



EASTERN CT WORKFORCE INVESTMENT BOARD

REQUEST FOR PROPOSALS *for* **YOUTH**

July 1, 2025 - June 30, 2026

February 2025

REQUEST FOR PROPOSALS

SUBMISSION DUE DATE: April 16, 2025, 4:00 p.m.

INTENT TO FUND NOTIFICATION DATE: June 2025

FUNDING START-UP DATE: July 1, 2025

EASTERN CT WORKFORCE INVESTMENT BOARD OFFICE LOCATION: 108 New Park Avenue
North Franklin, CT 06254

CONTACT PERSON: Carol LaBelle
Sr. Director of Programs & Special Projects

TELEPHONE NUMBER: (860) 859-4100

INTENT TO BID: Letters of Intent to Bid are **required and must be submitted by March 14, 2025**. Letters should be addressed to Carol LaBelle, Sr. Director of Programs & Special Projects, 108 New Park Ave., Franklin, CT 06254, e-mailed to labellec@ewib.org or faxed to (860) 859-4110.

PROPOSERS QUESTIONS: The Proposers' questions, as they relate to the contents of this Request for Proposal, must be submitted in advance. **Questions must be submitted not later than March 14, 2025, via e-mail to: labellec@ewib.org**. Proposers are responsible for checking the website for responses. There will be no individual responses sent & phone inquiries will not be accepted.

***ALL RESPONSES TO THIS REQUEST FOR PROPOSAL MUST BE RECEIVED NO LATER THAN 4:00 P.M. ON APRIL 16, 2025. NO PROPOSAL WILL BE ACCEPTED AFTER THIS TIME.**

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I. GENERAL INFORMATION

A. INTRODUCTION

This Request for Proposals (*RFP*) is released by the Eastern CT Workforce Investment Board, a private, not-for-profit corporation. EWIB requests services within the forty-one (41) town EWIB service region. EWIB seeks proposals that will prepare eligible youth for career pathway opportunities in high-demand industries and occupations in Eastern Connecticut.

This Request for Proposals is designed to solicit programs that will address the needs of youth, both In-School and Out-of-School. The Workforce Innovation & Opportunity Act (*WIOA*) presents an opportunity to better prepare youth and offer them a comprehensive array of services so that they are able to successfully transition to the workforce and be prepared to compete for opportunities in high-demand occupations. EWIB is looking for programs that move beyond the traditional employment and training services, including programs that mix such services as preparation for post-secondary opportunities, linkages between academic and occupational learning, career mentoring, employment skills development, work-based learning, connections to the local job market, and appropriate follow-up services. Strong agency partnerships and collaborations are recommended. ***The proposal must address how it will provide & expand virtual service delivery capabilities and adapt a hybrid service delivery model (i.e., in-person services and virtual services) to maximize service delivery effectiveness & accessibility.***

EWIB's core values are: 1) Partnership; 2) Innovation; 3) Accountability; 4) Efficiency; and 5) Continuous Improvement. EWIB seeks proposals in response to this RFP that demonstrate and embrace these core values.

Instructions for submitting proposals are included in the RFP. Interested parties must complete the proposal package as instructed. **The deadline for receipt of proposals is 4:00 P.M. April 16, 2025, WITHOUT EXCEPTION.** ***The proposer understands that they may be expected to take on additional competitively acquired EWIB grant responsibilities during the contract period.***

B. AWARDS & FUND AVAILABILITY

Programs will be funded for the period July 1, 2025 - June 30, 2026, with the intent of renewal for a second, third & fourth year, based on performance without the issuance of another RFP. **Funding allocations TBD.**

C. TYPE OF CONTRACT

The contract will be reimbursement. The total contract amount will be reimbursed based on actual costs incurred according to approved budgets. Any awarded contract will conform to the terms required by the Workforce Innovation & Opportunity Act (*WIOA*) and the U.S. Department of Commerce Good Jobs Challenge grant. Payment for services rendered will be made only when costs have been incurred, and documentation of all costs will be required. The term of the contract will be from July 1, 2025 - June 30, 2026. The contract may be renewed on a yearly basis for a period of up to three (3) additional years after the initial contract. Such renewals shall be contingent upon satisfactory performance evaluations by EWIB and subject to the availability of funds. **This clause does not commit the agency to exercise the option to extend.**

D. SELECTION OF SERVICE PROVIDERS

The primary consideration in selecting entities to deliver services shall be the demonstrated effectiveness of that entity in delivering COMPARABLE services based on past performance. Performance factors shall include attainment of performance goals, costs, and participant target groups. No proposer shall receive funds that duplicate services already available in the Eastern CT Workforce Investment Area.

E. EVALUATION

Proposals will be screened according to the following criteria.

- 1) *Minimum Qualification Criteria*
- 2) *Past Performance*
- 3) *Program Objectives*
- 4) *Program Design Considerations*
- 5) *Budget Considerations*

F. REVIEW PROCESS

EWIB staff will review bids for compliance with the RFP package and the regulations of the funding sources. Bids that are not in compliance will be summarily dismissed and will not be reviewed by the Youth Committee.

Staff will:

- Open proposals at the close of the time for submission.
- Review for completeness and responsiveness and reject incomplete proposals.
- Review for cost reasonableness.

EWIB reserves the right to short-list the proposals received to the three top-rated proposals following a staff review and to ask the top three rated proposers to provide a structured 10-minute presentation during a scheduled meeting of the Youth Committee.

All final Committee recommendations will be forwarded to the EWIB's Executive Committee and then to the EWIB Board of Directors to be ratified at the next scheduled meeting.

G. REPORTING REQUIREMENTS

Various reports will be required from all contractors throughout the duration of the respective programs. Detailed reporting requirements will be provided to all contractors when final contracts are negotiated.

H. MONITORING

All sub-grantees will be subject to monitoring procedures by EWIB, CT Department of Labor, the CT Office of Workforce Strategy, the U.S. Department of Labor, and/or the U.S. Department of Commerce. Areas to be monitored shall include, but not be limited to contract compliance, fiscal accountability, safety requirements, worksite compliance, & Equal Employment Opportunity compliance.

I. INSURANCE

- The service provider who is awarded funds for service delivery is required to provide the following insurance coverage by contract execution: Commercial General Liability to include a Broad Form Property Damage Endorsement & Contractual Liability. Minimum limit of \$1,000,000, combined single limit per occurrence \$2,000,000 Aggregate.
- Automobile Liability including all owned and non-owned and hired vehicles ~ minimum limit of \$1,000,000 combines single limit per occurrence
- Workman's Compensation ~ Statutory
- Employer's Practices Liability ~ \$1,000,000 per occurrence
- Professional Liability ~ minimum limit \$1,000,000
- Intellectual Property ~ to cover any patent, copyright or trademark infringement claims including the cost of the defense of any action brought against EWIB, its governing Boards & Contractors.
- Fidelity/Crime/Honesty Bond ~ in the amount of funds awarded to proposer(s).

Each insurance policy required by this Agreement shall be endorsed to contain the following provisions:

- I. This insurance shall not be changed, canceled, limited in scope of coverage or non-renewed until after thirty (30) days written notice has been given to EWIB.
- II. If a thirty (30) day notice of cancellation endorsement is not received, the cancellation clause must include language as follows, which edits the pre-printed ACCORD certificate:

SHOULD ANY OF THE ABOVE-DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL THIRTY (30) DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED.

- III. All rights of subrogation are hereby waived against the State of Connecticut, its appointed officials, officers, and employees, EWIB, its elective and appointed officials, officers, and employees, when acting within the scope of their employment or appointment. *(Endorsement must be attached to the Certificate of Insurance.)*

With respect to operations of the named insured performed on behalf of EWIB, are added as additional insureds except for Workers' Compensation/ Employers' Liability and Professional Liability. *(Endorsement must be attached to the Certificate of Insurance.)*

It is agreed that any insurance maintained by EWIB will apply in excess of, and not contribute with, insurance provided by this policy. *(Endorsement must be attached to the Certificate of Insurance for the General Liability policy.)*

Any losses shall be payable notwithstanding any act or failure or negligence of EWIB, or any other person.

Commercial General Liability policy shall contain a severability of interest's clause.

Contractor agrees to maintain Professional Liability Insurance, as appropriate, for a period of two (2) years following completion of this Agreement.

EWIB shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If, in the opinion of EWIB, the insurance provisions in this section do not provide adequate protection for EWIB, EWIB may require Proposer to obtain insurance sufficient in coverage, form, and amount to provide adequate protection. EWIB requirements shall be reasonable and shall be designed to assure protection from and against the kind and extent of risks which exist at the time a change in insurance is required.

The procuring of such required policy or policies of insurance shall not be construed to limit Proposer's liability hereunder or to fulfill the Indemnification provisions and requirements of the agreement to be entered into as a result of this proposal.

The proposer(s) must agree to cooperate with, and provide such information as may be requested by, EWIB for the purpose of filing reports with the State and the EWIB Board of Directors.

Implementation of this program may not occur prior to the start date of the contract document.

Proposer(s) whose main headquarters are located out of the workforce area and who maintain their books and records outside of the workforce area must specify in their proposal how they will make their books and records accessible to the EWIB for monitoring and audit purposes. It will not be sufficient to state that EWIB may visit the contractor's site, the records must be available to EWIB in its workforce area. Failure to do so may result in the proposal being deemed non-responsive.

The proposer must agree to be trained in the State of Connecticut participant data entry system CTHires. Proposer(s) may not include the costs of any custom or proprietary information technology system in their budgets.

EWIB will not pay for the maintenance of duplicate MIS systems or proprietary assessment systems owned by the proposer or a related company such as an affiliate or subsidiary.

In the event of a conflict or ambiguity between the rules, terms, and conditions set forth in the RFP and the statutes, laws, State policies and regulations, the statutes, laws, State policies and regulations shall prevail. EWIB shall be responsible for making all determinations in this regard.

Proposer(s) will be required to maintain and provide a case file for each participant. The files will be considered EWIB property and must be turned over to EWIB at the end of the contract unless other arrangements are made during contract negotiations.

Proposer(s) will assure that all records pertaining to this agreement, including financial, statistical, property, and supporting documentation, shall be retained for a period of six (6) years from the date of: 1) final payment of under this agreement; and 2) when all audits and litigation are complete and resolved.

Proposer(s) must implement a system for monitoring participant time and attendance in the program.

J. THE AGREEMENT TYPE & BUDGET:

All contracts negotiated as a result of this RFP will be cost reimbursement. This is a contract format wherein all allowable costs detailed in the budget attached to the executed contract are reimbursed upon submission of documentation, which substantiates the expenditures. Allowable means allowable under both the grant funding stream supporting the contract expenditures and the executed contract.

Initial contracts will be written for the program year beginning July 1, 2025, and subsequent renewals may be written for three (3) one (1) year periods beginning July 1st following the first year, based upon performance. Renewal will be the option of the EWIB Board of Directors. Contracts will contain additional clauses related to termination for convenience with the proper notice to provide for contractors not wishing to continue services beyond any one-year period. Performance will be measured each year.

Proposers must complete the budget section of the proposal using the forms provided in this package. RFP responses, which do not include the budget forms, or which include non-conforming budget worksheets, will be deemed non-responsive. The Budget is part of the RFP response and can be downloaded from the EWIB website at <https://www.ewib.org/about-ewib/rfp-rfq/> as **Attachment C**. Paper copies will not be available.

All costs, including profit if applicable, salaries, and merit increases, are subject to negotiation as a part of the contracting process. EWIB will compare salaries and other costs proposed with costs and salaries for similar positions and responsibilities within its workforce area in arriving at reasonable negotiated costs. Salaries reimbursed, or partially reimbursed, under contracts funded as a result of this RFP may not exceed the federal salary cap.

Travel outside of the EWIB Workforce Development area must be described and justified in the proposal and included in the budget along with details regarding the need for travel, the number of people who will be traveling, and the length of the stay. EWIB shall determine the reasonableness of the travel during negotiations. All in and out of workforce area travel will be subject to EWIB mileage rates, travel rules, and procedures unless the proposer's policies and procedures have been reviewed and approved by EWIB.

No equipment purchases are allowed. Leasing arrangements for property or staff must be competitively procured and approved during negotiation of the contract.

Lease agreements may not be from the Proposer or Proposer's organization, or from a subsidiary, or related company or corporation, unless they are leased to the general public at the same price as offered under this RFP.

The Office of Management and Budget **Uniform** Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("*Uniform Guidance*") December 2014 2 CFR 200 is applicable to all sub-grant expenditures to be funded by contracts entered into as a result of this RFP.

Any and all work performed, or expenses involved in the preparation and submission of proposals shall be borne by the applicant(s). No payment will be made for any efforts or expenses prior to commencement of work as defined by a fully executed contract.

Programs must describe their capacity to supervise proposed staff. The Supervisor will be the point of contact for EWIB staff.

Identify other funds and/or in-kind resources that will be provided to offset the costs being requested. Upon award, Contractor will be expected to provide financial accounting of any in-kind resources.

K. EQUIPMENT:

The contractor is responsible for providing their staff with the necessary technological equipment to perform the task at hand. The contractor must ensure the staff has the technical support to maintain such a function. The computer(s) must have the capability of gaining access to CTHIRES. Software, including virus protection/internet security along with printing peripherals is required.

L. GRIEVANCE AND PROCEDURES:

In the event a proposer(s) wishes to file a grievance in connection with the process, a grievance procedure is available and may be obtained from the EWIB Administrative offices. Grievances related to this proposal must be filed in writing within the time limits stated in the EWIB grievance policy.

M. CONFLICT OF INTEREST:

All applicants must disclose the name of any officer, director or employee who is a member of the EWIB governing boards or an employee of EWIB. All applicants must disclose the name of any EWIB employee who owns, directly or indirectly, any interest in the applicant's business or any of its branches. Such disclosure must be submitted in a separate letter.

N. INTERFERENCE WITH THE PROCUREMENT PROCESS:

Applicants are hereby advised that the EWIB will not award funding to an organization, person, or entity which has hired a person, whether directly or indirectly, consented to, or acquiesced in the employment of a person, whose principal responsibility is to lobby a member of EWIB, Inc., or the EWIB Elected Officials on behalf of the organization, person, or entity which seeks funding from EWIB.

Any applicant or lobbyist for an applicant, paid or unpaid, is prohibited from having any private communication concerning any procurement process or any response to a procurement process with any EWIB staff or rating committee members after the issuance of a funding opportunity and until completion of a contract award. A proposal from any organization will be disqualified if the applicant or a lobbyist for the applicant, paid or unpaid, violates this condition of the procurement process.

O. COMPLIANCE:

The proposer(s) will fully comply with the applicable requirements of the Acts through which funds are received. It will comply with applicable directives issued by the Connecticut Department of Labor, the Connecticut Department of Social Services as it applies to JFES funds, or other appropriate State department(s). The proposer assures that it will comply with other federal statutes applicable to this agreement.

P. EWIB RIGHT TO REJECT OR ACCEPT:

EWIB retains the right to accept, modify, reject entirely, or partially reject any and all proposals if, in its judgment, the work proposed will not accomplish the objectives of this project or does not meet all of the requirements of this Request for Proposal.

Q. CONCLUDING NOTES:

To be considered, all responses to this request for proposal must be submitted as follows: **SEND** one (1) original, unbound copy, **PLUS** an electronic copy emailed to labellec@ewib.org. Send hard copy to:

MS. CAROL LABELLE
SR. DIRECTOR OF PROGRAMS & SPECIAL PROJECTS
EASTERN CT WORKFORCE INVESTMENT BOARD, INC.
108 NEW PARK AVENUE
NORTH FRANKLIN, CT 06254

R. RIGHT TO PROTEST:

Proposers may file a grievance related to the specifications within 72-hours of the publication of the RFP by stating in writing the legal basis for their grievance and submitting it to the attention of the EWIB President/CEO at the address listed herein.

Grievances related to failure to win the award must state the legal basis other than disagreement with a rater's score in writing and the grievance must be filed within 72 hours of the formal selection of the winning proposals by submitting it to the attention of the EWIB President/CEO at the address listed herein.

S. PERFORMANCE MEASURES FOR WIOA YOUTH:

1. The performance measures will be applied in evaluating the performance of the provider.
2. WIOA specific performance standards for the 2025-2026 program year have been negotiated between CTDOL & EWIB and will be provided during contract negotiations.
3. The goals are listed below.
 - Employment (2nd Quarter after exit)
 - Employment (4th Quarter after exit)
 - Median Earnings (2nd Quarter after exit)
 - Credential Attainment Rate
 - Measureable Skill Gains

II. TYPES OF PROPOSALS REQUESTED

Proposals are being solicited to serve the In-School Youth and Out-of-School Youth population in the 41 towns of Eastern CT for the period July 1, 2025 - June 30, 2026, with the ability to renew for a second, third & fourth year based on each program year's performance. Youth services are requested modeled around a youth workforce pipeline strategy described below. **The proposal must address how you will provide & expand virtual service delivery capabilities and adapt a hybrid service delivery model (i.e., in-person services and virtual services) if necessary.** Proposers must demonstrate the need for services and the support of the chosen school districts. **Preference will be given to those proposals that demonstrate the ability to serve the entire**

Eastern region in a collaborative approach. In this regard, creative partnerships and teaming arrangements are encouraged.

A. SUSTAINING CAREER PATHWAY PROGRESS IN THE REGION

EWIB is interested in continuing the Career Pathway focus underway in both Healthcare and Manufacturing. Proposals must incorporate the following common components: **1)** outreach & recruitment (with secondary school partners where applicable); **2)** identification of industry partners that will host internship slots; **3)** up-front online training in topic areas that will better prepare the students for the internships; **4)** seminars offering education & career guidance; and **5)** strong case management and available support services.

EWIB seeks programs for both In-School and Out-of-School Youth that are designed to place young people in industry-paid, mentored, work environments where they can learn skills and gain competencies. While the ultimate goal is to receive **creative proposals** where the employer pays wages, limited use of stipends or paid internships may be proposed as a transitional strategy.

B. ALLOWABLE PROPOSAL ACTIVITIES

- **Comprehensive Services for Out-Of-School Youth**

According to the U.S. Department of Labor’s Employment & Training Administration’s strategic vision for the delivery of youth services under WIOA, Effective Workforce Investment Out-of-School Youth programs “*must offer youth who have become disconnected from mainstream institutions and systems another opportunity to successfully transition to adult roles and responsibilities.*” Proposals under this activity will seek to provide youth ages 17-24, Out-of-School in Eastern CT facing the barriers identified during the eligibility determination, with the education and training necessary to obtain and sustain unsubsidized employment as well as high completion. In the area of Out-of-School Youth programs, **preference will be given to those proposals that demonstrate the ability to serve the entire Eastern region in a collaborative approach.** In this regard, creative partnerships and teaming arrangements are encouraged, but not required. Programs must have the capacity to provide the following based on the youth’s identified barriers: case management, basic skills instruction, (*if participant is deficient to successfully achieve the Measureable Skill Gains Measure*), employability training and job search assistance. Program elements must have sufficient intensity to provide the opportunity for participants to progress at an accelerated rate. Programs will have the ability to access the EWIB’s tuition funds to purchase occupational training slots.

Programs must describe how they will incorporate the above-mentioned career pathway model into their program design. Programs are required to have connections with the AJC-East Career Centers on a regular basis and to show how they will incorporate the services provided at the Centers into their program services.

- **In-School Youth**

EWIB seeks programs that offer the following services: **(a)** connections and coordination with educational institutions in the Eastern CT region; **(b)** case management; **(c)** services targeting youth who are at-risk of dropping-out of high school; **(d)** opportunities for work-based learning activities both during the school year and summer following the career pathway model identified above; **(e)** creative use of benchmark stipends to increase retention; **(f)** post-high school transition career planning; and, **(g)** support.

EWIB is committed to promoting and supporting the development of a career pathway model that will provide paid work-based learning (*and career exploration*) opportunities for young people in occupations that offer pathways to a living-wage career.

Proposals should incorporate the two current youth talent pipelines, the Youth Manufacturing Pipeline Initiative (YMPI) and the Youth Healthcare Pipeline Initiative (YHPI).

Proposers will provide these general services in coordination with other youth services:

- Provide technical assistance to high schools with the delivery of YMPI and YHPI using an approach that is equity driven and builds internal capacity at schools to **sustain** the work beyond the initial funding period.
- Support expansion of YMPI and YHPI to new schools in alignment with industry job demand as appropriate.
- Interface with collaborative partners as indicated by EWIB to ensure the manufacturing and healthcare Regional Sector Partnerships (RSPs) EWIB convenes solidifies their role as pillars of the regional workforce system. Proposers must describe their connections with the AJCs and show how they will incorporate the services provided at AJCs into the program services.
- Provide technical assistance to YMPI and YHPI partner schools to align employability skills training and work based-learning activities with industry demand.
- Support to promote the pipelines and healthcare/manufacturing opportunities within partner districts to include career exploration events, job fairs, or other events as appropriate.
- Support collaboration among partner schools by coordinating partner school meetings as appropriate. Participate in planning and coordination of such events as appropriate to ensure connection with pipeline programs.
- Monitor program and participant activity throughout the year to ensure progress and meeting requisite milestones.

Proposers must demonstrate capacity and expertise in the following areas:

- Leadership and relationship management capabilities to bridge relationships among school and industry leaders, including the Regional Sector Partnerships for each industry sector
- Instructional planning capabilities to guide and support schools in effective implementation of industry curriculum and career readiness training as appropriate.
- Knowledge of and relationships with community resource partners that will provide student support for individuals who need additional help
- Coordination with Business Services Team (BST) to provide employer outreach and engagement to promote increased work-based learning opportunities and inform career themed learning such as speakers' series, field trips and tours, and paid internships
- Program development expertise relevant to scaling and **sustaining the pathway/pipeline model**
- Use of data-driven quality assurance and continuous quality improvement practices
- Capacity to collect and report data in compliance with established requirements

Proposals should also outline how they will coordinate with additional youth programs such as the CT Youth Employment Program (CYEP). EWIB seeks proposals that demonstrate a clear and structured approach to interagency collaboration, ensuring seamless service delivery for youth.

C. PROPOSAL CRITERIA

All youth will be required to be certified as eligible for services under the funding source serving them and complete an objective assessment. Proposers must indicate how they would determine youth eligibility and provide objective assessment development, case management (as appropriate), and follow-up services for 12 months (as appropriate). All Proposers must use the CTHIRES Business System.

Under WIOA, Youth funds contracted for eligible youth shall be used to carry out programs that:

1. Provide an objective assessment of the academic levels, skill levels, & service needs of each participant.
2. Provide service strategies for each participant.
3. Provide activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized post-secondary credential.
4. Provide preparation for post-secondary educational and training opportunities.
5. Provide strong linkages between academic instruction and occupational education that lead to the attainment of recognized post-secondary credentials.
6. Provide preparation for unsubsidized employment opportunities, in appropriate cases.
7. Provide effective connections to employers in in-demand industry sectors and occupations of the regional labor market.

- **WIOA Youth Program Elements**

The proposed WIOA program must provide the 14 elements listed below. Definitions of these program elements are available through federal regulations. Describe all the services that will be provided in accordance with the 14 Program Elements required by WIOA. The WIOA legislation mandates that 14 specific program elements must be included in the WIOA Youth program design. These can be available by direct service provision, through partnerships with other organizations, or by referral to other organizations (as appropriate).

The 14 elements that must be present are:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (*including a recognized certificate of attendance or similar document for individuals with disabilities*) or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities;
4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
14. Activities that help youth prepare for and transition to post-secondary education and training;

- **WIOA In-School Youth Eligibility Criteria**

WIOA Youth must be between the ages of 16 and 21, a high school junior or senior from a low-income family,

and have at least one (1) of the following seven (7) barriers:

- Deficient in basic literacy skills
- Homeless, runaway, foster care or has aged out of foster care system;
- Pregnant or parenting;
- Offender;
- English language learner;
- Youth with a disability;
- Is a low-income, at-risk youth who requires additional assistance to enter or complete an educational program or to secure or hold employment;

- **WIOA Out-of-School Youth Eligibility Criteria**

WIOA Out-of-School Youth must be between the ages of 17-24 and not attending any school, secondary or post-secondary, and have at least one (1) of the following barriers:

- School Drop-out;
- Who is within age of compulsory school attendance, but has not attended school for at least the most recent complete school CY quarter;
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual **AND** basic skills deficient **OR** English language learner;
- Juvenile or Adult justice system individual;
- Homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under the Social Security Act or an individual who is an out-of-home placement;
- Pregnant/parenting
- Youth with a disability
- Low-income who requires additional assistance to enter or complete an educational program or to secure or hold employment

- **Objective Assessment**

Objective assessment consists of a review of academic levels, skill levels, and service needs of each participant. Assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (*including interest and aptitudes for nontraditional jobs*), supportive service needs, and developmental needs. A new assessment 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. Providers must develop service strategies for each participant that shall identify an employment goal (*including, in appropriate circumstances, non-traditional employment*), appropriate achievement objectives and appropriate services for the participant taking into account the assessment conducted.

- **Case Management**

Case Managers are responsible for one-on-one objective assessment and for coordinating services, including support services, and referrals to any services available in the community. Case Managers are responsible for tracking and monitoring the youth to ensure both the youth and any service provider has fulfilled their roles in carrying out the program. Tracking includes, but is not limited to recording activities, maintaining an on-going record of activities in the CTHIRES or other CT designated system, interaction between youth and Case Manager is adequate to ensure progress toward goals. Monitoring includes ensuring that the youth are engaged in activities and making satisfactory progress.

- **Follow-Up**

Follow-up services must be provided for not less than 12 months (*must be provided for all youth at any stage*). The level of follow-up should be based on the intensity of the services provided and the needs of the youth. Follow-up services must be provided during the term of the contract for youth that are in the follow-up period. This would entail serving youth that had exited from the youth program prior to the start of the contract.

III. GUIDELINES & REQUIREMENTS FOR PREPARING PROPOSALS ~ SCOPE OF WORK

The applicant is asked to be clear and concise in all responses and to complete all sections included in the proposal requirements in the order requested.

RFP'S THAT DO NOT FOLLOW THE REQUIRED FORMAT ENCLOSED IN THIS DOCUMENT WILL NOT BE CONSIDERED FOR FUNDING & WILL BE SUMMARILY DISMISSED.

A. PROGRAM GOALS & OBJECTIVES

- 1) Identify the goals of the program with their corresponding objectives. The goals must relate to the needs identified in the abstract. There must be measurable outcomes for each objective.
- 2) Identify the anticipated outcomes for youth enrolled in each of the three programs (WIOA In-School, WIOA Out-of-School, talent pipelines).
- 3) For programs that include entered employment as a goal, include your percentage rate.

B. APPROACH

- 1) Identify the tasks that will be performed to accomplish the objectives stated. There should be at least one (1) task for each objective. Specify which services will be delivered virtually, which will be delivered in person, the rationale for the chosen mode of delivery.
- 2) Identify the targeted population (*In-School or Out-of-School*) who will be involved in the proposed services and **identify the school system(s) with which you will partner to deliver In-School services. Letters of partnership from the school systems are encouraged**
- 3) Provide a proposed outreach and recruitment plan and identify the outreach activities that you will develop to accomplish your enrollment goals. Be sure to specify which activities will occur at what times during the program year. Include any necessary start-up time that your organization will require to implement the program.
- 4) Indicate how you will measure the success of each objective.

C. LINKAGES

- 1) Describe the current (*or projected*) linkages that exist (*or will exist*) with other activities to ensure comprehensive client services. **INCLUDE LETTERS OF SUPPORT/COMMITMENT.**
- 2) Provide evidence that you can successfully engage employers to support paid internships.
- 3) Describe how the work-based learning internship initiatives will be continued beyond the life of the grant funds.

D. PROGRAM REQUIREMENTS & DESIGN

WIOA programs **MUST** provide fourteen (14) program elements to participants based on assessed needs. **PLEASE IDENTIFY WHICH SERVICES THE PROGRAM WILL PROVIDE AND WHICH SERVICES WILL BE ACCESSED THROUGH MEMORANDA OF UNDERSTANDINGS (MOUs) WITH OTHER AGENCIES.**

All youth must be certified as eligible and have an objective assessment developed. The proposer must indicate how they would provide youth eligibility, objective assessment, case management, and follow-up services for 12 months. All youth must be assessed in basic reading & math to document if they are Basic Skills Deficient. The Employability Competency System (ECS) enables incremental measurement and documentation of progress toward annual goals for each youth. Copies of the Work Readiness Tool will be provided to the contracted vendors.

E. COVER & TITLE PAGE

Each proposal shall have a cover page and a program title page. The "*Cover Page*" form can be found in Attachment A.

F. ABSTRACT

The ideal abstract will provide the reader with a quick overview of what the programs propose to do. It is a summary of the proposed programs. It shall include the most significant points from the proposed needs, objectives, program approach, benefits, and the total amount of the funding requested. The abstract is limited to one (1) page.

G. BUDGET

The submitting agency must prepare a complete budget and budget narrative by line item. Proposers who are awarded contracts must take part in a Single Audit Act audit process. Governmental entities will complete the process within their town, while private non-profit agencies must procure such an audit. Governmental entities & private non-profit agencies must include a statement in the budget narrative on how they will comply with the Single Audit Act.

- 1) The budget may not contain costs not related to the provision of services to program participants. All costs shall be direct in nature and shall be documented in the budget narrative to show the need and direct nature of each cost.
- 2) Programs must describe their capacity to supervise proposed staff. The supervisor will be the point of contact for the EWIB staff.
- 3) Identify other funds and/or in-kind resources that will be provided to offset the costs being requested.

H. ACCOMPLISHMENTS TO- DATE

Proposals will also be reviewed for previous performance. EWIB will use its own records when evaluating the previous experience of Proposers who have contracted with EWIB in the past. All Proposers who have not previously contracted with EWIB must submit a Previous Experience Report (*Attachment D*) as part of their proposal.

- 1) Explain your agency's prior experience and capability in the area of education, employment, and training programs.
- 2) Explain any compelling reasons why your agency feels that this proposed program should be funded by EWIB, or address anything else you feel the reader should understand about your agency's proposal.
- 3) State if your agency has submitted this proposal, or a similar proposal, to any other organization for consideration for funding.
- 4) Explain how your agency plans to incorporate the program/activities with AJC-East.

You must also provide additional past performance narrative, which summarizes the relevant qualifications, including experience and expertise, of the offeror organization. Factors that should be discussed include staff qualifications (*particularly teaching and supervisory staff*), adequacy of financial resources, and overall technical skills that will enable the required work to be done. Please include on one (1) additional page, & two (2) references of previous work of a similar nature that specify:

- Contracting agency, address, name, and telephone number of contact person
- Dates (*term of contract*)
- Contract amount
- Type of program
- Program results (*number of participants enrolled and number of positive training completions*)

I. PROGRAM ADMINISTRATION & PERSONNEL

- 1) Describe your agency's organizational structure - **IF YOU ARE SUBMITTING MULTIPLE PROPOSALS, THIS RESPONSE SHOULD BE PROVIDED ONLY IN ONE RESPONSE AND REFERENCED IN ADDITIONAL ONES.**
- 2) Identify key personnel who will be directly involved in the implementation of the proposed program. Include a resume of all program personnel. If additional staff will be hired as a result of this program, please include a job description for each position. Identify the supervisor that will interface with the EWIB Sr. Director of Programs & Special Projects.
- 3) Describe the facilities that will be used to house the proposed programs.
- 4) Identify instructional materials and equipment to be used. State if these items are currently owned by the submitting agency or if new purchases will be required.
- 5) Identify any organizations or companies who will be offering in-kind services to participants of the program other than noted above in the required 14 program elements.

IV. ADDITIONAL PROPOSAL REQUIREMENTS

A. I-9 FORM

Sub-contractors must comply with the Immigration Reform & Control Act of 1986 (*Public Law 99-603*). This requires you to verify the employment eligibility of each individual that you enroll in or hire in your program. Compliance on your part requires the completion of Form I-9, "EMPLOYMENT ELIGIBILITY VERIFICATION."

B. PUBLICITY

The decision to approve and, therefore, subsequently implement any and all requests for proposals by this Administration will carry with it the requirement that sub-grantees must name EWIB as the source of funding in any and all publicity denoting program operation. Copies of all publicity will be required to be provided to EWIB **prior to reproduction.**

C. UNION ACTIVITIES

To ensure the most effective development of employment and training opportunities, written concurrence from the appropriate bargaining agent, if applicable, must be submitted to EWIB along with the completed program proposal. If union concurrence is required for worksite agreements, this concurrence must be documented prior to any activity being conducted at that worksite.

V. SOLICITATION PROVISIONS

A. PROPOSAL SUBMISSION INSTRUCTIONS/FORMAT

Proposals must be assembled in the following order:

1. **Attachment A** - Request for Funds Application Cover Sheet. This should be the cover page of the proposal.
2. Proposal Narrative (*Statement of Work*) including Executive Summary/Program Abstract. The Narrative should begin with a Table of Contents, followed by a one (1) page Executive Summary/Program Abstract, and then present the necessary information in the **sequence outlined in the SCOPE OF WORK section.**
3. **Attachment B** - Reference Form
4. **Attachment C** - Budget Proposal (*Budget Summary Form & Budget Detail*)
5. **Attachment D** - Previous Experience Report
6. Letters of Support/Commitment

7. Other miscellaneous attachments such as references, examples of curricula, subcontracts, endorsements, reports, and so forth.

One (1) copy of the proposal should be in loose-leaf form (not stapled or bound) and easily accessible for photocopying.

B. EVALUATION FACTORS – PROPOSAL RATING CRITERIA

A series of statements reflecting each of the areas covered under the selection criteria are included in the Evaluation Tool (*Attachment B*).

Proposals will be rated according to the following criteria: Point Value

| | |
|----------------------------|----------------------------|
| 1. Program Design | 40 (ISY); 35 (OSY) |
| 2. Program Objectives | 10 |
| 3. Program Elements | 20 |
| 4. Past Performance | 10 |
| 5. Budget | 20 |
| TOTAL | 100 (ISY); 95 (OSY) |
| Collaborative Bonus | 5 points |
| Grand Total | 100-105 points |

VI. ATTACHMENTS

RFP ATTACHMENTS

Attachment A – *Request for Funds Application Cover Sheet*

Attachment B – *Reference Form*

Attachment C – *Budget Proposal*

Attachment D – *Previous Experience Report*

Attachment E – *Definitions*

Attachment F – *Vendor Selection Criteria*

Proposal Submission Check List

Proposals must be assembled in the following order: *(Check if item is enclosed)*

- I. Attachment A** – Request for Funds Application Cover Sheet. *(This should be the cover page of the proposal)*

- II. Proposal Narrative** *(Scope of Work)* including:
 - a. Table of Contents
 - b. Executive Summary/Program Abstract
 - c. Section III – Scope of Work **(Check One)**
 - In-School Youth, including WIOA In-School Youth and Talent Pipelines
 - WIOA Out-of-School Youth

- III. Attachment B – Reference Form**

- IV. Attachment C – Budget Proposal**
 - Budget Summary Form
 - Budget Detail

- V. Attachment D – Previous Experience Report**

- VI. Letters of Support**

- VII. Other Miscellaneous Attachments**

ATTACHMENT A

REQUEST FOR FUNDS APPLICATION COVER SHEET

EASTERN CT WORKFORCE INVESTMENT BOARD

Program Year 2025 – 2026 Request for Proposals

Due Date: April 16, 2025, 4:00p.m.

REQUEST FOR FUNDS APPLICATION
COVER SHEET

Name of Lead Agency/Organization

Mailing Address Contact Person

Program Name

Phone Fax E-Mail

Program Description: Briefly describes the program (i.e., type of services, in/out-school, etc.)

Service Area Requesting: Entire Eastern Region

Service: (A separate proposal is required for each category)

- In-School Youth Services, including WIOA In-School Youth and Talent Pipelines
- WIOA Out-of-School Youth Services

Total Enrollment Level: _____ Proposed Cost Per Participant: _____

Disclosure of Financial Relationship with the EWIB Board Members or Staff: Please Identify Names and Title Below

Name & Title Check Here if None:

To the best of my knowledge and belief, all information in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances if the assistance is awarded.

Signature of Authorized Representative Telephone Number Date

Typed Name of Authorized Representative Title of Authorized Representative

REFERENCE FORM

The below named organization is in the process of responding to a Request for Proposal (RFP) released by the Eastern CT Workforce Investment Board (EWIB). This RFP is soliciting Proposals from agencies interested in presenting their experience, capacity, capability, technical, and financial qualifications to provide career services for In-School and Out-of-School Youth. One of the RFP requirements is that the proposer must have this form completed by at least two (2) organizations which can comment on the proposer's capacity to provide the services proposed.

Please complete and sign the reference form and **fax** it to:

Attention: Carol LaBelle, Sr. Director of Programs & Special Projects

Subject: RFP for Title I Career Services

Fax: (860) 859-4110

Or sign, scan, and **e-mail** it to:

labellec@ewib.org

| | |
|--|--|
| Proposer Organization: | |
| Proposer Representative or Contact Signing Below for the Organization: | |
| Title of Authorizing Signatory: | |

The undersigned individual certifies that they are authorized to represent the above-named organization:

| | |
|------------|--|
| Signature: | |
| Date: | |

For Completion by the Organization Providing Reference

| | |
|---------------------------------|--|
| Name of Person Completing Form: | |
| Title: | |
| Signature: | |

Please Check All Services Provided by the Proposer Organization for Your Entity:

| | |
|--|--|
| | Eligibility determination |
| | Assessment |
| | Development of Individual Services Strategy |
| | Case Management and Counseling |
| | Data Management |
| | Work Experience |
| | Citizenship Training |
| | Referral to Training |
| | Occupational Skills Training |
| | Referral to Training |
| | Basic Skill Remediation / GED Preparation <i>(Please Circle Selection)</i> |
| | Job Placement |
| | Job Search Assistance |
| | Career Pathways |
| | Working with Individuals with Barriers to Employment |
| | Other: <i>(Please Describe)</i> |

Please check the box which best describes the population served by the proposer. (Check all boxes which apply)

| | |
|--------------------------|--|
| <input type="checkbox"/> | Youth Ages 19 - 21 |
| <input type="checkbox"/> | Low-Income Individuals |
| <input type="checkbox"/> | Basic Skills Deficient Individuals |
| <input type="checkbox"/> | Individuals with a Documented Disability |
| <input type="checkbox"/> | Dislocated Workers |
| <input type="checkbox"/> | Long-Term Unemployed |
| <input type="checkbox"/> | English Language Learners |
| <input type="checkbox"/> | Ex-Offender Youth |
| <input type="checkbox"/> | Displaced Homemakers |
| <input type="checkbox"/> | Veterans |
| <input type="checkbox"/> | Welfare Recipients |
| <input type="checkbox"/> | Other: <i>(Please Describe)</i> |

During what period of time was this work performed? (Check all which apply)

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | Program Year 2023- 2024 |
| <input type="checkbox"/> | Program Year 2022 - 2023 |
| <input type="checkbox"/> | Program Year 2021 - 2022 |
| <input type="checkbox"/> | Program Year 2020 - 2021 |
| <input type="checkbox"/> | Program Year 2019 - 2020 |
| <input type="checkbox"/> | Program Year 2018 - 2019 |

Please Rate the Following Specific Factors Relative to this Organization’s Effectiveness, on a Scale of 1 - 5, with 5 Being the Highest/Best.

| | Best | | Middle | | Worst |
|--|------|---|--------|---|-------|
| Quality of Services | 1 | 2 | 3 | 4 | 5 |
| Delivering the Services as Provided Under Their Agreement | 1 | 2 | 3 | 4 | 5 |
| Proposed Met All Performance Objectives | 1 | 2 | 3 | 4 | 5 |
| Communication with your organization’s Staff | 1 | 2 | 3 | 4 | 5 |
| Timeliness <i>(meeting deadlines & adherence to contract schedule)</i> | 1 | 2 | 3 | 4 | 5 |
| Day-to-Day Responsiveness | 1 | 2 | 3 | 4 | 5 |
| Hiring & Retaining Competent Staff | 1 | 2 | 3 | 4 | 5 |
| Supervising & Motivating Staff | 1 | 2 | 3 | 4 | 5 |
| Assessment, Case Mgmt., Career Plan Development, & Referral/ Provision of Appropriate Services to Participants | 1 | 2 | 3 | 4 | 5 |
| Management of Case Files, & Case Notes Both Hard Copy & System Copy, Including Data Entry | 1 | 2 | 3 | 4 | 5 |
| Establishing & Maintaining Effective Working Relationships with Community Partners | 1 | 2 | 3 | 4 | 5 |
| Continuous Quality Improvement, Including Developing & Implementing Corrective Action Plans | 1 | 2 | 3 | 4 | 5 |
| Administrative & Financial Management | 1 | 2 | 3 | 4 | 5 |
| Conforming to Contract Requirements & to Standards of Good Business Practices | 1 | 2 | 3 | 4 | 5 |
| Forecasting & Controlling Costs | 1 | 2 | 3 | 4 | 5 |

Please Respond to the Following:

| To the Best of Your Knowledge: | Yes | No |
|---|------------|-----------|
| Has Proposer Failed to Complete Any Contract with your organization? | | |
| Has Any Contract Between Proposer & Your Organization Been Terminated Due to Alleged Poor Performance or Default? | | |
| Has Any Audit of a Contract/Program Operated by Proposer Included Questioned Costs that Have Been, or are Subject to Repayment? | | |
| Would You Say This Respondent <i>(and its Key Staff)</i> has Conducted Itself with a High Degree of Integrity? | | |
| Would You Contract with the Proposer Organization Again? | | |

Provide Any General Comments You Feel You Would Like to Add:

Please return to:

Carol LaBelle
Sr. Director of Programs & Special Projects
Eastern CT Workforce Investment Board, Inc.
108 New Park Avenue
Franklin, CT 06254
Fax: (860) 859-4110

The Eastern CT Workforce Investment Board, Inc., thanks you for taking the time to complete this reference form.

BUDGET PROPOSAL

Please submit a complete budget for the program submitted. A *detailed budget narrative* for each line must also be included. This is a cost reimbursement contract and has a 10% cap on Administration.

If an indirect cost rate is being utilized, it must be federally recognized and a copy of the agreement must be attached along with the following rate proposal documents: statement of total cost, allocation of personnel and personnel cost worksheet.

The budget may not contain program costs not related to the provision of services to program participants. All program costs shall be direct in nature and shall be documented in the budget narrative to show the need and direct nature of each cost.

Programs must describe their capacity to supervise proposed staff. The supervisor will be the point of contact for the EWIB staff.

Identify other funds and/or in-kind resources that will be provided to offset the costs being requested.

Budget forms (*part of Attachment C*) must be completed & included.

BUDGET ~ ADMINISTRATION

| LINE ITEM | FUNDS REQUESTED | MATCH/IN-KIND |
|-----------------------------|-----------------|---------------|
| Personnel | | |
| Salaries * | | |
| Fringe Benefits | | |
| Mileage & Travel | | |
| Other | | |
| TOTAL PERSONNEL | | |
| Non-Personnel | | |
| Supplies * | | |
| Printing * | | |
| Postage * | | |
| Telephone | | |
| Maintenance | | |
| Equipment Rental * | | |
| Equipment Purchase * | | |
| Space Rental * | | |
| Insurance | | |
| Utilities | | |
| Indirect Costs ** | | |
| Audit | | |
| Legal | | |
| Accounting | | |
| Profit ** | | |
| Other | | |
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| TOTAL NON-PERSONNEL | | |
| | | |
| TOTAL ADMINISTRATION | | |

* Must be explained in detail

** Must have a federally approved indirect cost rate plan ~ all other overhead must be itemized

BUDGET ~ PROGRAM

| LINE ITEM | FUNDS REQUESTED | MATCH/IN-KIND |
|---|-----------------|---------------|
| Personnel | | |
| Salaries | | |
| Fringe Benefits | | |
| Mileage & Travel | | |
| Other | | |
| Staff Incentive | | |
| TOTAL PERSONNEL COSTS | | |
| | | |
| Non-Personnel Costs | | |
| Supplies | | |
| Materials | | |
| Books | | |
| Teaching Aids | | |
| Postage | | |
| Telephone | | |
| Maintenance | | |
| Printing | | |
| Equipment Rental | | |
| Equipment Purchase | | |
| Space Rent | | |
| Utilities | | |
| Indirect Costs | | |
| Profit | | |
| | | |
| | | |
| TOTAL NON-PERSONNEL | | |
| | | |
| TOTAL SERVICES | | |
| | | |
| GRAND TOTAL: <i>Administration & Services</i> | | |

BUDGET ~ SUMMARY

| LINE ITEM | ANNUAL EXPENSE* | ADMINISTRATION | PROGRAM | MATCH/IN-KIND |
|----------------------------|-----------------|----------------|---------|---------------|
| Personnel | | | | |
| Salaries | | | | |
| Fringes | | | | |
| Mileage | | | | |
| Travel | | | | |
| Other | | | | |
| | | | | |
| TOTAL PERSONNEL | | | | |
| | | | | |
| Non-Personnel | | | | |
| Supplies | | | | |
| Printing | | | | |
| Postage | | | | |
| Telephone | | | | |
| Maintenance | | | | |
| Equip. Rental | | | | |
| Equip. Purchase | | | | |
| Space Rental | | | | |
| Insurance | | | | |
| Utilities | | | | |
| Other | | | | |
| | | | | |
| Books | | | | |
| Materials | | | | |
| Teaching Aids | | | | |
| Indirect Costs | | | | |
| Profit | | | | |
| Other | | | | |
| | | | | |
| TOTAL NON-PERSONNEL | | | | |
| | | | | |
| GRAND TOTAL | | | | |

* **Annual Expense** - Organization's actual annual cost for the item
Other - Must be described on an attached schedule, or in non-personnel detail

PERSONNEL DETAIL

List all positions included and the total amount of wages requested for each cost category. All allocations of salary across cost categories must be supported by matching job descriptions and a cost allocation plan.

| Job Title & Staff Member | # Pay Periods/Year | Amount of Pay/Period | Total <i>(Col. 2x3)</i> | % | Admin <i>(Col. 4x5)</i> | % | Program <i>(Col 4x7)</i> | % | Other <i>(WIOA or Non-WIOA Pay ~ Specify) (Col 4-(6 or 8))</i> |
|--------------------------|--------------------|----------------------|----------------------------|----|----------------------------|---|-----------------------------|---|---|
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| TOTALS | | | | \$ | \$ | | | | |

Transfer to the appropriate cost categories on the Budget worksheets
 Note that salaries being supported by various funding sources must be properly allocated to all funding sources.

Legend:

| Column | |
|--------|---|
| 1 | Title & name, if possible, of individual to be charged to this proposal |
| 2 | The # of pay periods a year for the individual |
| 3 | Amount of pay per period |
| 4 | Total wages for the year for the position |
| 5 | The percentage of the individual's/position's pay charged to administration |
| 6 | Amount of wages charged to administration |
| 7 | The percentage of the individual's/position's pay to charge to program |
| 8 | Amount of wages to be charged to program |
| 9 | The percent of the individual's salary not being charged to the project |
| 10 | The amount of the individual's salary not being charged to the project |

FRINGE BENEFITS WORKSHEET

Enter Fringe Benefits for positions on Job Description & Worksheet above:

| JOB TITLE & STAFF MEMBER | ADMIN | PROGRAM | OTHER WIOA OR NON-WIOA FRINGE | TOTAL FRINGE |
|------------------------------|-------|---------|----------------------------------|-----------------|
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| Total Fringe Benefits | | | | |

DESCRIPTION OF NON-PERSONNEL COSTS

Itemize each item in your budget & provide a cost breakdown.

Example:

- 1. Training ~ Travel
 Staff in town mileage
 2 staff traveling approximately 50 miles a week or a total of ___ miles at \$ xx/mile for a total budget request of \$_____.

| ITEM DESCRIPTION | COST CATEGORY | UNIT COST | QUANTITY | TOTAL |
|------------------|---------------|-----------|----------|-------|
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Signature of Fiscal Officer attesting to the accuracy of the budget estimates provided in the proposal:

Fiscal Officer

Date

PREVIOUS EXPERIENCE REPORT

Name of Organization _____

Address of Organization _____

Contact Person _____ Phone _____

Describe the experience your organization has had in operating similar programs.

1. Type of Program _____ **Year** _____

Location of Program _____

Total Project Funds Expended _____ Number Enrolled _____

Number of Successful Completions _____ Actual Cost Per Participant: _____

Percentage of Economically Disadvantaged Participants _____

Funding Source Contact Person _____ Phone _____

2. Type of Program _____ **Year** _____

Location of Program _____

Total Project Funds Expended _____ Number Enrolled _____

Number of Successful Completions _____ Actual Cost Per Participant _____

Percentage of Economically Disadvantaged Participants _____

Funding Source _____

Funding Source Contact Person _____ Phone _____

Comments:

GLOSSARY OF TERMS & DEFINITIONS

Adult Basic Education (ABE)

Education for adults whose inability to read, write, or speak English, or to effectively use mathematics is a barrier to getting or keeping employment.

Adult Mentoring

Activities involving an adult and youth in which the adult serves as a positive role model for educational, career, personal, or social development.

Alternative School

Specialized, structured curriculum which provides secondary school preparation for youth who have behavioral problems, disabilities, are at-risk of dropping out, are institutionalized, or adjudicated.

American Job Center (AJC)

A Center that provides a wide range of employment and training services to job seekers and employers. The AJCs offer support such as career counseling, job search assistance, resume building, training programs, and access to job listings. AJCs are part of a nationwide AJC network designed to connect individuals with the resources they need to find employment and advance their careers, while also helping employers recruit qualified workers. AJC may also be referred to as a "One-Stop" Center. In partnership with the CT Department of Labor, EWIB oversees the operations of the three (3) regional American Job Center-East One-Stop Career Centers located in Danielson, Montville, and Willimantic.

Apprenticeship Training

A program combining On-the-Job Training with related instruction that enables workers to master the practical and technical skills required for a skilled occupation.

Barriers to Employment

Conditions that may make employment difficult for certain individuals. Individuals with such barriers may include, but is not limited to single parents, displaced homemakers, public assistance recipients, older workers, substance abusers, teenage parents, veterans, those with limited English-speaking ability, a criminal record, a lack of education or work experience, & those with transportation or childcare difficulties.

Basic Literacy Skills Deficient

An individual who has English reading, writing, or computing skills at or below the 8.9 grade level on a generally accepted standardized test, or a comparable score on criterion-referenced test, or below 235 Reading Score, or 235 Math Score on the CT Competency Test (CCS).

Career Readiness Training

A program or set of activities designed to equip individuals with the skills and competencies needed to succeed in the workplace. This training typically focuses on building soft skills such as communication, problem-solving, teamwork, and time management. The goal of career readiness training is to prepare job seekers or students to meet employer expectations, adapt to various work environments, and effectively contribute to their jobs.

Case Management

This includes the intake and assessment of customers in order to prepare and coordinate comprehensive individual service strategies that ensure access to necessary Workforce Innovation & Opportunity Activities, supportive services, and to provide follow-up after program participation.

Community Based Organization (CBO)

A nonprofit group that works within a specific local community to address its needs and improve quality of life. CBOs often provide services, advocacy, and support tailored to the unique challenges of the community they serve.

CTHIRES

Data Management System used to manage caseloads, document employment plans, tracking and reporting WIOA & JFES customer progress, and communicating with staff from other entities. CTHIRES system will be accessible by a personal computer with Microsoft Internet Explorer Version 6.0.

English Language Learner (ELL)

English language learner is defined under WIOA as an individual who has limited ability in reading, writing, speaking, or comprehending the English language, and (a) whose native language is a language other than English; or (b) who lives in a family or community environment where a language other than English is the dominant language.

Eastern CT Workforce Development Area

A region comprised of 41-towns in Eastern CT designated to receive federal or state funding to support workforce development initiatives. EWIB oversees funding & policy development within this region.

Eastern CT Workforce Investment Board (EWIB)

The Eastern CT Workforce Investment Board (EWIB) is a non-profit agency mandated through the federal Workforce Innovation & Opportunity Act (WIOA). EWIB oversees workforce funding & policy development in the 41 towns located in its service delivery area in Eastern Connecticut.

Food Stamp - SNAP - Recipient

An individual who is receiving *(or has been determined within the 6-month period prior to the application for the program involved to be eligible to receive)* food stamps pursuant to the Food Stamp Act of 1977.

Homeless

An individual who lacks a fixed, regular, and adequate night-time residence; and who has a primary night-time residence that is:

- 1) A supervised publicly or privately operated shelter designed to provide temporary living accommodations *(including welfare hotels, congregate shelters, and transitional housing for mentally ill)*.
- 2) An institution that provides a temporary residence for individuals intended to be institutionalized;
or
- 3) A public or private place not designed for, or ordinarily used as, regular sleeping accommodation for human beings.

Individual With Disability

An individual who has a physical or mental disability, which, for such an individual, constitutes, or results in, a substantial handicap to employment. A substantial handicap to employment is a loss of occupational choices of a class or group of jobs due to disability (*i.e., significant diminishment of occupational choices*).

Industry Recognized Credential

A certification, license, or qualification that is validated by a recognized industry or professional organization, demonstrating that an individual has the specific skills and knowledge required for a particular job or field. These credentials are widely accepted by employers within the industry and serve as proof that the individual meets the standards of competence for a given role.

In-School Youth

Youth must be between the ages of 16 and 21, a high school junior or senior from a low-income family, and meet at least one (1) of the following six (6) barriers:

- Deficient in basic literacy skills
- School drop-out (*low-income is N/A*)
- Homeless, runaway, foster care or has aged out of foster care system;
- Pregnant or parenting;
- Offender;
- Youth with a disability
- English language learner;
- Is a low-income, at-risk youth who requires additional assistance to enter or complete an educational program or to secure or hold employment.

JFES

Jobs First Employment Services, a program funded through local Workforce Investment Boards designed to provide Case Management services to eligible TANF clients to help them move from Welfare-to-Work.

Job Development

The process of marketing a specific participant to a specific employer includes informing the employer of the participant's skills and abilities and requesting an interview on behalf of the participant. Job development can also include assisting employers in developing openings based on the employer's needs.

Job Search Assistance

Provision of a wide range of services to assist an individual secure employment such as job clubs, job referrals, career counseling, and workshops offered within the AJCs.

Labor Market Area (LMA)

A geographic area where people can live and find work within a reasonable distance. LMAs are defined by the Department of Labor, are non-overlapping and cover the entire state. They are used for labor market analysis, including the tracking of employment trends and workforce planning.

Labor Market Information (LMI)

Data and analysis about the workforce and the economy, including employment trends, wages, job openings, industry growth, unemployment rates, and skill requirements.

Lower Living Standard Income Level

Income level (*adjusted for regional, metropolitan, urban, and rural differences and family size*) determined annually by the Secretary based on the most recent “*lower living family budget*” issued by the Secretary.

Low Income

An individual who:

- a) receives, or in the past six (6) months has received, or is a member of a family that is receiving or in the past six (6) months has received, assistance through SNAP, cash payments under a Federal, State, or local income-based public assistance program such as TANF (Temporary Assistance for Needy Families), SSI (Supplemental Security Income), General Assistance (GA) or Refugee Cash Assistance (RCA);
- b) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (*exclusive of unemployment compensation, child support payments, payments from public assistance, and old age and survivor’s insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)*) that, in relation to family size, does not exceed the higher of:
 - (i) The poverty line, for an equivalent period; or
 - (ii) 70% of the lower living standard income level, for an equivalent period;
- c) receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act;
- d) qualifies as a homeless individual;
- e) is a foster child on behalf of whom State or local government payments are made;
- f) is an individual with a disability whose income meets the requirements of sub-paragraph (a) or (b) above, but who is a member of a family whose income does not meet such requirements;

Monitoring

The process of reviewing and assessing the implementation and effectiveness of the services and programs provided. This includes ensuring that service providers are complying with regulations, meeting performance goals, and delivering quality services to job seekers and employers. Monitoring involves evaluating financial management, program outcomes, adherence to policies, and the overall impact of the services to ensure they align with standards and objectives.

Offender

Any adult or juvenile who is, or has been subject to, any stage of the criminal justice process, for whom service may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Out-of-School Youth

A youth participant who at the time of certification is between the ages of 17-24:

- a. drop-out.
- b. Who is within age of compulsory school attendance, but has not attended school for at least the most recent complete school CY quarter;
- c. A recipients of a secondary school diploma or its recognized equivalent who is a low-income individual AND basic skills deficient OR English language learner;
- d. Juvenile or Adult justice system individual;
- e. Homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under the Social Security Act or an individual who is an out-of-home placement;
- f. Pregnant/parenting
- g. Youth with a disability

- h. Low income who requires additional assistance to enter or completed an educational program or to secure or hold employment.

Poverty Level

The annual level at, or below, which families are considered to live in poverty, as annually determined by the Department of Health and Human Services.

Public Assistance

Federal, State, or local government cash payments for which eligibility is determined by a need or income test. **NOTE:** This term is used for eligibility determination and includes the three (3) groups included in “*welfare recipient*,” plus recipients of SSI, but is not limited to these assistance programs.

Regional Sector Partnerships

RSPs are collaborative initiative among business leaders to address workforce challenges and strengthen regional economies. These partnerships are industry-led and community-supported, focusing on aligning businesses with education and community organizations to improve recruitment, training, and development systems.

Run-Away Youth

A person under 18 years of age who absents himself/herself from the home or place of legal residence without the permission of parents or legal guardian.

School Drop-Out

An individual who is no longer attending any school, and who has not received a secondary school diploma, or its recognized equivalent.

Supportive Services

Services that are needed to help a person to participate in job training or job search or maintain employment such as assistance with transportation, health care, child/dependent care, temporary shelter, financial assistance, drug and alcohol abuse services, individual/ family counseling, services for individuals with disabilities.

SSI – Social Security Insurance.

TANF – Temporary Assistance for Needy Families.

Work Based Learning

Refers to educational or training programs that integrate real-world work experience with academic learning. This approach allows individuals to develop practical skills and knowledge in a job setting, such as through internships, apprenticeships, on-the-job training, or cooperative education programs.

Work Experience

A planned structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid. The workplace site may be in the private for-profit sector, the non-profit sector, or the public sector.

VENDOR SELECTION CRITERIA

SUBMITTING ORGANIZATION: _____
 NAME OF PROPOSAL: _____
 DATE OF REVIEW: _____ POINTS EARNED: _____

POINTS AWARDED BASED ON REVIEWER'S ASSESSMENT OF QUALITY, COVERS A RANGE FROM 0-100%
 TOTAL POINTS AVAILABLE - **100 FOR OUT-OF-SCHOOL** & **105 FOR IN-SCHOOL** (PASSING SCORE - 80%)

II. MINIMUM QUALIFICATION CRITERIA:

1. Did the CEO or other authorized signatory sign the proposal? ___ YES ___ NO
2. Were all areas specified in the RFP included in the proposal package? ___ YES ___ NO

IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS NO, THE PROPOSAL DOES NOT MEET THE MINIMUM QUALIFYING CRITERIA FOR FUNDING & WILL NOT BE REVIEWED.

II. PAST PERFORMANCE (10 POINTS AVAILABLE)

For Proposers who HAVE NOT contracted with Eastern CT Workforce Investment Board previously:

1. The Proposer has demonstrated previous successful experience in operating similar programs. (5 points) _____ 0 - 5 PTS
2. The extent to which the Proposer has documented previous successful experience serving the targeted population as specified in the RFP. (5 points) _____ 0 - 5 PTS

For Proposers who HAVE BEEN awarded previous contracts with EWIB:

1. The extent to which the results of the Proposer's most recent contract(s) demonstrate successful performance. (5 points) _____ 0 - 5 PTS
2. Do monitoring reports on file indicate that corrective action was necessary? (if NO, 5 points available) _____ 0 - 5 PTS

If **YES**, were appropriate improvements made in a timely fashion which did not impede service delivery? (if **YES**, 5 points available)

II. POINTS EARNED _____

III. PROGRAM OBJECTIVES (10 POINTS AVAILABLE)

1. Proposer clearly outlined the goals and objectives of the program as specified in the RFP with projected numbers of clients to be served and exited positively. (5 Points) _____
(Note: Pipeline participation and students served will vary based on school enrollment and number of participating districts) 0 - 5 PTS

2. Is it clear that contact was made with employers for hiring participants? (5 Points) _____
0 - 5 PTS

III. POINTS EARNED _____

IV. PROGRAM DESIGN CONSIDERATIONS (40 POINTS AVAILABLE - IN-SCHOOL)
(35 POINTS AVAILABLE - OUT-OF-SCHOOL)

1. Program design timetable is sufficient to fill the program and assures proper coordination with state and community agencies for program referrals. (5 Points) _____
0 - 5 PTS

2. Program design identifies collaboration with other organizations that will lead to a regionally integrated delivery of services. (5 Points) _____
0 - 5 PTS

3. Program design identifies how each component will be accomplished. (5 Points) _____
0 - 5 PTS

4. Program design identifies how it integrates AJC-East services. (5 Points) _____
0 - 5 PTS

5. Program design provides sufficient support services that will include counseling, case management, and referral services, as well as coordination of events that connect students with employers for career exploration and recruitment. (5 Points) _____
0 - 5 PTS

6. Program design provides job descriptions and resumes of staff that are qualified and experienced. (5 Points) _____
0 - 5 PTS

7. Program design clearly identifies targeted high school(s) and documents the need for services in the chosen district(s) *(In-School Only)*. (5 Points) _____
0 - 5 PTS

8. Program design identifies how the Proposer will incorporate the Career Pathway and Youth Pipeline approach. (5 Points) _____
0 - 5 PTS

IV. POINTS EARNED _____

V. PROGRAM ELEMENTS (20 POINTS AVAILABLE)

Programs must include or provide access to these services and are required to document such services. Does the program design clearly identify which services the vendor will provide, and which services will be accessed through Memoranda of Understandings with other agencies?

| | <u>Clearly Identifies Service Provider</u> | |
|--|--|-----------|
| | <u>YES</u> | <u>NO</u> |
| 1) Tutoring, study skills training, and instruction, leading to completion of secondary school, including drop-out prevention strategies (1 Point) | | |
| 2) Alternate secondary school offerings (1 Point) | | |
| 3) Paid & unpaid work experience which may include summer employment opportunities, pre-apprenticeship programs; internships & job shadowing and other work-based learning that are directly linked to academic and occupational learning. (IN-SCHOOL ONLY) (3 Points) | | |
| 4) Occupational skills training. (OUT-OF-SCHOOL ONLY) (3 Points) | | |
| 5) Education offered concurrently with and in the same context as workforce preparation activities & training for a specific occupation or occupational cluster (2 Points) | | |
| 6) Leadership development opportunities, which may include community service and peer-centered activities (1 Point) | | |
| 7) Supportive services (2 Points) | | |
| 8) Adult mentoring for the period of participation (2 Points) | | |
| 9) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral (2 Points) | | |
| 10) One-year follow-up services (1 Point) | | |
| 11) Financial Literacy (1 Point) | | |
| 12) Entrepreneurial skills training (1 Point) | | |
| 13) Services that provide labor market & employment information (1 Point) | | |
| 14) Activities that help youth prepare for & transition to post-secondary education & training (2 Points) | | |

V. POINTS EARNED _____

VI. BUDGET CONSIDERATIONS (20 POINTS AVAILABLE)

- | | |
|---|---------------------|
| 1. The extent to which the budget provides sufficient detail and with appropriate supporting documentation to evaluate the reasonableness of the costs. (10 Points) | _____ 0 - 10 PTS |
| 2. The extent to which the proposer documents a plan to access other funds/in-kind resources to offset costs being requested from EWIB. (10 Points) | _____ 0 - 10 PTS |

VI. POINTS EARNED _____

VII. COLLABORATIVE REGIONAL APPROACH (5 POINTS AVAILABLE)

To qualify for the five (5) point bonus, the proposal must demonstrate the ability to serve the entire Eastern CT region in a collaborative approach with multiple agencies, and clearly describe the partners, duties, and responsibilities of each.

VII. POINTS EARNED _____

TOTAL POINTS EARNED _____