTION CRITERIA

Evaluation Item	Range	Maximum Points
Qualifications of the Proposed Service Provider. If staffing has been determined, provide the qualifications including Knowledge, Skills, and Abilities of the person who will perform the duties of the Youth Program Provider.	0 – 10	10
Qualification for Staff Management. Explain any qualifications you have regarding supervision, hiring, performance evaluations of employees.	0 – 20	20
Compliance/Quality Assurance Experience. Detail all experience relating to monitoring, auditing, reviewing of federal, state, or local laws and regulations.	0 – 20	20
Capacity to Serve as the Primary Community/Partner Liaison. Outline the connection to the communities within the workforce region. Show the ability to serve in this capacity.	0 – 20	20
Use of DBE. Disadvantaged Business Enterprise	0-5	5
Budgets. Provide line item costs and methods used to determine them.	0 – 25	25
Totals		100

V. REQUESTED FORMAT

The Proposal should not exceed forty (40) pages in length excluding promotional brochures, general firm information, and staff resumes. Each response should contain the following elements:

- Letter of interest, including name of organization, and project contact information.
- Current resume of qualifications.
- Direct response to each of the selection criteria defined above.
- Any other pertinent information that will assist the BCDCOG in its decision.

At a minimum, the response must include the following information:

- The understanding of and approach to the project.
- Qualifications of the Consultant and experience in this type of work including a list of at least three (3) similar projects completed by the Consultant team members, with the names and phone numbers of key contact persons for those projects.
- The key staff persons who will be assigned to this project together with their experience and qualifications.

Changes in the consultant staff during the 90 days following the date of receipt from what was identified in the proposal will be considered a change of scope and will be grounds for rejection

of the proposal. Please list all current or anticipated assignments of the staff proposed for this project.

VI. PROJECT SCHEDULE

Notice to Proceed for this project will be given as soon as a contract with the successful proposer has been executed and all state and federal requirements are met. The contract will be effective July 1, 2019 through June 30, 2020. The contract may be renewed for two (2) consecutive one-year terms.

VII. RESPONSE SUBMISSION

All responses shall be submitted in a sealed envelope. The outside of the package shall be marked “**WIOA2019-03– WIOA Youth Program Provider**” Please mail 1 original, 4 copies, and 1 digital copy to:

**Jason McGarry, Procurement/Contracts Administrator
BCD Council of Governments
1362 McMillan Ave., Suite 100
North Charleston, SC 29405**

Submittals must be received no later than 3:00 PM on March 22, 2019. Any submittal received after the date and time specified above will be rejected, considered non-responsive, and will not be opened.

Questions may be submitted in writing no later than 3:00 pm on March 12, 2019 to Jason McGarry by email to jasonm@bcdcog.com, or by facsimile to: (843) 529-0305. Addenda to this RFP, including responses to any questions and modifications will be posted on the BCDCOG website www.bcdcog.com

VIII. SIGNATURE REQUIREMENTS

Proposals must be signed by a duly authorized official of the responder. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one Contractor or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

IX. ADDITIONAL INFORMATION

BCDCOG retains the right to reject all proposals and to re-solicit if deemed to be in its best interests. Selection is also dependent on the execution of a mutually acceptable contract with the successful responder.

Each proposal shall state that it is valid for a period of not less than ninety (90) days from the date of receipt.

All plans, calculations, maps, digital files, reports, correspondence, minutes of meetings, and related data generated for this project will be included in the final documents submitted to BCDCOG.

Final payment will not be made to the Consultant until the initiative is completed to the satisfaction of BCDCOG staff. Federal funds received by BCDCOG will be used as the overall funding of this project. Accordingly, the selected Consultant will be required to comply with all applicable Federal regulations and contracting provisions required by the federal funding authority, including 49 CFR Part 31 – Allowable Costs, Civil Rights, Minority Business Enterprise, and other applicable assurance provisions. Additionally, the procurement must comply with state and local requirements applicable to such procurement process and contracts. BCDCOG strongly encourages the use and involvement of Disadvantaged Business Enterprises (DBE) on this project.

**WIOA YOUTH PROVIDER SUMMARY
PROPOSAL COVER SHEET)**

WIOA Youth Provider Summary must be completed in its entirety for the proposal to be considered.

NAME OF ORGANIZATION:

ADDRESS: -

CONTACT PERSON/TITLE:

TELEPHONE: _____ **FAX:**

EMAIL:

TYPE OF AGENCY:

- | | |
|--|--|
| <input type="checkbox"/> Government | <input type="checkbox"/> Private Non-Profit |
| <input type="checkbox"/> School District | <input type="checkbox"/> Private-for-Profit |
| <input type="checkbox"/> Public Non-Profit | <input type="checkbox"/> Accredited Training Institution |