



Economic Growth Region 6
Serving Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush,
Union and Wayne counties.

Request for Proposals

For

Service Provider for Youth Services

Services to be Delivered
July 1, 2014 – June 30, 2016

RFP Issue Date: November 18, 2013

Key Dates:

Questions Due – December 9, 2013
Answers to be posted on Website – December 13, 2013
Proposals Due: 4:30 PM Eastern Daylight Time, January 7, 2014
Presentations (if requested) – January 15 – 17, 2014
Contractor Notification: April 24, 2014
Contract Negotiations Completed: May 5, 2014
Transition Period if Required: May 5, 2014 – June 30, 2014
Contract Effective Date: July 1, 2014

BACKGROUND AND GENERAL INFORMATON

Alliance for Strategic Growth, Inc. (ASG) issues this Request for Proposals (RFP) to procure an entity to participate in the provision of the WIA Title I Youth Services for Economic Growth Region 6 (EGR 6).

- A. The resulting contract with the successful entity will cover a two-year period, July 1, 2014 to June 30, 2016, where permissible, based upon the funding sources. Based upon the recommendation of the Youth Council and approval of ASG Board of Directors, the contract may be renewed for an additional year, July 1, 2016 to June 30, 2017. The form of the contract will be cost reimbursement unless otherwise provided for in contract negotiations and allowable by the funding stream.
- B. EGR 6 consists of Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union and Wayne counties. Currently the Region has full-service WorkOne Centers in Muncie and Richmond. There are WorkOne Express Offices in Hartford City, Connersville, New Castle, Portland, Winchester and Rushville. Services to Union County are provided primarily through the Richmond WorkOne Center. In addition there are Jobs for America's Graduates (JAG) classes at Blackford High School, Connersville High School, Jay County High School, Knightstown Community High School, Muncie Central High School and New Castle High School. (See Exhibit A)
- C. Workforce Investment Act (WIA) Youth Program - The following is a description of the overall youth program as well as the different components including the measurements and required elements.

The overall goal of the WIA Youth program is to connect eligible youth to skill development and other educational activities in order to better prepare them to compete in the regional labor market. To accomplish this, youth development strategies must be developed to help interested youth enroll in and successfully complete critical skill development activities AND successfully transition to employment in the local labor market. Youth who are deficient in basic skills must also participate in activities designed to improve their reading, writing, math, analytical, computer and communication skills.

From a broad perspective, the WIA youth program design must consist of four components:

1. **Assessment:** All youth customers must complete a personalized and objective assessment of their skill levels and service needs;
2. **Plan Development:** Based on the results of these assessments, all youth customers must participate in the development and ongoing maintenance of an individual service strategy or plan that outlines an effective service strategy;
3. **Service Delivery:** Based on this plan, all youth customers must receive the specific youth development and workforce services as described in their plan; and,
4. **Follow Up:** Once all services have been delivered and outcomes achieved, all youth must receive some form of follow-up services for a minimum period of 12 months following their completion of program activities.

From a more detailed perspective, the WIA legislation mandates that ten specific program elements must be included in the WIA Youth program design (these can be available through direct service provision, through partnerships with other organizations, or by referral to other organizations as appropriate):

1. Tutoring and instruction leading to secondary school completion, including dropout prevention activities;
2. Alternative secondary school offerings;
3. Summer employment opportunities, directly linked to academic and occupational learning activities;
4. Paid or unpaid work experiences, including internships;
5. Occupational skill training;
6. Leadership development opportunities;
7. Supportive services;
8. Comprehensive guidance and counseling;
9. Adult mentoring; and,
10. Follow up services for a minimum of 12 months.

Currently these services are provided through the placement of a Youth Career Advisor in each of the following WorkOne Centers/Expresses:

Delaware County – 1 FTE (Non Exempt)
 Henry/Rush County – 1 FTE (Non Exempt)
 Randolph County - 1 FTE (Non Exempt)
 Wayne/Fayette County – 1 FTE (Non Exempt)
 Blackford/Jay County – 1 FTE (Non Exempt)

The EGR 6 WIA Youth Program has performance goals that are required by the Department of Labor. The defined measures for youth served in the WIA Youth Program for the current year are as follows:

- | | |
|---|--|
| a. Placement in Employment or Education | 64% of all youth |
| b. Attainment of Degree or Certificate | 58% of all youth |
| c. Literacy and Numeracy Gains | 41% of O/S youth w/ base level at 9.0 or below |

EGR 6 actual WIA performance for the most recent year completed follows:

	Region 6
Youth Placement in Employment or Education	73.7%
Youth Attainment of Degree or Certificate	78.5%
Youth Literacy and Numeracy Gains	40.4%

Please note that these performance measures are negotiated on an annual basis and are therefore subject to change based on these negotiations with the Indiana Department of Workforce Development and DOL. For more information on measures and other policies that may apply you are encouraged to visit the following resource provided by DWD:

<http://www.in.gov/dwd/youthservices/index.htm>

D. In addition to these required elements, ASG is also committed to supporting the Jobs for America's Graduates (JAG) program. The JAG youth program is a school-to-work transition program focused on helping at-risk youth graduate from high school and either find employment or pursue postsecondary training following graduation. At each participating high school, the JAG program provides a trained "JAG Specialist" who provides individual and group instruction to 35-45 students who are at risk of not graduating. The JAG curriculum integrates within the regular high school curriculum 37 core employability competencies that prepare students for the workplace. ASG's Youth Council has indicated JAG as a priority, assuming funding is available. As of the issuance of this RFP, the plan is scheduled to continue all sites.

For more information on JAG visit the DWD Youth Resource Site at:

<http://www.in.gov/dwd/youthservices/index.htm>

Currently these services are provided through the placement of a JAG Specialist in each of the following High Schools:

- Blackford High School - 1 FTE (Exempt)
- Connersville High School - 2 FTEs (Exempt)
- Jay County High School - 1 FTE (Exempt)
- Knightstown Community High School - 1 FTE (Exempt)
- Muncie Central High School - 1 FTE (Exempt)
- New Castle High School - 1 FTE (Exempt)

The EGR 6 JAG Youth Program has performance goals that are set by JAG National. The defined measures for youth served in the JAG Program and EGR6 actual performance for the most recent year are as follows:

<i>National JAG 5 of 5</i>	Region 6	Goal
Graduation Rate	81%	90%
Job Placement including Military	73%	60%
Positive Outcome: Job, Military or Post Secondary	80%	80%
Percent of those in Jobs are full time	84%	60%
Percent of those in Positive Outcomes are Full Time	53%	80%

E. The Youth Staff, who are funded by the resulting contract, are an intricate part of the EGR 6 integrated WorkOne system. Fundamental to the success of EGR 6 is a commitment to integrated service delivery. For this reason Youth Staff are dedicated to this proposal shall not be engaged in fee for service projects within or outside of the region without the written approval of ASG for the project and the staff redirection. The selected contractor proposal will be required to submit to ASG a written commitment to refraining from any additional fee for service activities within EGR 6 without the advance written approval of ASG.

Nothing in this RFP or resulting contract is intended to limit the business of the contractor outside of EGR 6.

F. The Youth Staff currently consists of 12 positions that will be selected jointly by the selected Youth Service Provider and ASG. All Youth Service Provider JAG Specialists and Career Advisors must pass all ASG, Service Provider, and for JAG, School pre-

employment requirements. Currently all Youth Career Advisor positions require a minimum of two years post secondary education. JAG positions require a Bachelor's degree. The Job Descriptions for these positions are included in Exhibit B.

- G. ASG is seeking an interested and qualified entity able to provide innovative, high quality services region-wide. The organization selected should demonstrate the characteristics listed below:
- a. Efficient and effective Human Resource and Payroll System
 - b. Desire and ability to work within an Integrated WorkOne service delivery system
 - c. Demonstrated ability to partner with others
 - d. Flexibility and ability to adapt to change
 - e. Commitment to the success of EGR 6 Workforce Development system and its role in supporting the economic growth of the region
 - f. Provide services within the priorities established by the Youth Council and approved by the Board of Directors.
 - i. Priority # 1 - High School Dropout Seeking GED
 - ii. Priority # 2 - HS Graduate Seeking Training
 - iii. Priority # 3 - HS Graduate Seeking Employment
 - iv. Priority # 4 - In-School Seeking HS Diploma
- H. ASG is looking for a single organization that can provide Youth staff for the counties located in EGR 6. The Service Provider Planning Allocations can be utilized for planning purposes. ASG/WorkOne overhead, regional allocated expenses and direct client costs have already been reserved since the cost of housing the Youth Service Provider staff and the related cost of telephones, supplies, laptops, cell phone or reimbursement, etc. are included in the integration budget managed by ASG.

Service Provider Planning Allocations

	PY14 Planning Allocation	PY15 Planning Allocation	Footnote
WIA Youth Funding	\$363,780	\$363,780	1
State Funding	\$178,858	\$178,858	2
TOTAL	\$542,638	\$542,638	

1 Funding available to support the Workforce Investment Act In-School and Out-of School Youth staff.

2 State supplemental funding available to support the In-School JAG Program.

- I. In consideration of vendor responses to this RFP, the following represents the plan for youth services for the current year which should be reflective of the Youth Service Provider expectations for PY 14. (Dependent upon a continuation of funding.)

WIA ENROLLMENT GOAL	Total for Year
Carryover	222
Planned WIA Youth Enrollments (# of youth to begin receiving services)	278
Total Youth Enrollments	500

JAG High Schools & JAG Classes	Blackford H.S.	Connersville H.S.	Connersville H.S. 2	Jay County H.S.	Knightstown Community H.S.	Muncie Central H.S.	New Castle H.S.	TOTAL
ENROLLMENT GOAL	40	40	40	40	40	40	40	280
NEW CLASSES - 2013								

- J. ASG staff is authorized to negotiate the contract for the provision of the Youth Service Provider arising from this RFP. ASG reserves the right to make an award to any entity or to make no awards, if that is deemed to serve the best interests of the Region. The proposal process is competitive and is in accordance to federal government procurement rules and regulations. This Request for Proposals does not represent an offer of work nor does it commit ASG to fund any proposals submitted. ASG is not liable for any costs incurred in the preparation or research of proposals.
- K. ASG reserves the right to conduct discussions, either verbal or written, with those respondents ranked as viable candidates for award. Successful entities may be required to make a presentation to the Region 6 Youth Council, ASG Budget & Administration Committee and/or the ASG Board of Directors.
- L. ASG assures full compliance with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. ASG also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that ASG makes to carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer / program. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a proposal all entities are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.
- M. ASG is exempt from federal, state and local taxes and will not be responsible for any taxes levied on the respondent resulting from the contract based on this RFP.
- N. In addition, the proposer should note that under the requirements of the Freedom of Information Act, the contents of your proposal or other information submitted to ASG is subject to public release upon request, except those items specifically exempt from disclosure. The proposer shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the proposer is alerted that this marking is advisory only and not binding on ASG. If there is a request from the public under F.O.I.A. to inspect any part of the proposal so marked, ASG will advise the proposer and request further justification in support of the "proprietary" marking. If ASG determines, after receipt of the justification, that the material is releasable, the entity will be notified immediately.

Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

- O. The specifications in this RFP and resulting contract may change based on issuance of Federal, State or Regional policy or WIA re-authorization. ASG will work with the successful entity to implement any changes required by the State or Department of Labor. By submitting a proposal, the entity agrees to work cooperatively with ASG to comply with subsequent changes.
- P. By submitting a proposal the entity certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the proposal or in delivering the plan of work if ASG awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review and rating or award decisions has a financial or other interest in or represents the proposing organization and would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. ASG reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.
- Q. By submitting a proposal the entity assures that it will provide additional related services under additional grants or other state or federally funded workforce program granted to ASG.
- R. The entity assures that it will be the Youth Service Provider and will not subcontract functions to other entities if awarded a contract to be the Service Provider in the EGR 6 without delineation in the proposal or explicit approval of ASG.
- S. The proposing entity assures that if awarded a contract by ASG, it will comply with Regional, State and Federal program and financial regulations, policies and directives, as well as comply with any and all monitoring requirements.
- T. The entity assures that if awarded a contract by ASG it will comply with the Regional and State policy on marketing and branding of WorkOne. This includes an assurance that the funding provided is not used in a manner which promotes the contracted organization unless it prominently contains the WorkOne Tag line "WorkOne Partnership Agency". Products and materials prepared by the funds provided under contract shall always bear the WorkOne logo and copies of any materials prepared for public use shall be approved by ASG prior to publication and duplication.
- U. To ensure a fair and open process for all interested entities, the following timetable will be used with this RFP process:

Key Dates:

RFP Issue Date: November 18, 2013

Questions Due – December 9, 2013

Answers to be posted on Website – December 13, 2013

Proposals Due: 4:30 PM Eastern Daylight Time, January 7, 2014

Presentations (if requested) – January 15 – 17, 2014

Contractor Notification: April 24, 2014

Contract Negotiations Completed: May 5, 2014

Transition Period if Required: May 5, 2014 – June 30, 2014

Contract Effective Date: July 1, 2014

PROPOSAL REQUIREMENTS

- A. Proposals must be **received** by **4:30 PM** Eastern Daylight Time on Tuesday, January 7, 2014. Proposals received after that time and date may be accepted at the option of ASG. Your proposal may be single spaced but margins must be at least an inch and font size must be no less than 12, with the exception of RFP questions being repeated, which may be in 10 font. Your electronic proposal is requested to be emailed to: sgoodman@asgcorp.org. Please put "Youth Service Provider Proposal" in Subject Line.
- B. Submit an electronic complete copy of your audit report for the most recent two years. This report should be submitted separately. While it is not part of the proposal, it must also be provided digitally at the same time your proposal is submitted.
- C. Attachment A. A proposal cover page should be completed and used as the cover page for the proposal.
- D. Attachments B. Budget Forms need to be completed along with a budget narrative.
- E. Attachment C. Non-Collusion Affidavit needs to be originally signed and digitally submitted.
- F. Attachment D. Assurances and Certifications needs to be originally signed and digitally submitted.
- G. Your response to the narrative section of the proposal is limited to no more than 12 pages. The total page limitation is firm and is imposed for the sake of the reviewers of your proposal. You are encouraged to be succinct and relevant in your proposal. This limitation does not include other sections of your proposal such as: Attachments, Exhibits, the budget and narrative. The entire proposal, including Attachments, Exhibits, budget narrative, and letters must be numbered Page of Page and all included in the electronic document.
- H. Assemble your proposal using the following order. Use this as a checklist to ensure the proper order. Failure to follow RFP instructions could result in rejection of your proposal.
- Cover Page (Attachment A) – Required as a part of the proposal and electronic document and must be included in the page of page numbering, but does not count toward the 10 page proposal limit.
 - Attachments & Exhibits – Required as a part of the proposal and electronic document and must be included in the page of page numbering, but they do not count toward the 10 page proposal limit.
 - a. Business Entity Filing
 - b. Corporate Authorizations
 - 1. Attachment B – Budget Form (2 pages)
 - 2. Budget Narrative
 - 3. Attachment C (Non-Collusion Affidavit)
 - 4. Attachment D (Assurances and Certifications)
 - 5. Attachment E (Ten Youth Elements Method of Provision)
 - 6. Attachment F (WIA Youth Planning Schedule)
 - Submit an electronic copy of your Audit Report, if applicable, for each of most recent two years (separate from the proposal). This is not a part of your proposal and should not be included in the page of page numbering. Do provide a separate electronic PDF containing this document.

- If available, submit an electronic copy of your independent monitoring reports for the most recent two years (separate from your proposal). This is not a part of your proposal and should not be included in the page of page numbering.
- I. Questions regarding this RFP may be submitted in writing not later than 4:30 PM on December 9, 2013 to Karen Bailey by e-mail at kbailey@asgcorp.org with "YOUTH SERVICE PROVIDER RFP QUESTIONS" in the Subject Line. All questions will be responded to, compiled and posted on the ASG web site according to the published schedule. The Q & A may be accessed at the following URL - <http://www.asgcorp.org> in the "News" Section.
- J. After proposals are rated an invitation may be extended to selected entities to make a presentation to ASG and/or its Youth Council. The tentative dates for presentations are January 15-17, 2014. If presentations are required, a time of Q&A will be expected at the conclusion. Both the proposal and any required presentation will be considered when discussing and making recommendations for Service Provider(s) selection. Restated, while this RFP indicates the evaluation criteria for the proposals, the final selection will be a combination of the written proposal evaluations, along with the oral presentation and responses to ASG's questions. The final contracting decision will be made by ASG Board of Directors or its delegate considering the recommendation of the Youth Council. An award decision is expected by April 24, 2014. The new contract shall start July 1, 2014 with transition beginning immediately upon successful conclusion of contract negotiations. ASG will not be responsible for any cost associated with the transition unless specifically authorized in writing by the CEO of ASG.

The proposal evaluation weights are specified for each section of the RFP. The quality of the proposal will be based upon clarity and responsiveness, not number of pages. Respondents are encouraged to be comprehensive yet succinct in their response.

- 20% Organization Background, Qualifications and Performance History
- 70% Human Resource System, Staffing Plan, and Staffing Cost
- 10% Transition Plan and Activities, if required.

- K. Appeals/Complaints: Entities have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated by ASG. The decision of ASG in such situations shall be final. Entities wishing to make a formal appeal should do so in writing to:

Mike Row, President/CEO
Alliance for Strategic Growth, Inc.
122 E. Main Street
Muncie, IN 47305

PROPOSAL NARRATIVE

I. Organization Background, Qualifications, and Performance History Proposal Evaluation 20%

A. Profile of the Proposing Organization

1. Legal Status

What is the legal status of your organization?

2. Organization Description

Describe your organization, the governance structure, length of existence, tax status, vision, mission, goals and major programs currently offered and where. Please assure your description details what other business you are in including dba's and what portion this contract would represent of your overall PY14 and PY 15 annual budgets. Provide a listing of your board members and directors as an exhibit to this proposal.

3. Business Entity Status

What is your corporate status with the Indiana Secretary of State in Business Entity filings? Provide a copy of the search, date conducted and copy of the most recent filing and the date it was filed as an exhibit.

4. Authorizations

Provide assurances in the form of signed board resolution(s) which:

- i. Authorizes the submission of the proposal.
- ii. Authorizes the signatory on this proposal to sign the proposal, negotiate on behalf of the organization and bind the organization.

Copies of the resolutions may be made as Exhibits to the proposal.

5. Contract Single Point of Contact

Recognizing that the person authorized to bind and negotiate on behalf of the organization is not necessarily the same person who will be the single point of contact for this contract with the organization, identify the person who will be the single point of contact with ASG for this contract along with his/her contact information.

B. History of Similar Services

1. Record of Success

Please outline relevant experience where you have provided staffing support during the last two years and how you believe that experience has prepared you for the services being requested under this RFP.

2. Qualification/experience of organization in provision of Youth Services.

From a more detailed perspective, the WIA legislation mandates that ten specific program elements must be included in the WIA Youth program design (these can be available through direct service provision, through partnerships with other organizations, or by referral to other organizations as appropriate). Complete the chart provided in Attachment E to describe how you will assure that each of the ten required program elements are made available to youth enrolled in the WIA program in each county using the following legend. Mark all options that apply. If there is no difference in how delivered in each county then only complete the ALL Column.

D = Direct Provision of services by Youth Service Provider staff.

P = Youth Service Provider staff arrange services to be provided by a Partner Organization without direct costs to the program.

R = Referral to Vendor or Partner Organization on an individual customer basis at a direct cost to the program.

3. Using the information in this RFP and your knowledge of your entity's past performance record, complete Attachment F and submit your projection of service and performance levels for WIA Youth enrollments.

4. References

Provide three references complete with address, voice, e-mail and fax of individuals outside of your organization who are familiar with the quality of prior services provided or contracts for which you have been responsible. Briefly describe the nature of each relationship.

II. Human Resource System, Contracted Staffing Capacity, Staffing Plan and Cost Proposal Evaluation 70%

In the EGR 6 integrated WorkOne service delivery model, staff are deployed in functional teams rather than in narrowly defined programmatic "silos". As such, staff will perform their job tasks in a specific functional area alongside other staff who have been assigned to similar functions who may work for Indiana Dept. of Workforce Development, Alliance for Strategic Growth, Inc., or other voluntary or mandatory partners of the WorkOne system. In this environment, neither job titles nor organizational boundaries will be used to differentiate staff from one another. The direct service staff of the successful organization will be housed in the WorkOne Centers/Expresses as their base of operation. JAG Specialists will be based in the high schools when in session and in the WorkOne Centers/Expresses when schools are closed. See Organizational Chart in Exhibit C

Functional supervision of all WorkOne Field Operations Center staff and other Managers, whether he/she is employed by the Department of Workforce Development, Youth Service Provider or ASG, will be under the direct supervision of the Director of Operations or delegate. The administrative supervision will remain with the respective administrative contact for the employer of record.

ASG, based upon current budget estimates, has identified 12 full time youth positions to be funded through this contract. Positions could be added or deleted based upon the final funding allocations for the region and this contract.

The list of duties for the youth staff that are under the functional direction of ASG include but are not limited to the following:

- a. Eligibility determination
- b. Financial accountability
- c. Framework – 664.405 (a)(4)
 1. Intake
 2. Objective Assessment
 3. Individual Service Strategy
- d. Case Management
- e. Attainment of Common Measures

Center Managers will be responsible for deploying staff as needed to serve customers, to ensure the overall delivery of quality services to customers, and to ensure the attainment of WorkOne outcomes. Team leaders will assist Center Managers in the management of WorkOne operations and may come from both ASG and DWD State Staff.

Team Leaders have been selected based upon their experience, skills, and leadership abilities. The EGR 6 functional supervision model does recognize, however, that both the State and Youth Service Provider, and ASG organizations have internal human resource functions that must still be managed within their respective organization, including final hiring and firing decisions, performance appraisals, and time and mileage reports. However, it should be noted, that even in these critical human resource areas functional supervisors will have input and the opportunity to influence decisions.

Some of the specific items which must be taken into account in meeting the new role of the human resource contracted needs include:

- Because a position is funded, does not mean that the position needs to be filled immediately by the Service Provider when the opening occurs. “If the position needs to be filled?” and if so, “In what location?” These questions will be answered by ASG. In order to meet the required standards of communication to ASG, the Service Provider is responsible to communicate all Service Provider EGR 6 contracted staff changes, i.e. promotion and resignation with effective date and contact information as appropriate, within three working days of action. In most circumstances human resource decisions will be made by ASG and communicated to the Service Provider for appropriate action within five working days.
- The Youth Staff positions funded, under this RFP and resultant contract, are the employees of record of the local Service Provider. The final selection of the individual to be hired will be mutually agreed upon. In the interviewing and hiring process ASG may delegate interviewing and selection to WorkOne or other Manager or supervisory staff, who may be State or ASG. As such it is the responsibility of the Service Provider to pass all qualified applicants on to the appointed Interviewing Team, which will include both functional supervisor and others as determined appropriate by ASG, for review and recommendation for hire. In situations where the staff funded through the contract resulting from this RFP are stationed in or providing services in a site such as the JAG school sites, the staff will be required to meet the work standard and work place requirements of the school and a representative of the school may be a part of the interviewing team.

Within the parameters discussed in this Section II, Human Resource System, Contracted Staffing Capacity, Staffing Plan and Cost, please respond to the following in your narrative.

- A. Please describe the specific hiring process that your organization will use to ensure that job openings are quickly filled with skilled professionals consistent with the expectations of ASG. What are the recruitment procedures supported by this budget proposal and the turnover assumptions made versus your actual experience for the past year? What will be the process for recruitment and selection from start to finish, including the qualified candidate interviewing process involving ASG and/or other delegated Youth Staff? What screening tool(s) will be used to insure that the final selected candidate for a youth position is appropriate to work with youth between the ages 14-21? What is the estimated length of time needed to fill a vacancy? Provide the name of the position which will be responsible for all Human Resource functions and who will assure the notification timelines are met. Please provide an assurance that the three working day standard for notification of changes in status of contracted staff will be met.
- B. Describe your organization's ability to be flexible in the scheduling of staff to meet customer needs and customer flow, including shifting staff from county to county as customer needs dictate or adjustment of days or hours of work.
- C. Because the WorkOne integrated service delivery model employs both state and local merit staff, it is imperative that initial and ongoing training is provided to functional supervisors on the human resource system requirement of the Service Provider. Provide an assurance that this proposal provides a commitment to fulfilling the human resource training and human resource needs of the region.
- D. For EGR 6, ASG has defined specific job expectations for all Youth Staff, including detailed job descriptions. Describe how your organization will incorporate these human resource concepts into your organizational human resource approach.
- E. In the future EGR 6 may conduct a wage and salary review. Please provide an assurance of your organization's willingness to participate in the review by providing organization wide data and consider the results in setting the wage and salary compensation of the employees who are funded under this contract in Youth Staff positions.
- F. As a condition of this RFP, the successful entity must assure to honor the existing employment commitment made to the Youth Staff provided they pass all Service Provider and ASG pre-employment requirements. Please provide an assurance of your intent to honor the employment commitment already made to the Youth Staff.
- G. Management Cost and Expertise

Functional direction of Service Provider Youth Staff will be provided by the functional supervisor. Administrative functions would be performed by your organization. Those administrative functions would include administrative approvals/controls required by the Service Provider in order to safeguard

expenditures from disallowed costs, i.e. final review of staff time and mileage reports, human resource actions, hiring, firing, formal evaluations with input from functional supervisor, corrective action plans, and other human resource functions. There may be other activities which fall within this function which are directly in support of these contract(s) and you are encouraged to delineate if you feel important and relevant.

For this proposal there will be 12 youth staff members that are included. This is comprised of 5 Youth Career Advisors and 7 JAG staff. Location of the youth staff is subject to change based on the needs of ASG. Currently this staff is located in all 8 counties in the Region. Mileage costs will vary by location with more incurred by Career Advisors that travel to more than one location. For the purpose of this proposal, mileage costs are estimated to be \$5,700 and that is the budget amount you should use for planning purposes.

Provide a breakdown of the costs associated with being the Service Provider with 12 staff members. What is the benefit plan and cost? Please provide details such as retirement vesting schedule, healthcare plan benefit summary, etc. and a breakdown in cost as Attachment B. Are these the actual benefits or is there flexibility in the fringe benefits offered? Provide a cost breakdown for total fringe benefits, employer cost and employee cost.

Detail the proposed administrative expenses for providing the described service and how you arrived at the cost.

H. Budget and Budget Narrative

1. Budget - Attachment B

The proposing organization should complete the PY14 budget on the included Attachment B. **Please do not deviate from the budget format or content provided. They may be replicated in Excel worksheets or will be provided upon request.** Consistency will allow the reviewers to compare the proposed budgets. These forms are required as a part of the proposal and electronic document and must be included in the page of page numbering, but do not count toward the 12 page proposal limit.

For the purpose of this proposal, we are interested in the planned amounts for overhead and management of the Youth Staff. It should be noted that office space, furniture, supplies, and equipment for the 12 Youth Staff will be furnished by ASG.

Definitions for Attachment B

a. Staff Costs

These costs would be the cost of wages for 12 youth staff including 5 Youth Career Advisors based on 40 hours per week and classified as non-exempt and 7 JAG personnel that are classified as exempt employees. This cost is to be entered into Attachment B broken down as an average per person and then also in the total column. Complete one for JAG positions and one for Career Advisor positions.

b. Benefit Costs

Please include a total cost of the benefit package. There is a form provided in Attachment B to breakdown the individual categories. Please add additional ones as needed. Complete one for JAG positions and one for Career Advisor positions.

c. Staff Mileage Costs

The mileage costs for next program year are estimated to be \$5,700 based on the current reimbursement rate of \$.44/ mile. In your budget provide the mileage reimbursement rate approved by your organization.

d. Other Costs

This is for other costs that do not fit in any of the other categories. These costs should be detailed in the budget narrative.

e. Administrative Costs/ Cost of Services

Describe your Administrative costs in detail associated with this contract. Enter as a total cost per person on Attachment B or as a total cost. This will include Admin wages (include job titles and names), fringe, overhead and any other related costs. Please confirm how this cost is determined. Is it a fixed amount or will it increase or decrease based upon the addition/deletion of staff and the associated funding.

2. Budget Narrative

The budget narrative should be used to clarify and annotate the budget. This narrative is required as a part of the proposal and digital document and must be included in the page of page numbering, but does not count toward the 12 page proposal limit.

In support of Attachments B provide:

- a. A description and cost of any other position compensation provided to your employees including eligibility requirements to qualify for benefits.
- b. A detailed description of what is included in your employee fringe benefit package including paid time off. Costs such as background checks, drug screens, etc. should be included in administrative/cost of service line item. Detail what is employer paid (ER) and what is employee paid (EE). If retirement benefits are provided, what is the vesting schedule.

This information may be included as exhibits to your proposal, however please note the page number of the exhibit in this narrative. This Exhibit must be included in the digital document and must be included in the page of page numbering, but does not count toward the 12 page proposal limit.

I. Financial Management System

Successful proposals must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles and current federal audit standards. Financial records must be available for audit and monitoring purposes. Provide a brief description of the internal financial accounting and management system. Provide an explanation of special reports you generate for your own management needs or requirement of your funding sources that would be of benefit to ASG and Leadership Team. Provide an assurance that you will participate, financially and operationally in regular reviews. This includes monthly reporting to ASG. Responses should fully address the accountability of their organization in this section.

J. Questioned Costs, Disallowed Costs or Compliance Monitoring Findings

If applicable, has your organization had any questioned costs, disallowed costs or compliance monitoring audit findings in the last two years? If so, how have these issues been resolved?

K. Role & Relationship

Describe how your organization envisions its role and relationship with ASG and what expectations you have of ASG to ensure your organization's ability to be successful.

L. Youth Staff Costs

The functional direction of Youth Staff will be provided by WorkOne Managers and JAG Manager. See Organizational Chart in Exhibit C

Describe the role and relationship required with these employees by your organization as the employer of record in order to conduct your organization's business, i.e. new employee orientations, required training, benefits presentations, etc. Detail the annual schedule, amount of time and routine activity(ies) which will be required of these employees taking away from their assigned work duty. Please include a list of holidays provided for staff. Describe how those activities will be coordinated with ASG in order to not disrupt day to day operations. Likewise assure that the schedule of JAG Specialists, including holidays, will be adjusted to accommodate the schedule of the high school to which they are assigned.

How many hours per week do non-exempt staff work and get compensated? What is defined as overtime and what is the rate of compensation for overtime?

How many hours per week do exempt staff work and get compensated? What is the rate of compensation for overtime?

Please discuss any assumptions you have made relative to the Youth Staff budget which is important.

III. Transition Plan and Activities

Proposal Evaluation 10%

A. Funding

Funding will not be available for any activities conducted prior to 7/1/14, unless specifically approved in writing by ASG. Whether there is a new Service Provider or the continuation of an existing Service Provider there will be many required activities prior to 7/1/14 to ensure a smooth transition to the new contracted role as EGR 6 Youth Service Provider and full transition of responsibilities to the new structure at the Management and Youth Services levels.

1. Description of Cooperative Efforts

Describe efforts that will be made to work cooperatively with ASG, Department of Workforce Development and current Service Provider staff to ensure a smooth transition into your new role in EGR 6 on July 1, 2014. Specifically detail what needs to be done, the timeframe for doing it, responsibility and the role your organization will play in getting it done. Describe past experience in making such a transition, if applicable, and what was important to making it a smooth and successful transition.

2. Youth Staffing

For open Youth Staff positions, please detail how your organization will ensure staff are hired for these positions and are ready to provide services to customers on July 1, 2014. Describe your plan for ensuring that services to customers will continue with little or no interruption during the transition. This description should specifically include the activities, the timeframe for doing it, responsibility and the role your organization will play in getting it done. Detail the process and timeline required to add the Youth Staff into your personnel system by July 1, 2014.

WorkOne Centers

Blackford County

1301 N. High Street, Suite B
Hartford City, IN 47348
Phone: (765) 348-4928
Fax: (765) 348-9930

Delaware County

201 E. Charles Street, Suite 100
Muncie, IN 47305
Phone: (765) 289-1861
Fax: (765) 741-5853
TDD/TYY: (800) 743-3333

Fayette County

710 Eastern Ave.
Connersville, IN 47331
Phone: (765) 825-8581
Fax: (765) 825-8659

Henry County

3011 South 14th Street,
New Castle, IN 47362
Phone: (765) 529-3010
Fax: (765) 521-7779

Jay County

107 S. Meridian Street
Portland, IN 47371
Phone: (260) 726-8316
Fax: (260) 726-8431

Randolph County

325 S. Oak Street, Suite 301
Winchester, IN 47394
Phone: (765) 584-5627
Fax: (765) 584-2536

Rush County

103 N. Morgan Street

Rushville, IN 46173
Phone: (765) 932-5921
Fax: (765) 938-4127

Union County

Union County residents may seek services from any WorkOne location listed.

Wayne County

3771 South "A" Street
Richmond, IN 47374
Phone: (765) 962-8591
Fax: (765) 966-3431
TDD/TYY: (800) 743-3333

JAG Sites

Blackford High School
2392 N. State Rd. 3
Hartford City, IN 47348

Connersville High School (2 Sites)
1100 Spartan Drive
Connersville, IN 47331

Jay County High School
2072 West Hwy 67
Portland, IN 47371

Knightstown Community High School
8149 W. U.S. Hwy 40
Knightstown, IN 46148

Muncie Central High School
801 W. Walnut St.
Muncie, IN 47305

New Castle High School
801 Parkview Drive
New Castle, IN 47362

POSITION DESCRIPTION

Youth Career Advisor
FLSA Status: Non-exempt

I. JOB OBJECTIVE:

Incumbent provides employment and training services for youth ages 14 through 21. Employment and training services include creating and delivering workshops for job readiness and job search, employer contact to assist with job placement, post-placement follow-up activities, and appropriate referrals to outside sources as needed. Incumbent is responsible to determine eligibility, complete skill and interest assessments and provide career counseling. Incumbent is responsible to plan and implement integration of WIA services within local schools and other youth organizations.

II. JOB FUNCTIONS: *These functions define the parameters of this position. Some functions may not be implemented based upon current operating conditions.*

1. Become familiar with Economic Growth Region 6 Workforce Investment Board (WIB), One Stop Operator (OSO), Department of Workforce Development and WorkOne System's overall philosophy, goals, objectives, applicable regulation, policies and procedures in order to develop an understanding of job and how position duties relate to the broad level and assure all activities are consistent with such and lead to their achievement.
2. Become familiar with and adhere to federal, state and local regulations, policies, plans and procedures that govern how, what and when work is to be completed.
3. Actively supports and embraces the WIB's vision and mission for the WorkOne system.
4. Responsible to determine program eligibility based upon requirements as outlined in WorkOne policies.
5. Responsible to implement the Youth Service Plan.
6. Responsible to provide in-depth career counseling to those enrolled including career options and steps for achievement.
7. Responsible to create and/or deliver individual or group workshops on career options, job readiness and job search.
8. Responsible to provide customers and general public with core services including explanations of services, resume preparation, registering for work in the State Job Matching system, conducting workshops on job readiness and job search and referrals to appropriate partner agencies.
9. Responsible to develop, organize and facilitate the work of the local Youth Council.
10. Responsible for completeness and accuracy of customer data in the customer tracking system.
11. Responsible to assist as requested with planning and implementation of special projects.
12. Responsible to assist in achievement of program goals.
13. Responsible for the completion of necessary forms, paperwork and reports in order to manage county level, program level, and subcontractor level achievement of goals.
14. Responsible to develop On the Job Training, Work Experience contracts and job placements for customers.
15. Responsible to maintain systems which provide an organized and written audit trail.
16. Responsible for clerical support to self.
17. Responsible to travel outside the office as required.
18. Responsible to project a professional image in manner and appearance.
19. Responsible to report any potential audit problems and/or financial inconsistencies to the Assistant Director of Operations.
20. Responsible to work in a team situation for achievement of the common goals of the WIB and WorkOne system.

- III. EXPERIENCE:** Incumbent must have a minimum of 2 years post secondary education and 2 years of experience in education, training, youth services, business, or other related field.
- IV. EQUIPMENT:**
In performing duties incumbent will use calculator, network computer terminal, personal computer, copier, video conferencing equipment, laptop and projection equipment, fax machine, typewriter, postage meter, scanner and telephone.
- V. PERSONAL RELATIONSHIPS:** Incumbent administratively reports to their agency supervisor. Incumbent functionally reports to the Team Lead. Incumbent has contact with OSO, co-workers, WorkOne staff, vendors, and other partnership organizations via telephone and face to face.
- VI. WORKING ENVIRONMENT:** Job is performed frequently in a modern office environment where no unusual physical requirements occur. Job functions also require traveling to local and state offices and vendors. The position also requires frequent mobility to conduct workshops, access files and lift moderate amounts of material for storing, filing, and delivery.

The statements contained within this position description describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or otherwise balance the workload.

Position Description

Jobs for America's Graduates Specialist (JAG)

FLSA Status: Exempt

I. JOB OBJECTIVE:

Identifies, recruits and instructs students deemed to have a high degree of difficulty of being promoted into the next grade level, achieving graduation, and/or making a successful transition from school to a career with advancement opportunities. The Specialist is responsible for fully implementing the JAG Model in an assigned school and achieving process standards and performance goals.

II. JOB FUNCTIONS: *These functions define the parameters of this position. Some functions may not be implemented based upon current operating conditions.*

1. Provides appropriate curriculum and ensures students achieve specific JAG competencies through classroom instruction; teaches through a variety of methods including lecture, hands-on activities, and team teaching; tailors the program and teaching methods for the needs of each specific student, and implements an intervention strategy for each individual using an Individualized Development Plan.
2. Ensures an appropriate pool of students by directly recruiting students, and obtaining referrals from an in-school Advisory Committee consisting of school personnel; holds interviews with prospective candidates and those making referrals to determine, using JAG guidelines, the appropriateness of the prospective student for the program.
3. Administers testing programs including JAG pre-/post-tests and career interest surveys.
4. Ensures positive perceptions of the JAG-Indiana within schools by developing and maintaining positive, effective working relationships with school personnel including teachers, administrators, students and members of the in-school Advisory Committee.
5. Advocates for the program and develops a pool of effective community support resources by working with employers, parents, civic groups and legislators to build awareness of and support for the program; develops job opportunities, participates in public relations activities, attends meetings and speaks to various community groups.
6. Builds appreciation for teamwork, sense of belonging, and commitment to community service among JAG-Indiana students by organizing and serving as advisor to a JAG Career Association chapter; creates training opportunities through hands-on activities, film presentations, guest speakers, and workshops; assists with civic and social opportunities.
7. Provides students with guidance, counseling, and support within appropriate limits; refers students to additional support services on an as-needed basis; takes responsibility for learning and complying with school policies such as mandated reporting, discipline, attendance, and the like.
8. Complies with all JAG and WIA documentation requirements in a timely fashion including contacts and activities involving students, employers, and other groups; develops and maintains a well-organized filing system. Records information and data **daily** using the online Electronic National Data Management System (e-NDMS). It is understood that 10-15 minutes per day is required to maintain the electronic data base.
9. Assists students in finding and maintaining quality employment and/or post-secondary educational programs upon graduation; works closely with students and employers for 12 months after the end of the school year to ensure a satisfactory employment outcome; develops a plan for contacts with non-graduates to ensure effective transition to employment or additional education.
10. Participates in staff, regional and national statewide meetings, and staff development activities.
11. Performs selected school-related functions.

12. Participates in field trips.
13. Completes special projects and other projects and duties as assigned by the JAG Manager.
14. Reports potential audit issues and/or financial inconsistencies to President/CEO.

III. EXPERIENCE:

1. Bachelors degree in social service, counseling, business, education, or a related discipline is preferred. Equivalent combination of training, education and experience may be considered.
2. Experience working with youth accompanied by knowledge of adolescent development issues.
3. Skills in human relations, leadership, supervision and motivational techniques.
4. Ability to work 12 months per year.
5. Ability to work independently while managing multiple priorities.
6. Ability to establish the appropriate boundaries while developing and nurturing supportive relationships with students.
7. Ability to educate a variety of constituencies and interested parties about the program by developing ongoing relationships and making formal presentations.
8. Ability to develop curriculum and educational opportunities consistent with the JAG model.
9. Working knowledge of basic computer applications and an Internet browser.
10. Willing to work in a highly accountable and performance-based program.

IV. EQUIPMENT:

In performing duties incumbent will use calculator, network computer terminal, personal computer, copier, video conferencing equipment, laptop and projection equipment, fax machine, typewriter, postage meter, scanner and telephone.

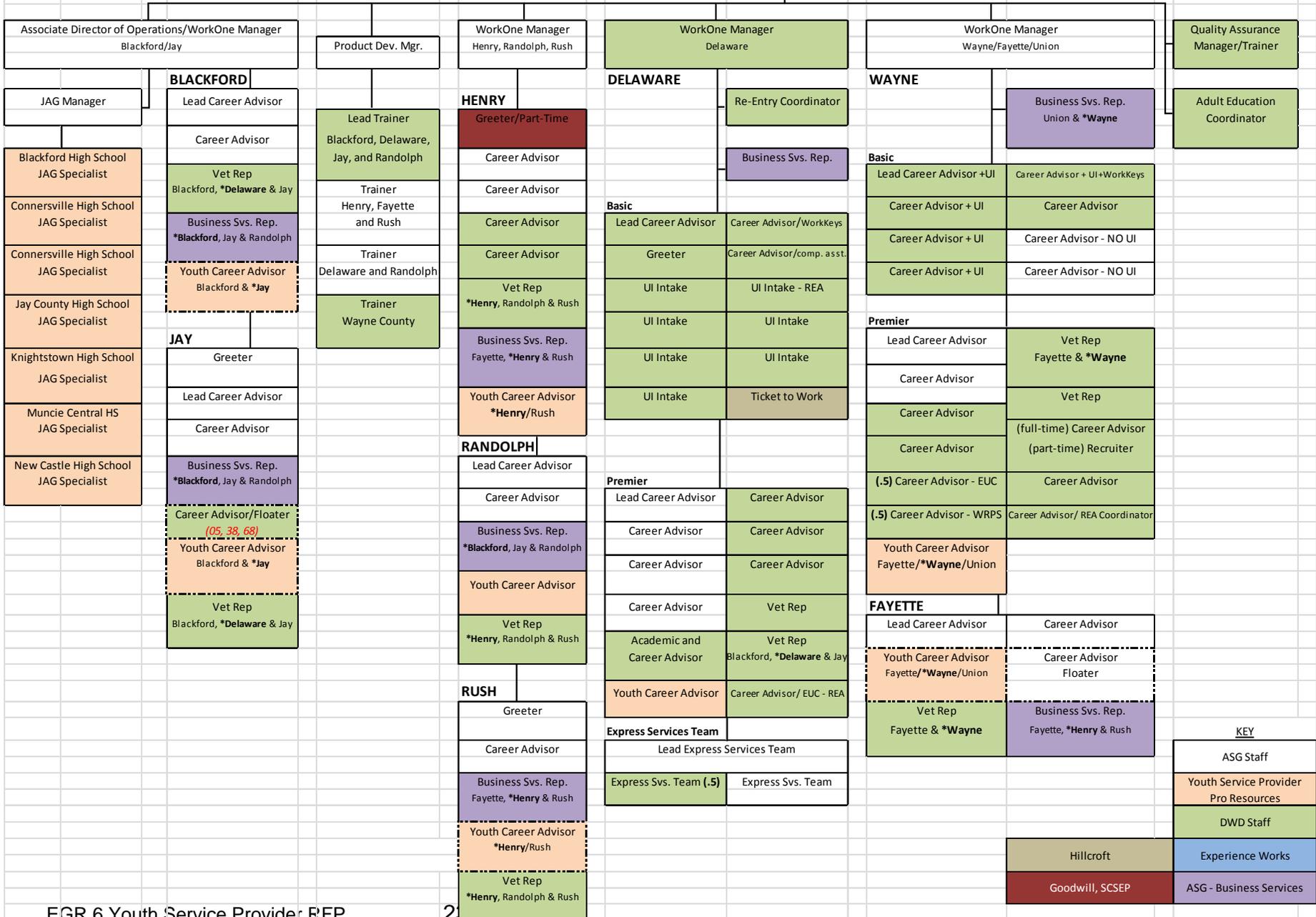
- V. PERSONAL RELATIONSHIPS:** Incumbent administratively reports to their agency supervisor. Incumbent functionally reports to the JAG Manager. Incumbent has contact with OSO, co-workers, WorkOne staff, School personnel, vendors, and other partnership organizations via telephone and face to face.

- VI. WORKING ENVIRONMENT:** Job is performed in a school environment where no unusual physical requirements occur. Job functions also require traveling to local and state offices and vendors. The position also requires frequent mobility to conduct workshops, access files and lift moderate amounts of material for storing, filing, and delivery.

WorkOne - Eastern Indiana (Region 6) Organizational Chart

Exhibit C – Org Chart

Director of Operations



KEY	
ASG Staff	
Youth Service Provider Pro Resources	
DWD Staff	
Hillcroft	Experience Works
Goodwill, SCSEP	ASG - Business Services

PROPOSAL COVER SHEET – ATTACHMENT A

Organization's Legal Name			
Contact Person:			
Mailing Address			
Physical Address			
Federal ID #			
DUNS #			
Web site			
Voice		Fax	
E-mail		Cell	
# of years potential contractor has been in business under the corporate / business structure submitting the response to this request for proposal.			
Total Amount of Funds Requested /Committed	Funding	PY 14	
	Staff Cost		
	Staff Benefit Cost		
	Travel Cost		
	Other Costs		
	Administrative Costs		
	TOTAL COST		
Signature: _____ Date: _____			
Printed Name: _____ Title: _____			

Check all applicable boxes:

For Profit Corporation	<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>
Not-for-profit Corporation	<input type="checkbox"/>	Faith-Based Organization	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	State Agency	<input type="checkbox"/>
Educational Institution	<input type="checkbox"/>	Labor Organization	<input type="checkbox"/>
Business Association	<input type="checkbox"/>	Community Based Organization	<input type="checkbox"/>
Women's Business Enterprises	<input type="checkbox"/>	Minority Business	<input type="checkbox"/>
Small Business	<input type="checkbox"/>		<input type="checkbox"/>
Other Public Agency (Specify)	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>

Attachment B

Attachment B JAG Specialists (Exempt Staff)			
PY14 Budget			
	Total Cost Per Person	Number of Staff	Total Cost
PY14 Budget			
JAG Specialist Staff Cost			\$ -
JAG Specialist Benefit Cost (enter breakdown below)			\$ -
JAG Specialist Mileage Cost			\$ -
Other Costs (provide details in narrative)			\$ -
Administrative Costs (provide details in narrative)			\$ -
Total	\$ -	\$ -	\$ -
	Employer Cost	Employee Cost	Total Cost Per Person
Benefit Breakdown			
Required Taxes (FICA Match, ST UC, FUTA, etc.)			\$ -
Major Medical Healthcare			\$ -
Vision Care			\$ -
Dental			\$ -
Retirement			\$ -
Short Term Disability/AD&D			\$ -
Life Insurance			\$ -
			\$ -
			\$ -
			\$ -
Total	\$ -	\$ -	\$ -

Attachment C

Non-Collusion Affidavit

State of Indiana

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Alliance for Strategic Growth, Inc. whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this ____ day of _____, 20__

Notary Public

County of

Commission Expiration Date

Attachment D

Assurances and Certifications

The authorized representative agrees to comply with all applicable Federal, State and Regional laws, regulations and policies governing the Workforce Investment Act, Workforce Investment Boards and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. That it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The Board also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that the Board makes to carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer / program. Auxiliary aids and services will be made available upon request for individuals with disabilities.
2. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
3. The proposing organization possesses legal authority to offer the attached proposal.
4. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
5. A drug free workplace will be maintained in accordance with the State of Indiana requirements.

Signature of Authorized Representative

Print or Type Name-

Date

ATTACHMENT E

LEGEND:

D = Direct Provision of services by Youth Service Provider staff.

P = Youth Service Provider staff arrange services to be provided by a Partner Organization without direct costs to the program.

R = Referral to Vendor or Partner Organization on an individual customer basis at a direct cost to the program.

Mark all options that apply. If there is no difference in how delivered in each county then only complete the ALL Column.

Method of Provision Ten Required WIA Youth Elements	Blackford	Delaware	Fayette	Henry	Jay	Randolph	Rush	Union	Wayne	ALL
Tutoring and instruction leading to secondary school completion, including dropout prevention activities										
Alternative secondary school offerings										
Summer employment opportunities, directly linked to academic and occupational learning activities										
Paid or unpaid work experiences, including internships										
Occupational skill training										
Leadership development opportunities										
Supportive services										
Comprehensive guidance and counseling										
Adult mentoring										
Follow up services for a minimum of 12 months										

ATTACHMENT F

WIA Youth Planning Schedule

PLANNED WIA YOUTH ENROLLMENTS & EXITS BY QUARTER

	1 st Quarter July–Sept. 2014	2 nd Quarter Oct-Dec 2014	3 rd Quarter Jan-March 2015	4 th Quarter Apr-June 2015	Total for Year
Carryover					
Planned WIA Youth Enrollments (# of youth to begin receiving services)					
Total Youth Enrollments					
Planned WIA Youth Exits (# of youth to stop receiving services)					

PERFORMANCE GOALS FOR PROPOSED WIA YOUTH PROGRAM

Performance Measures/Outcomes	Required Goals	Proposed Goals
Placement in Education or Employment	64%	
Attainment of Degree/Certification	58%	
Literacy/Numeracy Goal	41% of O/S youth with base level at 9.0 or below	