Request for Proposals

Youth Framework Services as part of the Durham Youth Employed and Succeeding (YES) Program Model

Program Year 2016
(July 1, 2016 to June 30, 2017)
Youth RFP Table of Contents

Notice to Proposers ................................................................. 4
RFP Timeline ........................................................................ 5
Resource Material List ............................................................. 6

Section I. Background and General Information
A. Introduction ....................................................................... 7
B. The WIOA Youth Program .................................................. 10
   Eligibility Information
   Program design framework component
   Required program elements

Section II. Requested Program Services
A. Requested Program ........................................................... 16
B. Available Funding ............................................................. 16
C. Program Design Requirements ........................................... 17

Section III. Proposal Guidelines
A. Responsibilities of Proposing Agency .................................. 23
B. Allowable Use of funds ...................................................... 24
C. Selection of Services Providers .......................................... 24
D. Contracting ........................................................................ 24

Section IV. Proposal Format
A. General Guidelines .......................................................... 25
B. Proposal Signature Form ................................................... 25
C. Proposal Narrative Instructions .......................................... 25
D. Proposal Budget ............................................................... 27

Section V. Evaluation .............................................................. 28

Section VI. Terms and Conditions ........................................... 29

Attachments
A. Checklist of Required Documents ....................................... 33
B. Signature Form .................................................................. 34
C. Assurances ........................................................................ 35
D. Non-Collusion ................................................................... 36
E. Job Description ................................................................... 37
F. Budget Form Instructions ................................................... 38

Appendixes
A. Evaluation Criteria ........................................................... 40
B. Definitions ......................................................................... 44
C. Budget Form ....................................................................... 46
D. Program Cost................................................................. 47
E. Supportive Services..................................................... 50
F. Small Disadvantaged Business Enterprise Professional Services Form…….. 51
Notice to Proposers

There may be one or more amendments to this proposal solicitation. If your company desires to directly receive copies or notices of any such amendments, please provide the information requested below to the Durham Workforce Development Board. Please send this information to James Dickens via fax at (919) 560-4986 or by e-mail at james.dickens@durhamnc.gov. The Durham Workforce Development Board will e-mail any amendments to those firms on the RFP distribution list and those which complete and return this form via fax or e-mail.

RFP Name: Youth Framework Services PY 2016

Company Name: 

Mailing Address: 

City: State: Zip Code: 

Phone Number: 

Fax Number: 

Contact Person: 

E-mail Address: 

Emailed amendments will be sent in a Microsoft Word format. Any alterations to the document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the City of Durham and the Durham Workforce Development Board.

Amendments will also be posted on the Durham Workforce Development Board’s website at http://durhamnc.gov/Bids.aspx in PDF format.
## RFP Timeline

### Youth Program Service Provider RFP Timeline

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Date</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td><strong>RFP Release Date</strong></td>
<td>Tuesday, February 2, 2016</td>
<td></td>
</tr>
<tr>
<td><strong>RFP Advertisement</strong></td>
<td>Tuesday, February 2, 2016 – Friday, March 16, 2016</td>
<td>DWDB Website, Herald Sun/N&amp;O, Carolina Times</td>
</tr>
<tr>
<td><strong>Bidders’ Conference/Pre-Award Technical Assistance</strong></td>
<td>Tuesday, February 16, 2016 10:00 a.m. – 12:00 p.m.</td>
<td>OEWD 807 E. Main Street, Suite 5-100 Durham, NC 27701</td>
</tr>
<tr>
<td><strong>Due Date for Proposals</strong></td>
<td>Wednesday, March 16, 2016 at 5:00 p.m.</td>
<td>OEWD 807 E. Main Street, Suite 5-100 Durham, NC 27701</td>
</tr>
<tr>
<td><strong>Staff Review of Proposals – Review for Compliance</strong></td>
<td>Thursday, March 17, 2016 – Friday, March 18, 2016</td>
<td>OEWD 807 E. Main Street, Suite 5-100 Durham, NC 27701</td>
</tr>
<tr>
<td><strong>Individual Review of Proposals by Panel Members</strong></td>
<td>Monday, March 21, 2016 – Wednesday, March 30, 2016</td>
<td>OEWD 807 E. Main Street, Suite 5-100 Durham, NC 27701</td>
</tr>
<tr>
<td><strong>Group Review Panel Meeting</strong></td>
<td>Tuesday, April 12, 2016</td>
<td>OEWD 807 E. Main Street, Suite 5-100 Durham, NC 27701</td>
</tr>
<tr>
<td><strong>Presentation(s) to Review Panel – DWDB Members</strong></td>
<td>Tuesday, April 12, 2016 – Wednesday, April 13 , 2016 (if needed)</td>
<td>TBA</td>
</tr>
<tr>
<td><strong>Youth Panel Finalizes Recommendation</strong></td>
<td>Tuesday, April 12, 2016 – Wednesday, April 13 , 2016</td>
<td>TBA</td>
</tr>
<tr>
<td><strong>Youth Council Considers Youth RFP Review Panel Recommendation</strong></td>
<td>Tuesday, April 19, 2016</td>
<td>Dress for Success Offices 1058 W. Club BLVD</td>
</tr>
<tr>
<td><strong>DWDB Executive Committee Considers Youth Council Recommendations</strong></td>
<td>Thursday, May 12, 2016 8:30 a.m. – 10:00 a.m.</td>
<td>OEWD 807 E. Main Street, Suite 5-100 Durham, NC 27701</td>
</tr>
<tr>
<td><strong>DWDB Considers Executive Committee Recommendation – Approves to Proceed with Contract Recommendations to City Council</strong></td>
<td>Thursday, May 26, 2016 8:30 a.m. – 10:00 a.m.</td>
<td>TBA</td>
</tr>
<tr>
<td><strong>Contract Negotiations Completed with Selected Vendors</strong></td>
<td>Friday, June 3, 2016 5:00 p.m.</td>
<td>TBA</td>
</tr>
<tr>
<td><strong>Contracts Considered by Durham City Council</strong></td>
<td>Monday, June 20, 2016 7:00 p.m.</td>
<td>City Council Chambers 101 City Hall Plaza Durham, NC 27701</td>
</tr>
<tr>
<td><strong>Projected Start Date of Programs</strong></td>
<td>July 1, 2016</td>
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</table>
Note: All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate without addendum to this RFP.

Resource Materials

Resource materials relating to Workforce Innovation Opportunity Act Title I-B programs which may aid in preparing Request for Proposals are available on the internet at the following sites:

- A copy of the Workforce Innovation Opportunity Act is at https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf
- The final WIOA regulations are available at http://www.doleta.gov/reports/docs/legislation/
- WIOA Youth Fact Sheet http://www.doleta.gov/WIOA/
- Toolkit for Frontline Services for Youth http://www.doleta.gov/youth_services/Toolkit-improve.cfm
- GED website http://www.gedtestingservice.com
Section I. Background and General Information

A. Introduction

1. Request for Proposal (RFP) Overview
   The Durham Workforce Development Board (DWDB) is requesting proposals from organizations interested in operating as the Framework Service Provider for the Workforce Innovation Opportunity Act (WIOA) Title I-B youth program. Programs must be dedicated to improving the quality of the emerging workforce by ensuring eligible youth have the opportunity to acquire the educational and skill competencies necessary for successful transition into adulthood, careers, and further education and training.

   The program is intended to be a component of a customer-driven youth development system that makes accountability for performance and customer satisfaction a top priority. Furthermore, the program provider will be responsible for expanding linkages and collaborative efforts that foster a comprehensive system of services to meet the workforce development needs of eligible youth in Durham.

   The provider of the framework component of the program will be responsible for outreach, intake, assessment, and referral of the youth to an appropriate program service provider. The provider will also be responsible for providing supportive services and 12 months of follow-up services after program completion.

   Awards will be competitive and based on the quality of the program design, expected outcomes, costs per participant, demonstrated past performance, and an understanding of the target population. Specific criteria included within the RFP instructions will be used to evaluate all submitted proposals. Funding for this proposal is provided through Title I-B of the Workforce Innovation Opportunity Act (WIOA).

2. Overview of the Workforce Innovation Opportunity Act
   The Workforce Innovation and Opportunity Act (referred to as WIOA or the Opportunity Act) was signed into law on July 22, 2014 by President Barak Obama and is comprehensive legislation that reforms and modernizes the public workforce system by bringing together and enhancing several key employment, education and training programs.

   WIOA is a federal program funded through the U.S. Department of Labor that provides resources, services and leadership tools for the workforce system to help individuals find good jobs and stay employed and improves employer prospects for success in the global marketplace. It ensures that the workforce system operates in a comprehensive, integrated and streamlined system to provide pathways to prosperity for those it serves and continuously improves the quality and performance of services.

   WIOA is designed to help jobseekers access employment, education, training and support services to succeed in the labor market, and to match employers with the skilled workers
they need to compete in the global economy. WIOA outlines a broader youth vision that supports an integrated service delivery system and provides a framework through which states and local areas can leverage other Federal, State, local, and philanthropic resources to support youth. WIOA youth programs will provide a needed continuum of services to help disconnected youth navigate between the educational and workforce systems.

**PRIORITIES FOR WIOA YOUTH FUNDING**

For PY 2016, the DWDB will prioritize programs and services that establish a framework to move participating youth along the career pathways continuum, defined as a high school diploma or an equivalency attainment, matriculation into postsecondary education/training, and placement into jobs with demonstrated career paths. Preference will be given to programs endorsing a career pathways model, which is a structured sequence of activities that focuses on providing participating youth long-term career development services that lead to unsubsidized employment in growing industries with the potential for wage progression. Applicants should have an understanding about how participants can advance from one level to the next in the career pathways continuum. In addition, partnerships and collaborations are strongly encouraged to allow provision of a full set of workforce strategies, education, and training, and intensive case management services for participating youth.

3. **Eligible Organizations**

Organizations eligible to submit proposals for this RFP include private business, labor groups, the public school system, public or private agencies, community-based organizations, faith-based organizations, school-to-career partnerships, the community college, alternative schools, and other qualified educational and training institutions interested in providing framework services to the low-income at risk youth who are enrolled in WIOA funded programs in the Durham Local Area. Any not-for-profit entity MUST have been incorporated for at least two (2) years (as evidenced by a letter from the governing body certifying proof of incorporation) AND be designated as a 501 c-3 tax-exempt organization by the Internal Revenue Service. Any for-profit entity must have been incorporated at least two (2) years.

In addition, the DWDB is interested in organizations with the following competencies:

- The DWDB gives priority to organizations with a track record of providing services to low-income youth while maintaining high standards of program management and accountability.

- The DWDB gives priority to program models that incorporate partnerships and collaborations under this RFP. Partnerships focusing on a seamless integration of programs and services are strongly encouraged to ensure that there are no gaps in the continuum of programs and services. Partnerships are urged to include a broad spectrum of stakeholders including but not limited to, employers, institutions of higher education, one-stop career centers, adult basic education providers, and community-based organizations.
• Applicants must provide an Original Certificate of Insurance naming the City of Durham as an “Additional Insured” by the time of the award announcement. The Certificate of Insurance must include the following:
  o Commercial General Liability -Combined single limit not less than $1,000,000 per occurrence with an annual aggregate on not less than $2,000,000;
  o Worker’s Compensation -Employers’ liability, $1,000,000; and
  o Automobile Liability coverage -Combined single limit of $1,000,000.

4. Proposal Submission Instructions
In order to be considered for funding, an original proposal and six (6) copies of the original proposal, including an electric copy, must be received in the Durham Workforce Development Board’s (DWDB) administrative office no later than 5:00 p.m. on Wednesday, March 16, 2016. Because of the need for original signatures, proposals may not be emailed nor faxed. Proposals may be hand delivered or mailed to the DWDB administrative office at:

Youth Framework Services Bid
Attn: James Dickens
Office of Economic and Workforce Development
807 E. Main St Building 5 Suite 5-100
Durham, North Carolina 27701

5. Bidders’ Conference
All parties interested in serving as the Framework Service Provider must attend a mandatory bidders’ conference from 10:00 a.m. to 12:00 p.m. on Tuesday, February 16, 2016, at the following location:
City of Durham
Office of Economic and Workforce Development
807 E. Main St. Building 5 Suite 5-100
Durham, North Carolina 27701
(919) 560-4965

Any questions relating to this RFP that a proposer wishes to have answered must be in writing. Questions will not be answered by phone. Questions a proposer wishes to have answered at the bidders’ conference must be submitted in writing by Thursday, February 11, 2016, by 5:00 p.m. This will allow time for the Durham Local Area staff to fully research questions and provide detailed answers at the bidders’ conference. Any follow-up questions from the bidders’ conference will be answered within 5 days and will be distributed by email to all prospective bidders and will be available on the DWDB website at http://durhamnc.gov/Bids.aspx. All questions relating to this RFP must be submitted by Friday, February 26, 2016, at 5:00 p.m. Any questions received after this date will not be answered. Email, fax, or mail all questions to James Dickens, Program Coordinator.

Email: james.dickens@durhamnc.gov
Fax: (919) 560-4986
Mail:
Framework Services RFP Question and Answers
Attn: James Dickens
Office of Economic and Workforce Development
807 E. Main St. Building 5 Suite 5-100
Durham, North Carolina 27701
(919) 560-4965

B. The WIOA Youth Program

Youth Eligibility Information
In accordance with the Workforce Innovation Opportunity Act, an eligible youth is defined as an individual who at the time of program participation is:

- WIOA-Funded Services may be provided to In-School and Out-of-School youth. See Appendix B - Workforce Innovation and Opportunity Act Definitions.
- WIOA Youth Eligibility Requirements:
  a. Be a US citizen or eligible non-citizen; **and**,
  b. Durham County resident; **and**,
  c. Comply with the military Selective Service Act; if applicable

Note: Funds awarded through this Request for Proposals (RFP) will be used for WIOA eligible out-of- school youth (OSY) ages 16-24. Recruitment and enrollment efforts should target 85% youth 16-24 years of age. Individuals eligible for services must meet the following criteria:

Out-of-school Youth

- not attending any school (as defined under State law);
- not younger than 16 or older than age 24 at time of eligibility determination; and
- one or more of the following:
  - a school dropout;
  - a youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters;
  - a recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
  - an individual who is subject to the juvenile or adult justice system;
  - a homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is an out-of-home placement;
  - an individual who is pregnant or parenting;
  - an individual with a disability;
• a low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA sections 3 (46) and 129 (a) (1) (B).)

In-School Youth

• Attending school (as defined by State Law)
• Between the ages of 14 and 21
• A low-income individual
• And be identified as one or more of the following:
  o Basic skills deficient
  o An English language learner
  o An offender
  o A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the Social Security Act, or in an out-of-home placement.
  o Pregnant and parenting
  o A youth who is an individual with a disability
  o An individual who requires additional assistance to complete an educational program or to secure or hold employment.

Note that the term “low-income” is used with respect to an individual and also includes youth living in a high-poverty area.

The Framework Service Provider must ensure that any applicants who do not meet the WIOA eligibility enrollment requirements or who cannot be served by the program are referred for additional assistance to appropriate programs that meet their basic skills and training needs.

Program Design Framework

Under this Request for Proposal, comprehensive guidance and counseling, supportive services, follow-up, occupational skills training, financial literacy education, entrepreneurial skills training, services that provides labor market and employment information about in-demand industry sectors or occupations available in the local area, and postsecondary education and training are being sought. Although these elements are being sought under this RFP, it is important that applicants recognize the presence of these services and the expectation for collaboration with these services (the information in parentheses indicates where further information about these services can be obtained). The WIOA youth program in Durham consists of the program design framework and the required 14 program elements. The fourteen youth elements are as follows:

• Tutoring, study skills training and instruction (including but not limited to pre-GED), leading to completion of secondary school including dropout prevention strategies – Additional, special, or remedial assistance should be provided to a participant, often on an individual basis.
• **Alternative secondary school services/GED** Instruction leading to a high school diploma – Instruction may be provided outside of the traditional school setting, but programs must meet applicable State and local educational standards. Offerings may also provide instruction leading to the receipt of certification that an individual has completed a level of education attainment equivalent to completion of a high school diploma. (*GED website http://www.gedtestingservice.com* for tips on providing GED services.)

• **Leadership development opportunities** – Community services and peer-centered activities encouraging responsibility, employability, and other positive social behaviors during the non-school hours, as appropriate, and **may** include the following:
  - Exposure to postsecondary educational opportunities
  - Community and service learning projects
  - Peer-centered activities including peer mentoring and tutoring
  - Organizational and teamwork training including team leadership training
  - Training in decision-making including determining priorities
  - Citizenship training including life skills training such as parenting, work behavior training, and budgeting of resources

Positive Social Behaviors are outcomes of leadership opportunities often referred to as soft skills, which are incorporated by many local programs as part of their menu of services. Positive social behaviors focus on areas that **may** include the following:

  - Positive attitudinal development
  - Openness to working with individuals from diverse racial and ethnic backgrounds
  - Maintaining healthy lifestyles including being alcohol and drug free
  - Maintaining positive relationships with responsible adults and peers, and contributing to the well-being of one’s community including voting
  - Maintaining a commitment to learning and academic success
  - Self-esteem building
  - Avoiding delinquency
  - Postponed and responsible parenting
  - Positive job attitudes and work skills

• **Adult mentoring** for the period of participation and a subsequent period, for a total of not less than 12 months – This includes pairing a youth with a caring adult in a one-to-one relationship, challenging the youth to do well, helping the youth make the connection between school and work, and providing first-hand exposure to the world of work. Typically, mentors become advocates for the youth, working in consultation with the youth’s teacher(s), supervisor, and/or counselor/caseworker and parent(s) as appropriate. Adult mentoring, if provided, is for the duration of at least twelve months that may occur both during and after program participation.
• Summer employment opportunities

• Paid and unpaid work experiences

• Occupational skills training.

• Supportive services – These are services such as transportation, childcare, housing, and other needs-related services.

• Comprehensive guidance and counseling provided to assist youth in achieving success in school and at the workplace – Assistance may include drug and alcohol abuse counseling, as well as referrals to counseling. Services may be provided on an individual or group basis using a variety of processes and techniques. Services may require counseling beyond the scope of most WIOA staff training and should be provided through referral to appropriate health agencies.

• Follow-up – Follow-up services are required for a minimum 12 month period after the completion of the program.

  • Provide an assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experiences, employability, interests, aptitudes (including interests and aptitudes for non-traditional jobs), supportive service needs, and developmental needs of such participant, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;

  • 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.

  • Provide preparation for postsecondary educational opportunities, in appropriate cases, strong linkages between academic and occupational learning, preparation for unsubsidized employment opportunities, in appropriate cases, and effective connections to intermediaries with strong links to the job market and local and regional employers.

• Financial Literacy Education

• Entrepreneurial Skills Training

• Services that provides labor market and employment information about in-demand industry sectors or occupations available in the local area

• Activities that help youth prepare for and transition to postsecondary education and training
In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the program must provide fourteen (14) elements. Definitions of these program elements will be available through federal regulations. The 14 elements that must be present in all WIOA youth programs are listed above.

The Framework Provider will have a key role in helping the Program Element Provider improve the GED attainment rate. In January 2014, the GED changed to a more difficult test resulting in fewer students attaining GEDs.

Program Objectives

The DWDB is seeking a Framework Service Provider that demonstrates consistency with the requirements of the WIOA and the goals of Durham Workforce Development Board.

An effective youth program will be recognized by the provision of the following services:

- **Most At-Risk:** The program focuses on serving the most at-risk and neediest youth.
- **Safe, Supportive, and Accessible:** Service is easily accessible within the local community and provides a safe, supportive atmosphere that offers youth frequent opportunities for positive interactions with staff, peers, and other adults.
- **Outreach and Family Inclusion:** Outreach activates are conducted in local communities throughout Durham so they are easily accessible to young people. These activities are intended to inform and draw youth into the program as well as to inform and engage family and significant others in program activities as appropriate. The community, including but not limited to families and employers, will be informed of and invested in program activities and must be seen as important partners in the youth’s development and success.
- **Youth Engagement:** Programs are developed so that young people can make informed choices when given proper information and guidance. Programs actively engage youth in assessment and goal setting and develop individual service strategies. Effective programs are recognizable by the extent to which they provide opportunities for youth to engage in the design, planning, and implementation of projects.
- **Collaboration:** Programs provide opportunities for youth to access a comprehensive array of services and resources. Recognizing the limitations of WIOA resources, programs develop appropriate linkages and formalize collaborative relationships with other entities possessing expertise and resources (monetary and non-monetary) relevant to the needs of the target population. Entities awarded funding will commit to active involvement in the expansion of the Durham Career Center system. This commitment will become formalized during contract negotiations and the signing of a contract.
- **Youth Development:** Programs take a holistic, positive youth development (PYD) approach to the provision of services that builds on youths’ assets and their potential.
- **Accountability:** Programs are fully accountable in meeting contractual obligations, and providing cost-effective services that have a positive impact on the lives of youth participants and result in a social return on investment for the community.
Career Pathways
WIOA places a strong emphasis on career pathways as defined as a combination of rigorous and high quality education, training and other services that accomplish the following:

- Aligns with the skill needs of industries in the economy of the State or region;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options;
- Includes counseling to support an individual in achieving the individual’s education and career goals;
- Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- Enables an individual to attain a secondary school diploma or its recognized equivalent and at least one recognized postsecondary credential; and
- Helps an individual enter or advance within a specific occupation or occupational cluster.

All career pathways shall also include work-based learning opportunities for all participants.

Work-Based learning
WIOA requires that not less than 20% of funds allocated to the local area must be spent on activities supporting paid and unpaid work experiences that have as a component academic and occupational education. This may include, summer employment, and other employment opportunities available throughout the year such as pre-apprenticeship programs, internships, job shadowing, and on the job training opportunities.

Accordingly, the DWDB Youth Council requires that all programs incorporate work-based learning strategies and devote 20% of their budget to these initiatives. According to the Training Employment and Guidance Letter WIOA No, 23-14, Operating Guidance for the Workforce Innovation and Opportunity Act, “program expenditures on the work experience program element include wages as well as staffing costs for the development and management of work experience.” These work-based learning strategies must serve as a next step in career development, whether the desired outcome is employment or enrollment in postsecondary education or advanced training.

Section II. Requested Program Services

The DWDB seeks proposals for programs best demonstrating the capacity to provide access to career-oriented employment and education through the provision of services based on a career pathway model. All funded services should be offered in the context of a comprehensive service strategy designed to address individual employment and education needs. The goal of this RFP aligns with the economic opportunity agenda that aims to tackle income inequality and reduce poverty. The DWDB is aware that there are not enough funds to support all efforts to provide a continuum of services based on a career pathways model. So under this RFP, The DWDB will be looking for organizations that demonstrate a propensity to establish structures that provide a
full set of education and employment programs. To that extent, the DWDB encourages applicants to partner.

The DWDB defines a career pathways continuum as an effort that provides a clear sequence of activities and a connection between high school credentials, postsecondary education or training enrollment, and employment programs that lead to careers with living wages. A career pathway allows a participant to progress from one level to the next to build skills that lead to improved career prospects. Career pathways prepare and place individuals into jobs in high-demand and high-wage industries with increased earning opportunities by providing industry-recognized credentials, certificates, and degrees.

Under this RFP, The DWDB seeks innovative models or approaches, which respond to the needs of target populations and employers in today’s changing economy. Applicants must describe how they intend to transition youth into postsecondary education/training and/or employment. Applicants must demonstrate clear transition strategies for youth that help them on a path toward economic security.

A. Requested Program

The purpose of this Request for Proposals (RFP) is to fund a qualified organization that provides an innovative and creative program that provides workforce development services to both in-school (ISY) and out-of-school (OSY) WIOA eligible youth, ages (16-24), in the Durham Local Area. This RFP is to fund one organization that can provide framework services to both in-school and out-of-school younger and older youth.

B. Available Funding

Exact funds available in this RFP will not be known until the N.C. Department of Commerce, Division of Workforce Solutions releases the Final Program Year 2016 allocations. Bidders may base their proposal budgets on the figures below, which represents the amount available for PY 2015. This amount is solely for the purpose of offering guidance to bidders.

Bidders should base their proposal budgets on the figures below, which represents an estimate of the amount available for PY 15. These estimates are solely for the purpose of offering guidance to bidders.

2015 allocations available for WIOA Youth RFP:

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIOA Youth</td>
<td>$325,000</td>
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These are estimates and are subject to change based upon funding availability. Applicants may use these figures as the basis for budgeting and should not exceed these estimates in their budgets. The minimum number of youth to be served is one hundred and fifty (150).

No less than 85% of the available funds will be used to provide services to youth that meet the definition of “out-of-school youth”.

The funding available for WIOA Title I-B Youth programs through this RFP is based on an estimate. This solicitation intends to award a 12-month contract with an option to renew an additional one-year (annual) contract for up to two years based on review and approval of the
DWDB and based on performance and funding availability. The DWDB reserves the right to adjust award amounts based on the final allocation figures. The DWDB may increase or decrease funding at any time based on funding availability and on contractor performance.

Funds expended from awards issued from this RFP must be for activities and services that are reasonable, necessary, and allowable. The funds are governed by the Workforce Innovation and Opportunity Act, other applicable federal, State, and local laws as well as State and federal directives; Federal Office of Management and Budget (OMB) Circulars; and associated regulations. The selected service provider must be knowledgeable about the allowable costs for this funding stream in order to avoid the potential for disallowed costs. No funds under this grant can be used to purchase real property, to construct buildings, nor to provide an activity for eligible youth who are not school dropouts if participation in the activity would interfere with or replace the regular academic requirements of the youth.

Bidders that provide documentation of no less than a 30% cash and/or in-kind match of proposed program expenses to leverage WIOA funds will be awarded additional points during the review process. Only those costs related to serving WIOA-eligible youth will be reimbursed through this grant. Proposals that meet or come in below a total 10% of Administrative costs will earn additional bonus points.

C. Program Design Requirements
The Durham Workforce Development Board’s Youth Council recognizes that many program elements required by the WIOA are already available to all eligible youth in the Durham Local Area. To be successful in competing for this RFP, proposals will need to address this and define how the proposed program will collaborate with existing service providers to create a comprehensive youth program. The intent of the Durham Workforce Development Board Youth Council is to fund a comprehensive youth program that creates a single access point (universal access) for all youth in the Durham Local Area to access services and receive referrals to appropriate service providers. To be successful in competing for funding, proposals must form a foundation around the program design framework component identified in Section I(B)(2) of this RFP and be able to collaborate with eligible program service providers identified by the Durham Workforce Development Board Youth Council. Furthermore, the Framework Service Provider will be responsible for providing all services identified in the program design framework component of the WIOA as well as all other services identified in this section of the RFP. The Durham Local Area currently has approximately 90% out-of-school youth.

Required Design Components/Client Flow
- **Outreach and Recruitment:** Outreach techniques should be utilized that are appropriate to the eligible target population. Effective recruitment techniques may vary depending upon the target population; therefore, proposals should reflect an understanding of the target population and effective outreach methods. Emphasis should be placed on recruiting those most in need and those who can most benefit from WIOA services.

- **System Orientation:** This is an informational session designed to provide youth with an orientation on the full array of applicable and appropriate services (WIOA
and non-WIOA) available thought he Durham Career Center system and how to access these services. This orientation shall also provide youth the opportunity to begin self-directed assessment of services needed and whether WIOA Title I-B services are the most appropriate to meet their needs. It may be that WIOA Title I-B services are not compatible with the individual’s needs and, therefore, are not the appropriate option. Should this be the case, information will be provided on how to access more appropriate services, and referrals will be made to those services/agencies. If a youth is interested in receiving WIOA Title I-B services, he/she will move to the next phase.

• **Application Process (Eligibility):** The application process is comprised of two phases.
  
  o **Eligibility Documentation:** During the first phase, it will be the Service Provider’s responsibility to ensure that all documents needed to substantiate WIOA Title I-B eligibility are gathered. Documentation should then be submitted to the appropriate intake staff.
  
  o **Certification:** The second phase consists of reviewing, verifying, and certifying WIOA Title I-B eligibility.

The DWDB is responsible for ensuring that adequate documentation is contained in participant files to minimize the risk of disallowed costs; therefore, only trained and experienced staff authorized may certify WIOA Title I-B eligibility. In addition, staff other than those who originally compiled the documentation must conduct the review and certification. State and DWDB policy will be followed when determining eligibility for WIOA Title I-B services.

**NOTE:** Documentation and verification of eligibility should not be excessively intrusive or burdensome, but at the same time it should represent a good faith and reasonable effort to establish WIOA eligibility. It is not the intention of this program to discourage participation by imposing difficult documentation and verification requirements.

If it has been determined that an individual is not eligible for WIOA Title I-B services, he/she will be offered assistance in accessing organizations/services that are more appropriate. Applicants that are eligible for services under WIOA Title I-B, but do not meet specific program requirements or chose not to pursue these services, shall be referred to other more appropriate services. Documentation shall be maintained on all referrals.

• **Objective Assessment (OA):** Each participant shall receive an objective assessment of his/her skill level and service needs. This assessment will be client centered and shall, at a minimum, include a review of the following: basic skills, education, work history, occupational skills, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), family situation, financial situation/need, developmental needs, and supportive service needs. A new assessment is not required if it is appropriate to use a recent assessment of the participant conducted
under another education or training program. While the objective assessment is a specific activity, it is expected that ongoing, general assessment of a participant’s needs and progress will continue for the duration of enrollment. Only trained staff may conduct an objective assessment. Assessment will be conducted in compliance with WIOA, State, and DWDB policy.

- **Individual Service Strategy (ISS):** Based on the results of the objective assessment, a formal training/needs strategy will be mutually developed between each participant and his/her case manager. This strategy (ISS) identifies age-appropriate goals, plots the course of action that should be taken by the participant to achieve identified goals, and offers a progressive sequence of activities allowing the youth to experience successes and increased responsibility. It includes appropriate objectives and the mix of services and/or training needed. A new ISS is not required if it is appropriate to use a recent ISS developed for a participant under another education or training program. The ISS is considered a living document; therefore an on-going review of the progress of each participant in meeting the objectives of the ISS must be kept. As new objectives or service needs are identified they must be incorporated into the plan. Any change in the ISS (services, goals, etc.) will be explained and/or justified in case notes. All ISS must contain all supportive services that clients receive.

- **Enrollment:** If it has been determined that an applicant is WIOA Title I-B eligible and would benefit from program services, the applicant should be enrolled into the WIOA system. All youth must be registered (enrolled) to participate in WIOA Title I-B youth program services. The date of participation is the date the individual first begins receiving a service funded by the program after being determined eligible. An individual must be a participant in order to count in the performance calculations.

**Required Program Elements**

- **Comprehensive guidance and counseling** - Provided to assist youth in achieving success in school and at the workplace. Assistance may include drug and alcohol abuse counseling, as well as referrals to counseling. Services may be provided on an individual or group basis using a variety of processes and techniques. Services may require counseling beyond the scope of most WIOA staff training and should be provided through referral to appropriate health agencies.

- **Supportive services** - Services such as transportation, child care, dependent care, housing and needs-related

- **Follow-up**

- **Occupational skills training**

- **Financial Literacy Education**

- **Entrepreneurial Skills Training**
• **Services that provides labor market and employment** - Information about in-demand industry sectors or occupations available in the local area

• **Postsecondary Education and Training** - Activities that help youth prepare for and transition to postsecondary education and training

**Locally-Identified WIOA Service Needs**

In addition to the mandatory services above and based on locally-identified needs, the DWDB is soliciting the following case management and placement services in this RFP:

- Continued contact with and support of WIOA-registered youth at all stages of the program process
- Collection of eligibility and data validation documentation as required by State and local area policy.
- Maintenance of participant records in accordance with State and local area policy
- Referrals to other programs for which the participant is eligible
- Writing of supportive services vouchers to vendors on the DWDB-approved list
- Data entry of client contact and other required information into the State of North Carolina Data Management Information System (MIS) known as NCWorks Online
- Collaboration with the Durham Career Center
- Improve GED attainment

All proposals must describe in detail, how the proposer will effectively provide all required services described in this RFP.

**Additional Program Requirements**

**Case manager ratio**

To ensure the effective delivery of services, the Durham Local Area will require the Framework Service Provider to maintain a 45 to 1 customer to case manager ratio. Agencies or organizations must have the ability to hire new staff, depending on funding availability, to maintain this service ratio.

**Data Tracking and Reporting**

All activities and services will be required to be entered and documented in the NC Works Online management information system. Additionally, the youth program manager will be responsible for providing case manager oversight and customer file management of caseloads in the NC Works online system. The successful applicants will be required to use NC Works Online to record and track all participant activities including services rendered and outcomes achieved. Reports generated from NC Works Online will be used to assess program performance.

**Staff Qualifications and Facilities**

Each case manager (Youth Specialist) identified in this proposal must be a dedicated full-time staff person. Other staff members that assist case managers may be part-time. Effective programs take special care and pay attention to the qualifications, screening, and continued training of staff. They also strive for staff stability and continuity and devote resources and
attention to in-service staff training and development. In many instances, both the qualifications and the training of staff focus on the knowledge of the principles of youth development.

Identify staff responsible for each component of the proposed program, including direct services and administrative personnel. Discuss staff qualifications, skills, and experience working effectively with youth and implementing the proposed services. Identify the staff who will manage NCWorks. Attach job descriptions and resumes for all positions involved in the program. Label the job descriptions with the name of the staff person, or indicate if the position is vacant. Label the resume with the name of the position in the program. Discuss your agency’s overall staffing and management structure, and the extent to which this adequately supports program operations and goal attainment.

Describe the facilities that will be used including location of classes and other services, total square footage of site, accessibility to persons with disabilities, and any and all equipment or resources that will be available to youth.

One case manager must be bilingual in English and Spanish. If this becomes impossible, other provisions must be immediately made to ensure language access for speakers of other languages.

D. Program Administration

Contractor Responsibilities
The Framework Service Provider is responsible for providing the Durham Workforce Development Board with monthly reports detailing enrollment, program element participation, and attainment of negotiated performance outcomes.

The Framework Service Provider may collaborate with subgroup(s) or establish formal partnerships to provide the specific services as identified in their overall proposal. However, the contract document with any subgroup(s) must be approved by the DWDB prior to the final contract execution and is subject to all conditions and stipulations of the WIOA. When an agency does subcontract elements of their youth program to other suppliers, the agency will be required to provide documentation that worksites comply with local, State and federal child labor laws. The agency must document that it has made onsite visits to ensure compliance and to ensure the safety of all youth participants.

The program manager and case managers (Youth Specialists) will be required to attend monthly meetings with the Durham Local Area Youth Program Coordinator. These meetings will focus on program improvement and the professional development of staff.

The Framework Service Provider will also be responsible for obtaining copies of all print materials relevant to the WIOA to include the following:

- The Workforce Investment Opportunity Act
- The final WIOA Rules
- All Department of Labor TEGLs relating to the WIOA
- All North Carolina Department of Employment and Training Issuances pertaining to the WIOA Title I-B youth program

Durham Workforce Development Board
WIOA Title I-B Youth Framework RFP - 21 -
PY 2016
• All Durham Local Area policies and procedures relating to the WIOA youth program

The Framework Service Provider will also be responsible for complying with all federal, State, and local area policy. Local area staff will provide initial training on WIOA, State, and local area policies relating to youth programs to include the NCWorks online system.

The Framework Service Provider will be required to maintain and monitor the confidentiality of all youth records and maintain such files for the duration of no less than three (3) years.

The selected contractor will be reimbursed for all contracted activities on a cost reimbursement basis. Monthly invoices will be submitted to the City of Durham’s Office of Economic and Employment Development for reimbursement.

E. Performance Measures

For certain populations or certain occupations, temporary jobs, part-time jobs or subsidized jobs may be a strategic first step. These interim/intermediate outcomes will be considered successful short-term or mid-term outcomes.

Applicants must make a compelling argument in their favor and demonstrate a continuum of career pathways to jobs. Placement into postsecondary education/training, with a strong likelihood of it leading to jobs, will be considered a successful outcome.

WIOA establishes a comprehensive performance accountability system in order to optimize the return on investment of federal funds and to assess the effectiveness of local areas.

Placement in Employment /Education/Training
The number and percentage of participants who are in education or training services or who in unsubsidized employment during the 2nd quarter after exit

Retention in Employment/Education/Training
The number and percentage of participants who are in education or training services or who in unsubsidized employment during the 4th quarter after exit

Earnings
The median earnings of participants who are in unsubsidized employment during the 2nd quarter after exit.

Credential Rate
The percentage of participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation or within 1 year after exit

In-Program Skills Gain
The percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measureable skill gains toward such a credential or employment
Provide anticipated outcomes for services described. Applicants must clearly indicate the number of people to be served and expected outcomes for the proposed program. What outcomes will be achieved in year one? How will you evaluate the effectiveness of your program? Describe partner commitments to provide data needed to evaluate program effectiveness.

Section III. Proposal Guidelines

A. Responsibilities of the Proposing Agency

- Contract with the DWDB and complying with all terms and conditions of the agreement for the delivery of services.

  Work cooperatively with the DWDB and the DWDB Youth Council in the expansion of Durham County’s youth workforce development system.

- Work cooperatively with other funded and non-funded service providers.

- Collaborate with organizations identified in the proposal and those mandated by the DWDB and/or the State of North Carolina, but not limited to, the following:
  - Durham Career Center Partners
  - Local education agencies
  - Public housing agencies
  - Juvenile justice agencies
  - Human service agencies
  - Other local youth programs

- Coordinate with partners in program design, implementation, and capacity building/staff development and ensure that the program meets performance outcomes.

- Ensure that services provided are readily accessible to individuals eligible for participation in the program including those with barriers to employment such as: individuals with disabilities, offenders, school dropouts, individuals deficient in basic skills, those lacking occupational skills, youth with limited English proficiency, parenting, pregnant, foster children, runaway or homeless youth, and youth identified as “at risk” by the local education agency.

- Ensure that the program is fully staffed with qualified individuals.

- Provide internal monitoring and oversight of all program activities.

- Administer all funds paid to the program.

- Provide reports to partner programs and DWDB staff as required.
B. Allowable Use of Funds
Funds expended from awards issued from this RFP must be for activities and services that are reasonable, necessary, and allowable. The funds are governed by WIOA, local, State, and federal laws; State and federal directives; Federal Office of Management and Budget (OMB) Circulars; and associated regulations. Selected service providers must be knowledgeable about the allowable costs for this funding stream in order to avoid the potential for disallowed costs. No funds under this grant can be used to purchase real property or to construct buildings.

C. Selection of Service Providers:
- Funding determinations will be made through a competitive procurement process in compliance with federal, state, and local procurement guidelines. Under no circumstances will an award be made to a contractor that has been debarred or suspended, or is otherwise excluded from, or ineligible for, participation in Federal assistance programs. This is inclusive of the organization and its principal staff.

- The primary consideration in selecting agencies or organizations to deliver services will be effectiveness of the applicant(s) in delivering the services being requested or comparable services based on demonstrated performance over the past year. This funding is not intended to fund “start-up” initiatives or seed programs.

- Funds provided through the Durham Workforce Development Board youth program are not intended for the duplication of services. All proposals that are submitted by the deadline and contain all of the requested information (including SBDE information) will receive equal consideration for funding, and determinations will be based upon scores from a volunteer panel of reviewers that consists of Durham Workforce Development Board Youth Council members as well as members from the full Board. Their scores will be determined by reviews of the proposals as well as interviews with the applicant organizations. Average scores of under 70 will be ineligible for funding. All proposals with average scores of over 70 will be rank ordered by score; however, in certain cases, the Committee may use qualitative factors to determine ranking and will provide justification for ranking a proposal with a lower score ahead of another that scored lower.

- Recognizing the limitations of WIOA resources, applicants are strongly encouraged to form collaborative relationships with other entities that possess expertise and non-WIOA resources relevant to the needs of youth. Such collaboration will maximize available resources and provide a comprehensive array of services responsive to the unique needs of the target population.

- Funded service providers shall be subject to all applicable federal, State, and DWDB policies and regulations.

D. Contracting
DWDB staff will contact the awardees to negotiate contract details. In some cases, the DWDB may request that the contract incorporate changes in the original proposal.
Additionally, the DWDB contract offer may contain additional terms or terms different from those set forth in this RFP.

As a result of the negotiation process, the DWDB reserves the right to:

- Fund all or portions of a proposal and/or require that awardees collaborate with another for the provision of specific services, either prior to execution or an agreement or at any point during the life of the agreement.

**Section IV. Proposal Format**

**A. General Guidelines**
Proposers must follow the instructions outlined in this RFP package and submit all appropriate application forms. Proposals that do not conform to this format will be rejected by the DWDB. Each applicant is limited to one proposal for each requested program. The applicant certifies by submission of a proposal that all specifications listed in the RFP will be met and further understands that these specifications may become part of a contract for provision of services, should a contract be awarded.

The DWDB will only accept proposals for the program elements requested. Proposals submitted for services/training not requested in the RFP will be deemed non-responsive.

**Proposal Format**
All applications must be typed, single-spaced, single-sided on 8.5” X 11” paper with 12-point text font and one-inch margins. Pages must be number sequentially at the bottom center of the page.

**B. Proposal Signature Form**
The proposal signature form must be completed and signed by an agency officer that is authorized to bind the agency to all commitments made in the proposal.

**C. Proposal Narrative Instructions**
This element of the proposal should describe the proposed program in detail sufficient to demonstrate an understanding of the required program design, the work to be performed, the needs of the participants, and the desired results.

**Executive Summary:** Summary of the proposed program detailing planned outcomes, and how these outcomes will help the Durham Workforce Development Board meet its negotiated performance goals. This section should begin with a brief mission statement for the organization and how said mission relates to the services being proposed.

Briefly describe your proposed program including specific target population, number of participants to be served, program site(s), type of program and duration of services, expected WIOA outcomes, amount of funds requested, cost per participant, and other key features of your program. Identify any partners with whom you will collaborate to offer key components of the program design.
Statement of Need and Target Population
Please describe the characteristics and needs of the specific populations you intend to serve, assuming the reader is unfamiliar with the population. Describe the target population’s barriers in accessing employment and education services. How will the proposed program address those barriers? If more than one group is targeted, provide information for each group. How does this population differ from the general population? What direct experience have you had with members of this population and how did you accommodate their needs? Which aspects of your program, e.g., curriculum, program environment, facilities, etc., are designed specifically to address the challenges faced by this population? Include data supporting your agency’s ability to achieve successful outcomes with the target group.

Section One should be no longer than 1 page.

1. Work Plan: Describe the technical plan in narrative form for accomplishing the work proposed indicating which components are already in place and a timeline for implementation of planned components.

At a minimum, include the following components:

- A thorough description of the program to include all services provided and how these services relate to the program element definition in Section I of this RFP.

- A description of existing or a plan for strategic collaboration among multiple service providers, including community involvement (memoranda of understanding, contracts or agreements of existing collaborations with service providers or letters of support from collaborating organizations can be made as attachments to this bid. Attachments are not included in the page limit.)

- A description of all staff positions must be included in Attachment E, which should include expected experience and training requirements. Also include a description of how staff will be selected to include background checks to be conducted.

- Include a brief summary of the hours of operation for all services provided as part of your proposed program.

Section Two should be no longer than five pages (not including attachments).

2. Agency Information: Provide a narrative description of your agency to include when, how, and why the organization was started; its purpose, goals and philosophy, prior and current relevant activities, accomplishments, size and characteristics of clients served, linkages and/or coordination with other agencies and services in the community. This section should form the basis for determining whether or not your agency is qualified and credible to deliver the program as proposed. Information should include current or past experience in providing WIOA program services.
Briefly describe your agency’s overall history and its previous experience in providing the specific services proposed. Indicate on an attached organizational chart where the proposed services fit. Describe your experience and expertise in any or all of the critical components of career pathways: alternative education, postsecondary education/training, and/or employment. Provide a description of your organization’s track record in the service you are proposing. Include the size of the service population.

Briefly describe the facility(ies) where this system is to be principally operated; include size, location, rent (if applicable), accessibility (both accessibility by public transportation and accessibility for those that are physically challenged), and any special features relevant to the system. If specialized equipment is proposed, please include description and quantity.

Section Three should be no longer than two pages per organization.

3. **Performance Outcomes:** Discuss the measurable results and benefits anticipated and how they will be measured. Describe the process, expected outcomes, and how your program’s performance will be evaluated and monitored.

Include a description of the methods to be employed in achieving the stated goals and objectives and why these methods will work.

This section should also include the number of hours of program participation are necessary for an individual to be successful in accomplishing stated goals.

Section Four should be no longer than two pages (not including attachments).

D. Proposal Budget

The information being sought here is a cost per participant NOT a total program budget. The amount of WIOA-enrolled participants referred to any one program will be based upon the service needs that are identified in the Individual Service Strategy for each participant. Since the number of referrals to any one program is undetermined at this time, we are seeking per participant costs for each program, which will be one (but not the only) evaluative factor in judging the merits of each proposal.

**Profit** Only commercial for-profit organizations may incorporate profit into their budget. Profit must be contained in a single line item on the Operator Overhead budget tab and may not exceed 7% of the Total Project Expenses. Profit and administration combined may not exceed 12%

**Budget Form**
Complete the attached budget form (Attachment F) and assign costs to the proper category, filling in each column totaling the costs and entering them on the bottom line. Transfer all totals to the Program Element Summary Table (page 33). **All budget forms must be attached for the proposal to be considered complete.** If the proposer does not have costs attributable to a
particular budget sheet, the budget sheet should be left blank. Instructions on how to complete this form are in Attachment F.

**Budget Narrative (1-Page)**
This section will be used to provide an explanation of the information contained in the budget form. This section must include an explanation of all costs justifying the requested funds as well as a summary of in-kind services in the program to include how in-kind service will be provided, by whom, and an estimate of the value.

Summarize your agency’s total budget and total project budget and describe the source and amount of non-WIOA funds committed and pending for the specific services proposed in this application.

**Section V. Evaluation Criteria and Rating System**

All proposals submitted in accordance with this RFP will be rated based on the criteria and point values outlined in Appendix A. Evaluation Criteria. Proposals will be reviewed by the Durham Workforce Development Board Review Committee.

The duty of the Evaluation Team will be to rate the overall acceptability of each proposal, which may include site visits and/or oral presentations by the proposers where appropriate. As part of the pre-award survey and evaluation process, the Durham Youth Council may request performance data from other jurisdictions and funding sources regarding the proposer’s ability to meet planned goals and funding requirements.

The Evaluation Team will review proposals, prepare evaluation summaries and forward a recommendation along with the evaluation summary sheets of all proposals to the Durham Workforce Development Board Youth Council. The Evaluation Team will make a recommendation based on what is in the best interest of the Youth Services program in terms of the following guiding principles:

- the ability of the program to help the Durham Workforce Development Board meet performance goals;
- reasonableness and affordability of the unit price;
- how well the program will collaborate with other organizations in the community; and
- organizational capacity and experience in providing programs for hard to serve youth.

The Youth Council will review the recommendation of the Review Panel and based upon information from this group, formulate its own recommendation to the Durham Workforce Development Board Executive Committee. The Executive Committee will either endorse, modify, or reject the Youth Council recommendation and then forward its own recommendation to the full Durham Workforce Development Board (see the RFP Timeline for approximate dates for these events).

Failure of the parties to execute a contract within the proposed Planning Timeline may result in contract award and negotiations with the runner-up proposers.

Durham Workforce Development Board
WIOA Title I-B Youth Framework RFP
PY 2016

- 28 -
Following the selection of proposals, applicants will be notified of the DWDB’s funding decisions.

Section VI. Terms and Conditions

Disclaimer
In the event policy, procedure, program design, Law, or Regulatory changes occur, bidding organizations may be requested to modify program design or the delivery of services. Should a request for a change in program design or services occur, staff of the DWDB will be available to assist bidding organizations or service providers with the interpretation and suggestions for changes in redesign.

Discretion of the DWDB
The DWDB reserves the right to reject any and all proposals notwithstanding anything to the contrary in this document or in any addendums to this document. The DWDB reserves the right to negotiate changes of any nature with any firm proposing to do the work with respect to any term, condition, or provision in this document and/or in any proposals, whether or not something is stated to be mandatory and whether or not it is said that a proposal will be rejected if certain information or documentation is not submitted with it.

ADA Compliance
Facilities providing services must be accessible to persons with disabilities, and programs selected for funding must operate in full compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as well as other applicable Federal and State Laws.

Signature
The proposal shall be signed by an official authorized to bind the agency and shall contain a statement to the effect that the proposal is a firm bid until withdrawn in writing by the submitting organization. The proposal shall also provide the name, title, address, e-mail, and telephone number of the individual(s) with authority to negotiate during the period of contract negotiations.

Renewal
Based on successful performance, timeliness of start-up, compliance to local area monitoring and quality of service, the DWDB will have the option to renew an additional one-year (annual) contract for up to two years, based on review and approval of the DWDB and based on performance and funding availability. The DWDB therefore reserves the right to adjust award amounts based on the final allocation figures. The DWDB may increase or decrease funding at any time based on funding availability and on contractor performance.

Fraud
Any evidence of fraud in the proposal or in the performance of the ensuing contract will be turned over to the proper authorities for enforcement.
Incorporation/Certificate of Existence
The proposal must include a Certificate of Existence or a Letter of Incorporation signed by the North Carolina Secretary of State.

Equal Business Opportunity Program
It is the policy of the City to provide equal opportunities for City contracting for small firms owned by socially and economically disadvantaged persons doing business in the City’s Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination and to resolve complaints of discrimination. This policy applies to all professional services categories.

While there are no SDBE participation goals for this project, in accordance with the Ordinance, all contractors are required to provide information requested in the “SDBE Professional Services Forms” package, which has been included with this Request for Proposals. Proposals that do not contain the appropriate, completed “Professional Services Forms” may be deemed non-responsive and ineligible for consideration. The “Declaration of Performance,” “Participation Documentation,” “Managerial Profile,” “Equal Opportunity Statement” and the “Employee Breakdown” documents are required of all contractors. In lieu of “Employee Breakdown”, contractors may submit a copy of the current EEO-1 form (corporate basis). Other forms in the package should be used as needed.

The Department of Equal Opportunity/Equity Assurance is responsible for the Equal Business Opportunity Program. All questions about “SDBE Professional Services Forms” should be referred to Angela Henderson or other department staff at (919) 560-4180.

Non-discrimination and Terminations
No customer will be discriminated against based on race, color, religion, sex, national origin, age handicap, political affiliation, or belief, or citizenship. No enrollee may be terminated without prior written authorization.

Presentation and Negotiations
The DWDB reserves the right to request additional data in support of the proposal or to ask the proposer to make a presentation detailing delivery of program services. The DWDB may require that successful proposers participate in negotiations and submit any budget, technical, or other revisions of the proposal prior to executing a contract.

Liability Insurance
Organizations must provide proof of general liability insurance by the time of grant award naming the City of Durham as an “Additional Insured”.

Monitoring Access
In accordance with WIOA, bidders/proposed contractors agree to cooperate with any monitoring, inspection, audit, or investigation of activities related to WIOA contracts. The North Carolina Department of Commerce – Division of Workforce Development the U.S. Department of Labor, the Durham Workforce Development Board, or their designated representatives may conduct
these activities. This cooperation includes access to the premises for the purpose of interviewing employees or participants and permitting the examination of, and/or photocopying of books, records, files, or other documents related to the contractual agreement and activities around the contract.

Site visits will also be used to monitor financial compliance with WIOA Youth and other applicable regulations. These monitoring activities may take the form of administrative record reviews, interviews of staff and/or participants, and general observations of the facilities and operations. Applicants must demonstrate the capacity to perform administrative responsibilities including the following: maintaining records of participant eligibility, attendance and progress; tracking participation; and submitting program reports and invoices in a timely manner.

DWDB program management personnel will conduct periodic site visits to monitor the following criteria:

- Compliance with regulations, policies, and contracts;
- Operations in accordance with the proposal and the contract;
- Achievement of objectives in accordance with the proposal and the contract;
- Integrity of administrative and data systems;
- Quality of service evaluation through observation and informal interviews; and
- Need for technical assistance or corrective action.

Applicants are encouraged to share this information with appropriate fiscal staff to ensure that the audit report submission is correct and complete. Proposals that do not contain a complete audit report submission will be considered incomplete.
Attachments
Attachment A. Checklist of Required Documentation

Proposal
☐ Signed Proposal Cover Sheet (Attachment B)
☐ Executive Summary (1 page)
☐ Work Plan (no more than 5 pages)
☐ Agency Information (no more than 2 pages)
☐ Performance Information (no more than 2 pages)
☐ Signed Budget Form (Attachment F)

Attachments
☐ Budget Narrative
☐ Job Descriptions (Attachment E)
☐ Signed Assurances Form (Attachment C)
☐ Signed Non-Collusion Statement (Attachment D)
☐ Small Disadvantaged Business Enterprise Forms (see Appendix C)
Attachment B. Proposal Signature Form

YEAR ROUND YOUTH PROGRAM
Durham Local Area

Agency Name: ____________________________

Address: ____________________________

City: ______________________ State: ______ Zip Code: ______

Mailing Address: ____________________________
(if different from above)

City: ______________________ State: ______ Zip Code: ______

Contact Person(s): ____________________________

Telephone Number(s): ____________________________

Fax Number(s): ____________________________ E-Mail: ____________________________

Population: □ In-School Youth □ Out-of-school Youth □ Younger Youth (14-18) □ Older Youth (19-21)

Total Participants to Be Served: ______

Cost Per Participant: ______

Total Funds Requested: ______

Signature ____________________________  Title ____________________________  Date ____________________________
Attachment C. Assurances

I recognize that I must give assurances for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, or legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of North Carolina, or local Debarment List.
3. We will provide records to show that we are fiscally solvent, if needed.
4. We have, or will have, all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
5. We have additional funding sources and will not be dependent on WIOA funds alone.
6. We will meet all applicable Federal, State, and local compliance requirements. These include, but are not limited to:
   b. Maintaining record confidentiality, as required.
   c. Reporting financial, participant, and performance data, as required.
   d. Complying with Federal State non-discrimination provisions.
   e. Meeting all applicable labor laws, including Child Labor Law standards.

We will not:
   a. Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not drop-outs.

I hereby assure that all of the above are true.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>
Attachment D. Organization’s Name Non-collusion statement

The City of Durham prohibits collusion, which is defined as a secret agreement for a deceitful or fraudulent purpose.

I, _________________________________________affirm that I have not engaged in collusion with any City employee(s), other person, corporations or firms relating to this bid, proposals or quotations. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Signature:______________________________________

Title: _________________________________________

Date: _________________________________________
Attachment E. Job Descriptions

**JOB DESCRIPTION**

If there is a person(s) in your organization who is slated to provide the services proposed here, please submit current resume for that individual, otherwise complete the information below for all anticipated WIOA funded staff positions.

Job Title:

Minimum Qualifications:

Total Number of Hours Worked:  
Full Time ☐  Part Time ☐

Hourly/Monthly Rate of Pay:  
% Funded through WIOA:

Name of Immediate Supervisor:

Does the staff person(s) assigned to this position work in other sections/departments with agency

Yes ☐ No ☐ If yes, briefly describes other duties:

<table>
<thead>
<tr>
<th>Specific Job Duties</th>
<th>Hrs./Wk.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> Training Related and Supportive Services Duties</td>
<td>%</td>
</tr>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td><strong>B.</strong> Administrative Duties</td>
<td>%</td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>
Attachment F. Youth Program RFP Budget Form Instructions

Agency Name: Enter the name of the vendor.

Appendix A-Budget Form
Line items from appendix B and C are transferred to this form and totaled in the youth program cost line 300. Line 301 less program income is the amount of in kind funds provided by the vendor.

Appendix B-Program Cost
100 Staff salaries: List the title of all staff positions funded by grant.
101 Fringe Benefits: List the fringe benefits provided to the staff.
102 Staff Travel: Cost of staff travel.
103 Scholarships: Amount provided to youth for scholarships.
104 Employer OJT Incentives: Cost of providing youth with OJT opportunities.
105 Participant Wages: Cost of providing youth with work experience opportunities.
106 Participant Fringe Benefits: Cost of fringe benefits provided to youth for work experience opportunities.
107 Rent: Cost of space for the program.
108 Supplies: Cost of office supplies and materials.
109 Equipment: Cost of real property purchased for the program.
110 Communications: Postage, telephone, and internet costs.

Appendix C-Supportive Services
200 Child Care costs: Cost of providing child care supportive services for youth to participate in program activities.
201 Participant Travel Costs: Costs associated with youth traveling to and from program activities.
202 Other supportive services: The cost associated with providing other supportive service to youth to participate in program activities such as uniforms, clothing, or other equipment.

Ensure to include the cost of 12-months of follow-up services in program costs.
Appendixes
Appendix A. Evaluation Criteria

The Evaluation Team will use the following guiding principles to assess submitted proposals:

- the ability of the program to help the Durham Workforce Development Board meet performance goals;
- reasonableness and affordability of the unit price;
- how well the program will collaborate with other organizations in the community; and
- organizational capacity and experience in providing programs for hard to serve youth

Proposals will be evaluated using the assigned point totals for the following criteria:

1. **Program Design – 40 Points Total**

   - The proposed program design is consistent with one or more of the program elements required by the WIOA.
     - Does the proposed program provide an effective service to the target population?
     - Is the proposed program is in line with the performance outcomes established by the Durham Youth Council and the WIOA?
     - Does the proposer demonstrate an understanding of the target population?
     - Describe in detail your proposed design for offering each of the following components. Explain how these functions, as designed, are appropriate for your target population and its needs. Every applicant is required to pick one primary model from numbers (i) and (ii). Every applicant must respond to questions outlined in (a), (b), (c), (d) and (e) which address the essential components of a career pathway model.

   i. **Postsecondary education/training**

      - Describe your education/training programs, which can include occupational skills training, apprenticeship program, postsecondary bridge programs, and/or postsecondary education. Describe how your proposed education/training programs will lead to jobs with livable wages.

      - Identify the specific positions for which your training will prepare participants. Identify the specific certificates, credentials, or degrees your program will prepare participants obtain upon successful completion of your program. Describe the basic academic skill levels, educational credentials, and technical skills typically required for the positions.

      - How will staff conduct job development for participants who are interested in pursuing options outside of the industry? For participants with criminal histories? Provide a timeline that describes the process and timing of your job development and placement activities.
• What role have employers and/or representatives of higher education played in the development of your program design?
• How are your services tailored so youth can successfully transition from your program into employment or postsecondary education within the planned program duration?

ii. Employment
• Describe your employment programs, which can include pre-apprenticeship, career exploration, and/or utilization of work-based learning strategies. Describe how your program is providing opportunities for youth to learn theoretical skills relevant to their career interests.
• For career explorations and pre-apprenticeship, identify the specific positions for which your training will prepare participants.
• How will programs educate participants about a range of occupations and career pathways in a given industry, and the required experience, education, and training necessary for such occupations?
• Describe the basic academic skill levels, educational credentials, and technical skills typically required for these positions. Discuss your methods for instruction. Discuss your methods for instruction for job readiness and soft skills development. Discuss how you will develop goals and measure individual competencies in each of these areas.
• How will your program facilitate transition into employment and/or postsecondary education/training? Describe how program staff will provide youth with ongoing support in employment search, and/or assistance in transitional services. What resources will be utilized in this effort?
• How will staff facilitate career planning for participants with barriers?

a) Career pathways continuum structure:
• Describe your career pathways continuum structure including what services will be provided for program participants, whether it is alternative education, postsecondary education/training, and/or employment. Describe specific strategies that connect different components of a career pathway continuum to increase employability for participating youth. Discuss specific strategies your program will use in order to successfully transition youth from one level to the next.
• For postsecondary education/training and/or employment programs, what are the specific job title(s) (with wages) that program participants might obtain upon successful completion of your pathway? Cite appropriate labor market information supporting your choice of targeted occupations. What is the economic significance of sector(s) to the regional economy? What are advancement opportunities for your choice of targeted occupations/sectors?
b) **Program design:** Briefly describe all key components and special features of your program design including proposed program schedule, duration, intensity, and location of each component and staff to participant ratios. Discuss attendance, termination, and code of conduct policies, and how these are communicated to staff and participants. Describe the methods to improve participation retention and motivation, demonstrating effectiveness where possible.

c) **Employer partner:** Discuss how the program has engaged industry employer(s) and/or training providers in the development and delivery of a program design/curriculum that prepares youth for careers. Describe the nature of the organization’s employer partnerships and describe any plans to develop new partnerships or strengthen existing relationships. Attach a Memorandum of Agreement with at least one employer.

d) **Partnership plan.** Describe in detail the ways in which your partnership will contribute to the success of your program. Clearly define the roles and activities of the partner organizations. Attach a Memorandum of Agreement (MOA) or Letter of Support between your organization and each of the partners outlining the responsibilities and contributions of partner organizations. The MOA/Letter of Support must be signed by the CEO of each organization or a designee who has senior operational authority.

e) **Work-based learning.** Describe how your program is incorporating work-based learning programs to provide opportunities for youth to gain work experience. Indicate what workplace related materials, supplies, and equipment will be used. Describe the balance between classroom-based activities and work-based learning opportunities.

2. **Leveraging Funds/Partnership Collaboration/Community Involvement – 10 Points Total**

   - Does the proposed program build on existing services being provided by the agency?
   - Does the proposed program link with other programs within the community to provide leverage funds and create a collaborative partnership?

3. **Financial Management/Program’s Cost Effectiveness (Attachment F/Narrative) – 10 Points**

   - The cost per youth of the proposed program is evaluated to determine if it is fair and reasonable.
   - Is the budget presented in sufficient detail to evaluate the reasonableness of the program cost?
4. Agency Qualifications/Qualifications of Personnel (Attachment E) – 20 Points

- Is the staff involved in the delivery of service competent and professional to provide effective services? Close scrutiny will be applied to the qualifications of the staff that will be providing the assessment and case management services to the youth, measured by experience and education.
- Is staffing appropriate to meet program needs?

5. Performance Outcomes – 20 Points

- Does the proposer describe in full detail the plans to track, evaluate and monitor the program’s goals, objectives and outcomes?

6. Bonus

- Does the proposal provide for 30% in-kind match of requested funds? (This will be prorated up to a full 5 points depending upon the amount of match provided.)
- Does the proposed program address more than one of the required program elements as defined in the proposal? (This will be one point for each extra element with a max of 3 points.)
- Proposals that budget a 10% (or less) total administrative costs to the grant will earn an automatic 5 bonus points.
Appendix B. Definitions

Basic skills deficient: A youth who performs at or below the 8.9 grade level on a standardized test. For those youth enrolled in secondary education who are above 8.9, performing one or more grade levels below expected proficiency for the current age and grade level may be considered basic skills deficient.

Basic skills goal: An improvement of at least one grade level as documented by standardized test scores.

Carry-over: Youth who were enrolled in a prior program year and not exited before the start of the next program year.

Drop-out: A youth who has not received and is no longer attending any school in pursuit of, a secondary school diploma, certificate of achievement, graduation certificate, or GED.

Exit: Determined as follows:
   - A participant who has a date of case closure, completion or known exit from WIOA-funded or non-WIOA funded partner service.
   - A participant who does not receive any WIOA Title I-B funded or non-WIOA partner funded services for 90 days and is not scheduled for future services except follow-up services.

Exit date: The last date on which WIOA Title I-B funded or partner funded services were received by the individual excluding follow-up services.

Exit quarter: Quarter in which the last date of service, except follow-up services, take place.

Foster child: A youth on behalf of whom State or local government payments are made or becomes an individual for whom the local Department of Social Services certifies foster child status where no payments are made.

Framework Service Provider: Applicants to this RFP who will provide a number of services related to the overall operation of the Durham Youth Council WIOA Youth Program.

In-School youth: A youth 14 to 21 who is currently attending an educational program either full or part-time.

Out-of-School youth: Any youth 16-24 years of age who is not enrolled in school and has not earned a high school diploma or GED, or who has a high school diploma or GED but is a basic skill deficient, unemployed, or underemployed.

Offender: A youth who is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or a youth who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
Older youth: Individual 19-24 years of age.

Pregnant or parenting: A youth who is pregnant or who is providing custodial care for one or more dependent children under the age of 18.

Youth Service Provider: An organization or agency funded separately by the DWDB and Durham Youth Council under WIOA to provide services related to the 14 program elements.

Younger youth: Individual 14 to 18 years of age.

Framework Services consist of the following:

Outreach and Recruitment: Identifying potential WIOA eligible youth, working with parents and guardians to secure necessary documents and communicating with schools and community organizations regarding recruitment efforts for targeted populations.

Eligibility Determination: Include the completion of a WIOA Youth Services Application, verification of the information provided for the application, and determining if the individual who has applied meets the eligibility criteria established by the WIOA.

Intake: A process which includes activities such as registration, collection of information to support verification of eligibility and data validation for WIOA services. It includes pre-screening potential customers, making referrals to other service agencies and self-help services if appropriate.

Case Management: A reporting and tracking strategy to determine whether goals in the ISS are being met by ensuring that youth are activity engaged in receiving the ten program elements from eligible service providers. This approach includes the establishment and maintenance of a hard copy file on each youth, recording how and by whom services are rendered, in the Workforce Plus MIS, and ensuring that participants received follow-up services after exiting the program.

Objective Assessment: (including initial assessment and pre-testing through the development of the ISS) The process that identifies service needs, academic levels, goals, interests, skill levels, abilities, aptitudes, identifies supportive service needs and measure barriers and strengths. The result of assessments and interviews with the youth and the youth’s parent(s) is the Individual Service Strategy (ISS) or plan that prescribes appropriate services for the participant.

NCWorks Online: The State of North Carolina Management Information System (MIS) used to determine eligibility and provide case management services for customers enrolled in WIOA Title I-B programs.
## Appendix C. Budget Form

Proposed WIOA Year  
Round Youth Budget  
Agency's Name:  

<table>
<thead>
<tr>
<th><strong>Program Costs</strong></th>
<th>Number</th>
<th>Line Item Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Salaries</td>
<td>100</td>
<td>$</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>101</td>
<td>$</td>
</tr>
<tr>
<td>Staff Travel</td>
<td>102</td>
<td>$</td>
</tr>
<tr>
<td>Scholarships</td>
<td>103</td>
<td>$</td>
</tr>
<tr>
<td>Employer OJT Incentives</td>
<td>104</td>
<td>$</td>
</tr>
<tr>
<td>Participant Wages</td>
<td>105</td>
<td>$</td>
</tr>
<tr>
<td>Participant Fringe Benefits</td>
<td>106</td>
<td>$</td>
</tr>
<tr>
<td>Rent</td>
<td>107</td>
<td>$</td>
</tr>
<tr>
<td>Supplies</td>
<td>108</td>
<td>$</td>
</tr>
<tr>
<td>Equipment</td>
<td>109</td>
<td>$</td>
</tr>
<tr>
<td>Communications</td>
<td>110</td>
<td>$</td>
</tr>
</tbody>
</table>

**Subtotal Program Costs**  
**1XX $**

<table>
<thead>
<tr>
<th><strong>Supportive Services Costs</strong></th>
<th>Number</th>
<th>Line Item Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care Costs</td>
<td>200</td>
<td>$</td>
</tr>
<tr>
<td>Participant Transportation Costs</td>
<td>201</td>
<td>$</td>
</tr>
<tr>
<td>Other (describe)</td>
<td>202</td>
<td>$</td>
</tr>
</tbody>
</table>

**Subtotal Supportive Services Costs**  
**2XX $**

<table>
<thead>
<tr>
<th><strong>Youth Project Costs</strong></th>
<th>Number</th>
<th>Line Item Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Program Costs</td>
<td>300</td>
<td>$</td>
</tr>
<tr>
<td>Less Program Income</td>
<td>301</td>
<td>$</td>
</tr>
</tbody>
</table>

**Program Costs**  
**3XX $**  
**Net Program**

<table>
<thead>
<tr>
<th><strong>Administration Cost</strong></th>
<th>Number</th>
<th>Line Item Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>400</td>
<td>$</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Percent</strong></th>
<th>$</th>
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</table>

### 301 In-Kind Funds

<table>
<thead>
<tr>
<th>Description</th>
<th>Source</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Total Amount of Funds**  
**$**

<table>
<thead>
<tr>
<th>In-school (up to 50%)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out-of-school (at least 50 %)</td>
<td>$</td>
</tr>
</tbody>
</table>

Contractor's Signature  
Durham Workforce Development Board  
WIOA Title I-B Youth Framework RFP  
PY 2016
## Appendix D. Program Cost

### 100 Staff Salaries

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Pay Rate Per Hour</th>
<th>% Of Time Applied to Program</th>
<th>Months Applied to Program</th>
<th>Salary Cost to Charged to Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
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</table>

**Total Staff Salaries**: $ (100)

### 101 Fringe Benefits

<table>
<thead>
<tr>
<th></th>
<th>Salaries $</th>
<th>% Rate</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FICA</strong>:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Worker's Comp</strong>:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Health Insurance</strong>:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Rate Per Person $ x Months of Service*</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pension</strong> (Retirement): Salaries $ x % Rate</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unemployment Insurance</strong>: Salaries $ x % Rate</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Fringe Benefits</strong>: (Specify and Attach Itemization)</td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Fringe Benefits**: $ (101)

*For Health insurance Computation, determine full time equivalent persons month using % of time and months applied to each budgeted position.

### 102 Staff Travel (Training)

| Mileage: ______________ x ________________ x $____________ |
| (miles per month) | (number of months) | (per mile) |

**Total Staff Travel (Training)**: $ (102)

### 103 Scholarships

<table>
<thead>
<tr>
<th>Description</th>
<th>Source</th>
<th>Amount</th>
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</tbody>
</table>

**Total Amount of Funds**: $ (103)

### 104 Employer OJT Incentives*

\[
\text{Employer's OJT Incentive: } \frac{\text{average cost}}{\text{number of slots}} \times \$ \]

**Total Amount of Funds**: $
*Jobs must be developed in accordance with skill training occupations identified within the local area plan. OJT is only available to youth ages 16-18, ages 18-21 will receive this service through Durham Career Centers.

### 105 Participant Wages (Work Experience)

<table>
<thead>
<tr>
<th>Job Title</th>
<th># of Slots</th>
<th>Wages per Week</th>
<th>Number Hours Per Week</th>
<th>Number of Weeks</th>
<th>Participant Wage Itemization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>$</td>
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</tbody>
</table>

Total Participant Wages $ (105)

### 106 Participant Fringe Benefits

- FICA: Salaries $ \times \% Rate
- Worker’s Comp Salaries $ \times \% Rate
- Other Fringe Benefits: (specify and attach itemization)

Total Participant Fringe Benefits $ (106)

### 107 Rent

Rent Costs $ \times \% Rate (cost per square foot) (number of square feet)

Total Rent Costs $ (107)

### 108 Supplies

Description |
Amount

Total Supply Costs $ (108)

### 109 Equipment

Description |
State Contract yes/no |
Amount

Total Equipment Costs $ (109)
<table>
<thead>
<tr>
<th>Description</th>
<th>Rate Per Month</th>
<th>Number of months</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
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<td>$</td>
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<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Communication Costs</strong></td>
<td></td>
<td></td>
<td>$ (110)</td>
</tr>
</tbody>
</table>
# Appendix E. Supportive Services

## 200 Childcare costs

<table>
<thead>
<tr>
<th>Childcare Costs: $ _ _ _ x _ _ _ x _ _ _</th>
</tr>
</thead>
<tbody>
<tr>
<td>(rate per wk)</td>
</tr>
<tr>
<td>Total Childcare costs</td>
</tr>
</tbody>
</table>

## 201 Participant Transportation Costs

<table>
<thead>
<tr>
<th>Participant Reimbursement $ _ _ _ x _ _ _ x _ _ _</th>
</tr>
</thead>
<tbody>
<tr>
<td>(rate per mile)</td>
</tr>
<tr>
<td>Total Participant Transportation Costs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third-party Carrier $ _ _ _ x _ _ _ x _ _ _</th>
</tr>
</thead>
<tbody>
<tr>
<td>(rate per mile)</td>
</tr>
<tr>
<td>$ (202)</td>
</tr>
</tbody>
</table>

## 202 Other Supportive Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Costs</td>
<td>$ (202)</td>
</tr>
</tbody>
</table>
Appendix F. Small Disadvantaged Business Enterprise Professional Services Form

CITY OF DURHAM
SMALL DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

PROFESSIONAL SERVICES FORMS
Revised 06/08

Mailing Address:
101 City Hall Plaza
Durham, North Carolina  27701
Phone:  919-560-4180
Facsimile:  919-560-4513

Street Address:
101 City Hall Plaza (Annex)
Durham, North Carolina  27701
CITY OF DURHAM EQUAL BUSINESS OPPORTUNITY PROGRAM

Policy Statement
It is the policy of the City to provide equal opportunities for City contracting to small firms owned by socially and economically disadvantaged persons doing business in the City’s Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct the present effects of past discrimination and to resolve complaints of discrimination.

Goals
To increase the dollar value of all City contracts for goods and services awarded to small disadvantaged business enterprises, it is a desire of the City that the contractor will voluntarily undertake efforts to increase the participation of socially and economically disadvantaged individuals at higher skill and responsibility levels within non-minority firms engaged in contracting and subcontracting with the City.

The Equal Opportunity/Equity Assurance Director shall establish project specific goals for each project or contract based upon the availability of small disadvantaged business enterprises (SDBE’s) within the defined scope of work, delineated into percentages of the total value of the work.
Equal Business Opportunity Ordinance
SDBE Participation Documentation

If applicable information is not submitted with your proposal, your proposal will be deemed non-responsive.

**Declaration of Performance** must be completed and submitted with your proposal.

**SDBE Participation Documentation** must be used to document participation of Small Disadvantaged Business Enterprise (SDBE) on Professional Services projects. All SDBEs must be certified by the City of Durham’s Equal Opportunity/Equity Assurance Department prior to submission date. If a business listed has not been certified, the amount of participation will be reduced from the total utilization.

**Managerial Profile** must be used to list the managerial persons in your workforce who will be participating in this project.

**Equal Employment Opportunity Statement** for your company must be completed and submitted with your proposal.

**Employee Breakdown** must be completed and submitted for the location providing the service/commodity. If the parent company will be involved in providing the service/commodity on the City contract, a consolidated employment breakdown must be submitted.

**Letter of Intent to Perform as a Sub-consultant/Subcontractor** must be completed for SDBEs proposed to perform on a contract. This form must be submitted with the proposal.

**Post Proposal Submission SDBE Deviation**

Post proposal submission SDBE deviation participation documentation must be used to report and deviation from SDBE participation either prior to or subsequent to startup of the project. The Equal Opportunity/Equity Assurance Department must be notified if the proposed sub-consultant/subcontractor is unable to perform and for what reasons. Substitutions of sub-consultants/subcontractor, both prior to and after awarding of a contract, are subject to City approval.

**SDBE Goals Not Met/Documentation of Good Faith Efforts**

It is the responsibility of consultants/contractors to make good faith efforts. Good Faith Efforts means the sum total of efforts by a particular business to provide equitable participation of socially and economically disadvantaged employees and sub-consultants/subcontractors. Whenever contract alternatives, amendments or extra work orders are made individually or in the aggregate, which increase the total value of the original contract, the consultant must make a good faith effort to increase SDBE participation such that the amounts subcontracted are consistent with the established goals.
SELECTION OF CONSULTANTS/CONTRACTORS
FOR ARCHITECTURAL/ENGINEERING
AND OTHER PROFESSIONAL SERVICES

Goal

The purpose is to provide Small Disadvantaged Businesses equal opportunities for participation on City of Durham contracts.

Definition of the Scope of the Selection Policy

The Equal Opportunity/Equity Assurance Director shall establish SDBE participation goals for each contract to be awarded by the City. Project specific goals for each project or contract will be based upon the availability of small disadvantaged business enterprises (SDBE’s) within the defined scope of work, delineated into percentages of the total value of the work.

In addition to SDBE’s specifically certified by the City and listed in a database maintained by the EO/EA Department, the City of Durham may consider a formal certification of another entity to determine whether an applicant meets requirements of the Equal Business Opportunity Program, provided that the City Manager or designee determines that the certification standards of such entity are comparable to those of the City. The City of Durham has determined that the following certifications are comparable to its own and may be used by bidders/proposers: North Carolina Department of Transportation (N.C. DOT), United States Small Business Administration (U.S. SBA) and Raleigh-Durham Airport Authority (RDU).

In lieu of SDBE’s listed in its SDBE System, the City of Durham will accept women and minority firms certified by N.C. DOT, U.S. SBA and RDU as meeting its SDBE goal requirements provided the bidder/proposer submits evidence that the firm is currently certified by one of the stated entities at the time of bid/proposal. Failure to provide evidence of certification may disqualify the firm’s participation for the purpose of meeting SDBE goals.

Any firm submitted in this manner will be contacted and urged to complete an abbreviated certification process with the City of Durham. For purposes of this document and associated forms, any reference to a “City Certified SDBE,” an “SDBE certified by the City” or similar reference shall include reference to a qualified women or minority owned firm certified and approved in accordance with the above paragraphs, even where specific reference is made to the City SDBE database.

Small Disadvantaged Business Proposal Requirements

The prime consultant/contractor shall submit a proposal in accordance with the City of Durham’s Request for Proposal. In addition, the prime consultant/contractor must submit all required Professional Services SDBE Forms.

Selection Committee for Professional Services

A selection committee shall be established to be composed of the following: City Manager or a designated representative of this office; Director of Finance or a designated representative of this office; department head responsible for the project; City Engineer if engineering services are
involved; the Equal Opportunity/Equity Assurance Director and Purchasing Manager. Other representatives shall be called upon as needed based on their areas of expertise.

The committee shall screen the proposals based on the following criteria:
1. Firms; interest in the project;
2. Current work in progress by firm;
3. Past experience with similar projects;
4. General proposal for carrying out the required work;
5. Designation of key personnel who will handle the project, with resume for each;
6. Proposed associate consultants/contractors, SDBE subconsultants;
7. Indication of capability for handling project;
8. Familiarity with the project;
9. Fees that have been charged for recent comparable projects;
10. References;
11. SDBE Participation; and
12. Documentation of Good Faith efforts.

After ranking the firms presenting proposals based on the above criteria, interviews will be conducted by the selection committee with the top ranked firms (3-5). The contracting department will make the final recommendation, prepare contracts for review by the City Attorney, and prepare the recommendation for the City Council including the following:
1. Description and scope of the project;
2. Recommended firm;
3. Contract cost;
4. Time limits;
5. Basis for selection;
6. Source for funding;
7. Equal Business Opportunity Ordinance compliance; and
8. Recommendation that the contract be approved by the City Council.

**Contract Award**
A provision must be written in each contract with an architect or engineer requiring them to work with Equal Opportunity/Equity Assurance Department in creating and identifying separate work.

**Project Evaluation**
An evaluation shall be made of each contract after its completion to be used in consideration of future professional services contracts. The evaluation shall cover appropriate items from the check list for ranking applicants. A copy of the evaluation shall be given to the consultant, and any comment he/she cares to make shall be included in the files.
DECLARATION OF PERFORMANCE BY CONSULTANT/CONTRACTOR

Briefly address each of the following items:

1. A brief synopsis of the company and the products/services it provides:

2. Describe the normal procedure used on a bid of this type, giving the flow of purchase from the company to the ultimate purchaser:

3. List anyone outside of your company with whom you will contract on this bid:

The undersigned consultant/contractor certifies that: (check appropriate box)

a) _____ It is the normal business practice of the consultant/contractor to perform all elements of the contract with its own workforce without the use of subcontractors/vendors; and

b) _____ That the above documentation demonstrates this firm’s capabilities to perform all elements of the contract with its own work force or without the use of subcontractors/vendors.

c) _____ The vendor/contractor will use a subconsultant(s) in the fulfillment of this scope of work.

__________________________________________
Date Authorized Signature
PARTICIPATION DOCUMENTATION
(TO BE COMPLETED BY PRIME CONSULTANT/CONTRACTOR ONLY)

<table>
<thead>
<tr>
<th>Names of all firms</th>
<th>Project (including prime and subconsultants/sub-Project contractors)</th>
<th>SDBE Firm</th>
<th>Nature of % of Work</th>
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<tbody>
<tr>
<td></td>
<td>Location</td>
<td>Yes/No</td>
<td>Participation</td>
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TOTAL _________________

Name - Authorized Officer of Prime Consultant/Contractor Firm (Print/Type)

_______________________________________________________________

Signature - Authorized Officer of Prime Consultant/Contractor Firm

________________________________

Date
Managerial Profile

Name of Firm: ____________________________________________

Contact Person: __________________________________________

Title: ___________________________________________________

Address: _________________________________________________

Telephone No.: ___________________________________________

Date: _____________________________________________________

List the managerial persons in your work force who will be participating in this project, including name, position, and whether the individuals are minority or woman within the definition* of the City of Durham’s Equal Business Opportunity Ordinance.

Managerial Employees

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>SOCIALLY/ECONOMICALLY DISADVANTAGED* (YES/NO)</th>
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Durham Workforce Development Board
WIOA Title I-B Youth Framework RFP
PY 2016
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT
(You may submit your organization’s EEO policy in lieu of this sheet)

EMLOYEE BREAKDOWN
### Part A – Employee statistics for the primary location.

<table>
<thead>
<tr>
<th>Employment category</th>
<th>Total employees</th>
<th>Total males</th>
<th>Total females</th>
<th>Whit</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian or Pacific Islander</th>
<th>Indian or Alaskan Native</th>
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### Part B – Employee statistics for the consolidated company. *(See instructions for this form on whether this part is required.)*

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<thead>
<tr>
<th>Employment category</th>
<th>Total employees</th>
<th>Total males</th>
<th>Total females</th>
<th>Whit</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian or Pacific Islander</th>
<th>Indian or Alaskan Native</th>
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Letter of Intent to Perform as a Sub-Consultant

The undersigned intends to perform work in connection with the above project as a SDBE:

Minority (African American) • Woman • Hispanic

American Indian • Asian American • Handicapped

The SDBE status of the undersigned is certified by the City of Durham as identified by the attached copy of certification or the attached SDBE Contractor Identification List supplied by the EO/EA Department.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>PROJECTED COMMENCEMENT DATE</th>
<th>PROJECTED COMPLETION DATE</th>
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</table>

The consultant will subcontract ________% of the dollar value of this contract to a SDBE subconsultant/subcontractor and/or non-SDBE subconsultant/subcontractor.

The undersigned will enter into a formal agreement in the amount of $________________________ for the above work with you, conditioned upon your execution of a contract with the City of Durham.

Name________________________________ Title________________________

Company________________________________ Telephone____________________

Address________________________________________________________________

Signature__________________________________________________________

________________________
REQUEST TO CHANGE SDBE PARTICIPATION

Project: ______________________________________________________________________
Name of bidder or consultant: _____________________________________________________
Name and title of representative bidder or consultant: ________________________________
Address (including zip code): _____________________________________________________
Telephone number: __________________ Fax number: _______________________________
Email address: ______________________ ______________________

Total amount of original contract, before any change orders or amendments: ________________
Total amount of the contract, including all approved change orders and amendments to date, but not counting the changes proposed in this form: ______________________________________
Dollar amount of changes proposed in this form: ______________________________________

The proposed change (check one) □ increases □ decreases the dollar amount of the bidder’s/consultant’s contract with the City.

Does the proposed change decrease the SDBE participation? (check one) □ yes □ no

If the answer is yes, complete the following:

BOX A. For the subcontract proposed to be changed (increased, reduced, or eliminated):

Name of subcontractor: ________________________________________________________

Goods and services to be provided before this proposed change: _______________________

Is it proposed to eliminate this subcontract? □ yes □ no
If the subcontract is to be increased or reduced, describe the nature of the change (such as adding $5,000 in environmental work and deleting $7,000 in architectural):
_________________________________________________________

Dollar amount of this subcontract before this proposed change: _______________________
Dollar amount of this subcontract after this proposed change: _______________________

This subcontractor is (check one):
□ 1. City-certified Black-owned SDBE
□ 2. City-certified Women-owned SDBE
□ 3. City-certified SDBE that is neither Black-owned nor women owned, but to be credited as
    3(a) □ Black-owned SDBE    3(b) □ Women-owned SDBE
□ 4. not a City-certified SDBE

BOX B. Proposed subcontracts other than the subcontract described in Box A above

Name of subcontractor for the new work: __________________________________________
Goods and services to be provided by this proposed subcontract: _______________________

Dollar amount proposed of this proposed subcontract: ________________________________

This subcontractor is (check one):
□ 1. City-certified Black-owned SDBE
□ 2. City-certified women-owned SDBE
□ 3. City-certified SDBE that is neither Black-owned nor women owned, but to be credited as
    3(a) □ Black-owned SDBE    3(b) □ Women-owned SDBE
□ 4. not a City-certified SDBE

Add additional sheets as necessary.
SDBE GOALS NOT HAVING BEEN MET. The following information must be presented by the consultant concerning good faith efforts taken.

It is the responsibility of consultants to make good faith efforts. Any act or omission by the City shall not relieve them of this responsibility. For future efforts, it shall be comprised of such efforts which are proposed to allow equitable participation of socially and economically disadvantaged employees and sub-consultants/subcontractors. The City Manager shall apply the following criteria, with due consideration of the quality, quantity, intensity and timeliness of efforts of consultants/contractors, in determining good faith efforts to engage SDBEs along with other criteria that the City Manager deems proper:

Name of Bidder:

If you find it helpful, feel free to attach pages to explain your answers. How many pages is your firm attaching to this questionnaire? ___________ (Don’t count the 2 pages of this questionnaire.)

If a yes or no answer is not appropriate, please explain the facts. All of the answers to these questions relate only to the time before your firm submitted its bid or proposal to the City. In other words, actions that your firm took after it submitted the bid or proposal to the City cannot be mentioned or used in any answers.

1. SOLICITING SDBEs.

(a) Did your firm solicit, through all reasonable and available means, the interest of all SDBEs certified (that is, in the City’s database) in the scope of work of the contract? □ yes □ no
(b) In such soliciting, did your firm advertise? □ yes □ no Are you attaching copies to this questionnaire, indicating the dates and names of newspaper or other publication for each ad if that information is not already on the ads? □ yes □ no
(c) In such soliciting, did your firm send written (including electronic) notices or letters? Are you attaching one or more sample notices or letters? □ yes □ no
(d) Did your firm attend the pre-bid conference? □ yes □ no
(e) Did your firm provide interested SDBEs with timely, adequate information about the plans, specifications, and requirements of the contract? □ yes □ no
(f) Did your firm follow up with SDBEs that showed interest? □ yes □ no
(g) With reference to the SDBEs that your firm notified of the type of work to be subcontracted, did your firm tell them:

(i) the specific work your firm was considering for subcontracting? □ yes □ no
(ii) that their interest in the contract is being solicited? □ yes □ no
(iii) how to obtain and inspect the applicable plans and specifications and descriptions of items to be purchased? □ yes □ no
2. BREAKING DOWN THE WORK.

(a) Did your firm select portions of the work to be performed by SDBEs in order to increase the likelihood that the goals would be reached?  □ yes  □ no
(b) If yes, please describe the portions selected.  ANSWER:

3. NEGOTIATION. In your answers to 3, you may omit information regarding SDBEs for which you are providing Form E-105.

(a) What are the names, addresses, and telephone numbers of SDBEs that you contacted?  ANSWER:
(b) Describe the information that you provided to the SDBEs regarding the plans and specifications for the work selected for potential subcontracting.  ANSWER:
(c) Why could your firm not reach agreements with the SDBEs that your firm made contact with?  Be specific.  ANSWER:

4. ASSISTANCE TO SDBEs ON BONDING, CREDIT, AND INSURANCE.

(a) Did your firm or the City require any subcontractors to have bonds, lines of credit, or insurance?  □ yes  □ no  (Note: In most projects, the City has no such requirement for subcontractors.)
(b) If the answer to (a) is yes, did your firm make efforts to assist SDBEs to obtain bonds, lines of credit, or insurance?  □ yes  □ no  If yes, describe your firm’s efforts.  ANSWER:
(c) Did your firm provide alternatives to bonding or insurance for potential subcontractors?  □ yes  □ no  If yes, describe.  ANSWER:

5. GOODS AND SERVICES. What efforts did your firm make to help interested SDBEs to obtain goods or services relevant to the proposed subcontracting work?  ANSWER:

6. USING OTHER SERVICES.

(a) Did your firm use the services of the City to help solicit SDBEs for the work?  □ yes  □ no  Please explain.  ANSWER:
(b) Did your firm use the services of available minority/women community organizations, minority and women contractors’ groups, government-sponsored minority/women business assistance agencies, and other appropriate organizations to help solicit SDBEs for the work?  □ yes  □ no  Please explain.  ANSWER: