



ORANGE COUNTY Workforce Investment Board



South Orange County In-School-Youth

**PY 2003-2004:
JANUARY 1 – JUNE 30, 2004**

**REQUEST FOR PROPOSALS
For
Workforce Investment Act (WIA)
Youth Program Services**

PROPOSAL DUE DATE: OCTOBER 31, 2003

BIDDER'S CONFERENCE: OCTOBER 10, 2003

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INTRODUCTION

The purpose of the Workforce Investment Act (WIA) of 1998 is:

To provide workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation. WIA §106

The Orange County Board of Supervisors and Orange County Workforce Investment Board (OCWIB) work in partnership to administer the Workforce Investment Act (WIA) for eligible Orange County residents (note: the cities of Santa Ana and Anaheim are governed by their own Workforce Investment Boards). The OCWIB is comprised of business leaders and representatives from labor, education, economic development, social services, community-based organizations, rehabilitative agencies, and other community entities.

The Orange County Housing and Community Services Department/Special Programs Division (HCS/SPD) is the administrative entity of the OCWIB. HCS/SPD provides staff support to the OCWIB and its committees. Customer services are provided by organizations selected through a competitive application or proposal process.

The Orange County Youth Council is a committee of the OCWIB whose vision is a countywide coordinated continuum of services to provide youth with the resources they need to be successful. The Orange County Youth Council is charged with both the responsibility to oversee youth funds and activities authorized by WIA to meet the needs of eligible youth ages 14 through 21, and to build a youth workforce development system that aligns the county's diverse youth related funding streams (WIA and non-WIA) in ways that support countywide efforts to build an effective service delivery system for all youth. To this end, this solicitation is designed to assist the Orange County Youth Council in meeting both responsibilities.

This Request for Proposals (RFP) for Title I Youth Funds is issued under the provisions of the Workforce Investment Act (WIA) of 1998. The County of Orange reserves the right to make changes to these policies based on clarifications in the regulations, State Legislation, or other guidance provided by the State or Federal Government regarding the implementation of WIA.

PURPOSE OF SOLICITATION

This RFP solicits proposals that address employment, training needs and skill deficiencies of economically disadvantaged In-School Youth (ISY) ages 14 to 21 as defined in the WIA §127(2) (C) who are South Orange County residents. **In-School Youth (ISY)** are all eligible youth who are attending any school and have not received a secondary school diploma or its recognized equivalent, and those who are attending post-secondary school and are not basic skills deficient. **South Orange County residents** are those who live in the cities and unincorporated areas of Aliso Viejo, Coto de Caza, Dana Point, Foothill Ranch, Laguna Beach, Laguna Hills, Laguna Woods, Laguna Niguel, Lake Forest, Las Flores, Mission Viejo, Portola

Hills, Rancho Santa Margarita, San Clemente, or San Juan Capistrano. Of the estimated 36,590 economically disadvantaged youth ages 14 to 21 in the Orange County Workforce Delivery Area (OCWDA), approximately 7,690 or 21% reside in South Orange County.

The intent of WIA is to prepare youth to meet the challenges of adolescence and adulthood through a coordinated, progressive series of activities and experiences which help them to become socially, emotionally, physically, and cognitively competent. WIA seeks to provide integrated year-round services allowing youth sufficient time to develop their skills through various service strategies so that they can reach program goals and positive outcomes. The emphasis for ISY is to stay in school, graduate and move on to post-secondary education or careers. Year-round activities for ISY may not conflict with the school day.

Having already procured ISY service providers for the county's northern, western and coastal regions, the Orange County Youth Council is soliciting proposals from qualified organizations or individuals to provide youth services for the WIA eligible ISY population specifically in South Orange County.

Successful programs will exhibit the following:

1. Clearly defined goals and an efficiently organized set of components and activities ensuring that participants can successfully achieve them.
2. Activities should emphasize a youth development perspective designed to meet the needs of youth and to build a set of core assets and competencies needed to participate successfully in adolescent and adult life.
3. Collaborative partnerships with organizations from education, business, labor, social services, community-based organizations, higher education and government.
4. Commitments to a continuous improvement strategy that includes collecting and reviewing performance data and customer feedback information/customer satisfaction surveys from both youth and business in order to continually refine the quality of the system and each activity, and conducting self-monitoring to ensure on-going contractual and regulatory compliance.

**ANTICIPATED FUNDING, SERVICE LEVELS
AND CONTRACTING AVAILABILITY**

The Orange County Youth Council has designated approximately \$110,000 to provide youth services to eligible ISY who reside in South Orange County from January 1, 2004 through June 30, 2004. This amount is subject to change without notice to bidders submitting proposals.

The \$110,000 total is designated to serve the following:

- New ISY enrollments to be attained between January 1 and June 30, 2004 from the cities and unincorporated areas of Aliso Viejo, Coto de Caza, Dana Point, Foothill Ranch, Laguna Beach, Laguna Hills, Laguna Woods, Laguna Niguel, Lake Forest, Las

Flores, Mission Viejo, Portola Hills, Rancho Santa Margarita, San Clemente, and San Juan Capistrano

- Approximately 12 ISY active participants (already enrolled) who are being served by the current South Orange County ISY provider through December 31, 2003 (it is estimated that eight are younger youth ages 14 to 18 and four are older youth ages 19 to 21)
- Approximately 21 ISY who are in the 12 month post-exit follow up phase who are being served by the current South Orange County ISY provider through December 31, 2003 (it is estimated that 20 are younger youth ages 14 to 18 and one is an older youth age 19 to 21)

Contracts entered into as a result of this RFP may be renewed for an additional two consecutive one-year periods as allowable under WIA, and at the discretion of the Orange County Youth Council, OCWIB and Orange County Board of Supervisors, based upon contractor performance and funding availability. The anticipated funding for South Orange County ISY program services in PY 04-05 starting July 1, 2004 is \$135,000.

RFP GENERAL INFORMATION

PROPOSAL DUE DATE

Proposals must be received and date-stamped by OCWIB staff by **3:00 PM, October 31, 2003**, in order to be considered for funding. Proposals submitted after the closing date and time will not be accepted nor considered for funding.

WHO CAN APPLY

Proposers may be public agencies, business organizations, public or private not-for-profit corporations, community-based organizations, local educational agencies, or private for-profit corporations organized in accordance with state and federal laws.

HOW TO OBTAIN RFP

The RFP is available through two different methods:

1. It can be downloaded from www.ocwib.org in Adobe Acrobat pdf or Word formats.
2. A hard copy can be picked up at the OCWIB offices at 1300 South Grand, Building B, 3rd Floor – WIB Reception, Santa Ana, CA 92705.

Since the County intends to use electronic technologies to facilitate communications regarding this RFP process and the operation of any programs funded through this RFP activity, proposers must have email, internet and computer capabilities.

BIDDER'S CONFERENCE

A bidder's conference is scheduled to explain the application and review process. Attendance at this conference is not mandatory but is highly encouraged. The conference will last approximately two hours. The date and the location are as follows:

October 10, 2003 at 1:00 PM
Orange County Workforce Investment Board Administrative Offices
"Conference Room A/B – 2nd Floor"
1300 S. Grand Ave., Bldg. B
Santa Ana, CA 92705

ESTIMATED RFP TIMELINE

The following dates are tentative dates only and are subject to revision without further notice by the OCWIB:

ACTIVITY	TENTATIVE DATES
Release of RFP	October 1, 2003
Bidder's Conference	October 10, 2003
Due Date for Proposals	October 31, 2003
Youth Council Recommendation	November 13, 2003
Board of Supervisors Approval	December 16, 2003
Initial Contract Date and Start of Programs	January 1, 2004

OCWIB BUSINESS HOURS

Housing and Community Services Department-Special Programs Division (HCS/SPD) regular business hours are:

Monday through Friday 8:00 a.m. to 5:00 p.m. PST

HCS/SPD will be closed for the following holidays through June 30, 2004:

- October 13, 2003 Columbus Day
- November 11, 2003 Veteran's Day
- November 27 and 28, 2003 Thanksgiving
- December 25, 2003 Christmas
- January 1, 2004 New Year's Day
- January 19, 2004 Martin Luther King, Jr. Day
- February 12, 2004 Abraham Lincoln's Day
- February 16, 2004 President's Day
- May 31, 2004 Memorial Day

QUESTIONS REGARDING THE RFP AND THE RFP PROCESS

Questions must be e-mailed to ocwib-rfp@csa.ocgov.com according to the following timeframes:

1. Questions received in writing at the Bidder's Conference and/or on the website by October 10, 2003 at 3:00 p.m. may be answered at the Bidder's Conference but at minimum will be available by approximately 3:00 p.m. on October 16, 2003 by accessing the website at www.ocwib.org.
2. Questions received in writing by October 20, 2003 at 3:00 p.m. will be answered and accessible by approximately 3:00 p.m. on October 24, 2003 by accessing the website at www.ocwib.org.
3. Questions received in writing after October 13, 2003 at 3:00 p.m. will not be answered.
4. It is the proposer's sole responsibility to access the website throughout the entire process to obtain the most up-to-date information regarding this procurement. If, for some reason, an addendum or modification to the RFP needs to be issued, it will immediately be available on the website.

PROJECT AND SCOPE

GUIDING PRINCIPLES FOR PROGRAM DESIGN AND ACTIVITIES

- A. Youth driven services – Programs must be age sensitive, developmentally and culturally appropriate, and based on the assets, strengths and goals of the individual youth. Opportunities, services and supports, must be tailored to meet the needs of youth to maximize their potential to achieve their goals. Programs must be developed so that young people can make informed choices when given proper information and guidance. Youth must be active partners in the design of the program and take leadership roles in its implementation and evaluation. 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.
- B. Focus on Youth Development and Coordination of Activities (WIA, §129(a) (1-6)) - The WIA youth regulations attempt to move away from one-time, short-term interventions and move into a systematic, long-term approach that offers youth a broad range of coordinated services to focus on youth development and positive outcomes. National research identifies the following elements of effective practice for which a menu of varied services may be provided in combination or alone at different times during a youth’s development:
- Relationships that maintain continuity of contact with caring adults
 - Strong connections to employers
 - A variety of contextual educational options for skill/competency gains or academic learning through practical application
 - Opportunities for leadership and decision-making
 - Positive peer support
 - Opportunities for post-secondary education
 - Opportunities for meaningful service to others
 - Follow-up support over a sustained period
- C. Integration of Program Components and Community Resources – Programs must be comprehensive with sufficient resources to allow for youth success and must clearly identify support agencies. Recognizing that WIA Resources are limited, all partners must come together with their expertise and resources to develop a comprehensive approach (including but not limited to links to One-Stop and Business Service Centers) that maximize available resources and provide a broad array of services that meet the unique needs of the target population. Proposers shall establish operating agreements with One Stop and Business Service Centers in its geographical service area. Proposers shall establish and maintain on-going relationships with school districts and youth-serving entities in its geographical service area. Proposers shall demonstrate through letters of commitment the support of appropriate partners to enhance the career preparation of youth, enable youth to reach their highest academic potential, and leverage monetary and non-monetary resources.

- D. Youth Action Committees - Proposer shall develop and sustain a Youth Action Committee in its geographical service area to attain and document the voice of youth. The Youth Action Committee will provide a system whereby adults, policymakers, business and education will be able to hear the voice of youth. Proposer shall encourage youth involvement in decision-making and youth's participation in the Youth Council through the Youth Action Committee. Proposer shall identify and engage Older Youth in leadership activities (as a component of work experience and/or internships) for the Youth Action Committee and provide older youth with skills such as scheduling monthly Youth Action Committee meetings, preparing the agendas and minutes, peer mentoring, addressing tasks as assigned, participating in Youth Council projects, and serving as Youth Council members. Proposer shall utilize staff and direct youth to support the regional Youth Action Committee.
- E. Simple goals and processes – Programs must have well defined goals and processes that are easily understandable, measurable and accountable. Program benchmarks must emphasize participant progress and show how they will result in positive outcomes. Programs need to be flexible enough to accommodate change for established performance measures since performance goals and customer satisfaction measures issued by the U.S. Department of Labor (USDOL) and the State of California may change.
- F. Continuous Improvement Plan – WIA requires that programs be delivered in the context of a continuous improvement strategy. Programs shall reflect that:
- The organization's leadership supports the program
 - The program fits with the overall strategic plan for the organization
 - The staff will be supported, trained and motivated
 - Information will be collected and analyzed to track activities and assure success
 - Youth input and their satisfaction with the program will be measured on a continuous basis (at least quarterly)
 - The organization will ensure that it meets or exceeds all WIA Youth performance measures.

TARGET POPULATION WIA, §664.200

Eligibility for services funded under this RFP is limited to ISY youth ages 14-21, who meet the low income youth eligibility criteria, [WIA, §127 (2)(c)(I)(ii)], and have one or more of the following barriers to employment:

1. Deficient in Basic Literacy Skills -
 - a. Computes or solves problems, reads, writes, or speaks English at or below grade level 8.9.
 - b. Is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or society.
2. School Dropout - The term *school dropout* means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. Youth enrolled in alternative schools are not school dropouts.
3. Individuals who are homeless, a runaway or a foster child.

4. Offender -
 - a. Has been subject to any stage of the criminal justice process.
 - b. Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
5. Individuals who are pregnant or parenting.
6. Individuals who require additional assistance to complete an educational program, or to secure and hold employment. As defined by the OCWIB, this includes an individual who:
 - a. Has repeated at least one secondary grade level or is one year over age for grade.
 - b. Has a core GPA less than 1.5.
 - c. For each year of secondary education, is at least two semester credits behind the rate required to graduate from high school.
 - d. Is an emancipated youth.
 - e. Is a previous drop-out, or has been suspended five or more times, or has been expelled.
 - f. Is a court/agency referral mandating school attendance.
 - g. Is deemed at risk of dropping out by a school official.
 - h. Has been referred to or is being treated by an agency for a substance abuse related problem.
 - i. Has experienced a recent traumatic event, is a victim of abuse, or resides in an abusive environment as documented by a school official or professional.
 - j. Is physically or mentally challenged.
 - k. Has never held a job (applies to older youth only).
 - l. Has been fired from a job within the 12 months prior to application (applies to older youth only).
 - m. Has never held a full-time job for more than 13 consecutive weeks (applies to older youth only).
 - n. Attends a continuation school.
 - o. Is involved in gang related activities.

Eligible youth ages 18-21 may be enrolled in both youth and adult funded programs. Youth ages 19 and above with no significant barriers to employment will be referred to the One Stop Centers and served as adults.

PROGRAM DESIGN WIA, §129(c)(1)(A)(B)

All WIA youth programs must provide:

- A. An Objective Assessment of the individual's readiness for meaningful work. This is an individual assessment of each participant's academic and employability skill levels with a review of basic and occupational skills, prior work experience, interests, and aptitudes (including interest in non-traditional jobs). It includes a time frame for anticipated involvement in the program and description of service needs, including but not limited to supportive services and developmental needs of each youth.
- B. An Individual Service Plan (ISP) for each participant that shall identify appropriate goals for younger and older youth with corresponding achievement objectives based on assessments. This must be documented and updated (at least monthly). Please refer to Attachment 3 for a sample ISP document.
- C. Preparation for post-secondary educational opportunities, strong linkages between academic and occupational learning, and/or preparation for unsubsidized employment opportunities. Proposers shall maintain strong links to the job market through relationships with local and regional employers.
- D. Outreach and recruitment. Proposer shall serve individuals who reflect the demographics of the proposed area of service. Proposer shall outreach to and recruit from all cities in their region. Proposer shall obtain the necessary documentation to substantiate WIA Youth eligibility determination.
- E. On-going case management and counseling throughout the program and 12-month follow-up period geared toward the different needs of the participants. Proposers must have the capability to provide on-going case management, counseling and follow-up to non-English and limited English proficient youth.

PROGRAM ELEMENTS WIA §129(c)(2)

WIA requires that youth have access to ten specific program elements as relevant to the participant's age, developmental and cultural needs. Proposers must provide follow-up for youth for a period of 12 months following the youth's exit from the program.

Competitive proposals will identify partners who will provide any of the ten elements not directly provided by proposer. Proposers must support the existence of partnerships with letters of agreement.

While access to the ten elements is required, proposers are advised that access to the ten elements does not comprise a program design.

The WIA Youth ten program elements are:

1. Tutoring, study skills and instruction leading to completion of secondary school, including dropout prevention strategies.
2. Alternative secondary school services, as appropriate (available through school districts and/or the Orange County Department of Education).

3. Summer employment opportunities directly linked to academic and occupational learning. **Stand-alone summer initiatives will not be funded.**
4. Paid and unpaid work experiences including job shadowing and internships as appropriate. Work experience must be linked to activities, which will result in meeting WIA performance measures and may not be provided on a stand-alone basis.
5. Occupational skills training as appropriate.
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours as appropriate.
7. Supportive services (may include transportation, childcare, and need-related payments that are necessary to enable the youth to participate in activities). The rationale for supportive services must be included in the individual service strategy and documented in the ISP.
8. Adult mentoring during the period of participation and follow-up.
9. Follow-up services for not less than 12 months after the completion of participation (may include activities such as alumnae groups or career planning, as well as connection to supportive services and counseling).
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referrals, as appropriate.

PERFORMANCE ACCOUNTABILITY MEASURES WIA §136

In addition to customer satisfaction, the U.S. Department of Labor has established three (3) core performance measures for younger youth ages 14-18 and four (4) measures for older youth ages 19-21.

The County may establish additional Performance Measures in conjunction with the Orange County Youth Council or as required by the Workforce Investment Act.

A. Younger Youth ages 14-18

1. Attainment of basic skills and, as appropriate, work readiness or occupational skills
2. Attainment of secondary school diplomas and their recognized equivalents
3. Placement and retention in post-secondary education, advanced training, military service, employment, or qualified apprenticeships

B. Older Youth ages 19-21

1. Entry into unsubsidized employment
2. Retention in unsubsidized employment at six (6) months
3. Unsubsidized employment earnings: post-exit earnings in 2nd. and 3rd. quarters after exit must exceed pre-enrollment earnings from 2nd. and 3rd. quarters
4. Attainment of a recognized credential relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills, by participants who enter unsubsidized employment, or who enter post secondary education, advanced training, or unsubsidized employment

REFERENCE MATERIAL

Proposers are encouraged to read and adopt appropriate strategies based upon available research in order to prepare their responses. Useful materials include but are not limited to those found on the following websites:

- Orange County Workforce Investment Board, www.ocwib.org
- WIA, www.doleta.gov/usworkforce/asp/act.asp
- USDOL, Employment and Training Administration, www.doleta.gov/youth_services
- California Employment Development Department, www.edd.ca.gov/wiacom.htm
- The National Youth Employment Coalition, www.nyec.org
- Promising and Effective Practices Network, www.nyec.org/pepnet
- American Youth Policy Forum, www.aypf.org
- New Ways to Work, www.nww.org
- Youth Council Network, www.lrginc.com/ycn
- Forum for Youth Investment, www.forumforyouthinvestment.org
- Youth Systems Capacity Building Regional Network, www.youthsystems.com

REQUIREMENTS

PROPOSAL DUE DATE

1. Proposals must be received and date-stamped by OCWIB staff by **3:00 PM, October 31, 2003**. Proposals submitted after the closing date and time will not be accepted nor considered for funding.
2. Proposals should be submitted to:

Orange County Workforce Investment Board
1300 South Grand, Building B, 3rd Floor
Santa Ana, CA 92705
Attention: Youth RFP Team

PROTESTS

3. Proposers are advised that protests of specifications, terms, conditions or any other aspect of this solicitation must be made prior to the **closing date and time for receipt of proposals**. Protest of specifications and solicitation terms and conditions made after that date and time will not be considered by the OCWIB. Protest of Award must be made immediately and in no event later than five calendar days after the aggrieved party knows, or should have known, the facts giving rise thereto.
4. Protests must be in writing and may be transmitted by fax: (714) 834-7132 or mail to the attention of Janine Boiarsky, Deputy Director; Special Programs Division, 1300 S. Grand Ave., Bldg. B, 3rd Floor; Santa Ana, CA 92705.
5. The Board of Supervisors may not consider protests if the described administrative procedure has not been followed.
6. All protests shall include the following information:
 - a. The name, address and telephone number of the protestor;
 - b. The signature of the protestor or the protestor's representative;
 - c. The solicitation or contract name;
 - d. A detailed statement of the legal and/or factual grounds for the protest; and
 - e. The form of relief requested.
7. The Purchasing Agent or the Deputy Purchasing Agent will, within ten working days, issue a decision in writing which shall state the reason for the actions taken. If the protestor wishes to appeal the decision of the Purchasing Agent or Deputy Purchasing Agent, the protest will be referred to the Procurement Appeals Board, chaired by the Purchasing Agent and comprised of County Management and a member of the public. A hearing will be held with both the protestor and the County presenting their positions to a representative group of members of the Procurement Appeals Board. Only those members with no conflict of interest in the contract solicitation or award process will be permitted to serve on the hearing panel. The Procurement Appeals Board, after hearing both sides of the appeal, will issue a decision in writing to the protestor with a copy to the Purchasing Agent or Deputy Purchasing Agent, the CEO, and the Board of Supervisors. If the protestor wishes to appeal the decision of the Procurement Appeals Board, the protest will be referred to the Board of Supervisors. The Board of Supervisors should consider protests only upon appeal after the protestor has followed the procedure described herein.
8. Finality of Decision - The decision by the Purchasing Agent or Deputy Purchasing Agent shall be final unless:
 - a. Overturned by the Procurement Appeals Board;
 - b. Overturned by the Board of Supervisors; or
 - c. Ruled upon by an appropriate court of law.
9. Stay of Procurement During Protests - In the event of a timely protest, the County shall not proceed with the solicitation or award of the contract until the Purchasing Agent or Deputy Purchasing Agent either successfully resolves the matter or, after consultation with the using agency, as appropriate, makes a written determination that the award of the contract, without delay, is necessary to protect the substantial interest of the County.

ADMINISTRATIVE REQUIREMENTS

10. The proposal that is selected becomes part of the contract between the County of Orange and the vendor, and as such becomes public record. If your proposal contains any confidential information, that information must be removed from the body of the response and placed in an Appendix. The Appendix will be referenced by the contract, but will not be available for public viewing. The entire proposal cannot be held confidential; you must be very specific in your designation.
11. All material will be retained by the County of Orange. We reserve the right to reject any or all proposals and to award and contract as is in our best interest. We reserve the right to solicit additional information from any responding vendor after the proposals have been received, including the requesting of systems demonstrations by vendors.
12. This announcement and its attachments are an RFP and are an invitation for prospective firms to respond. Although this solicitation is in RFP format and we will adhere to RFP conventions, we expressly intend that this procurement is for human services and as such we are not bound solely by the lowest price.
13. This RFP does not commit the Orange County Youth Council, OCWIB or the County of Orange to award a contract, pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services and supplies.
14. The County reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this RFP if it is in the best interest of the County to do so.
15. The County reserves the right to withdraw the RFP in the event that the Orange County Youth Council and/or OCWIB determines there is a failed competition defined as follows:
 - Response to RFP is insufficient to proceed
 - Responses to RFP make it economically unfeasible to proceed, or
 - Any changing circumstances in status, as determined by the Orange County Youth Council or OCWIB, that would negate the requirement of the RFP.
16. The scope of services to be provided should be in accordance with WIA and its applicable federal, state, and local laws, regulations, rules and policies, and with specifications of this RFP. Any classes proposed must be approved by and/or comply with all applicable requirements of the California State Department of Education, and/or any other governmental or private entity that controls entry into or the practice of the trade or profession for which said classes are designed to train participants.
17. Proposals must be competitive in terms of cost, performance and contribution to the OCWIB's Strategic Five-Year Local Plan and modifications (available at www.ocwib.org).
18. Proposers will be required to list the State of California, the County of Orange, and the OCWIB as additional insureds on their general liability, umbrella and fidelity bond insurance policies. If there is a fee for adding the State of California, the County of Orange, and the OCWIB to proposer's policies, include the cost in the proposed budget.
19. Proposers may be subject to a pre-award survey and reference checks. Costs will be compared with pre-bid estimates collected by OCWIB staff. This may include but not be

limited to a review of proposer's record keeping procedures, management systems, accounting and administrative systems.

20. All proposals may be subject to negotiation following selection by the Orange County Youth Council and OCWIB. Proposals which cannot be successfully negotiated will not be funded. The number of customers served through any contracts awarded through this proposal process will be negotiated at the point of contract. Proposers should clearly indicate the numbers of customers they anticipate to serve with the requested funding. Specialized services and training as well as innovative proposals will be subject to grant funds available for the proposal.

CONTRACT TERMS AND CONDITIONS

21. Contract term will be from January 1, 2004 to June 30, 2004, and may be renewed for an additional two consecutive one-year periods.
22. Please refer to County of Orange model WIA agreement available at www.ocwib.org.
23. Providers are required to deliver services in accordance with all performance standards established by the Orange County Youth Council. While there is no performance hold out applicable to the initial contracts negotiated, the Orange County Youth Council reserves the right to subject providers to a 10% hold out for performance which will be tied to deliverables as are applicable to Proposer's program.
24. The OCWIB reserves the right to conduct customer satisfaction follow-up surveys and Proposer, by submitting a proposal, agrees to take such follow-up action as is necessitated from the analysis of the survey results by OCWIB staff or designee.
25. The Contractor agrees to deposit with the County prior to the provision of services under this Agreement, Certificates of Insurance, including all endorsements required herein necessary to satisfy the County that insurance provisions of this Agreement have been complied with, and to keep such insurance and the certificates therein on deposit with the County during the entire term of this Agreement. Please refer to complete County of Orange insurance requirements found in Attachment 2.

FUNDING

26. The anticipated amount of WIA program funds available for this solicitation is approximately **\$110,000**. This amount is subject to change without notice to bidders submitting proposals.
27. Proposers must provide a cost per participant with a breakdown of costs including follow-up. All costs are to remain in effect throughout the life of the program proposed.

SELECTION PROCESS

28. OCWIB staff will screen all proposals for completeness and compliance with the terms and conditions of the RFP. In the selection and award of services procured under this RFP, the OCWIB shall ensure that any award will be made only to responsible proposers who have demonstrated ability to perform based upon delivering comparable or related services.

CONTRACT AWARD

29. Contracts will be finalized following the selection process conducted by the Orange County Youth Council and OCWIB, and approved by the Orange County Board of

Supervisors. Each proposal should be submitted in the most favorable terms, from a price and technical standpoint, which the proposer can make. However, the Orange County Youth Council, OCWIB and/or County reserve the right to request additional data, oral discussion or presentations in support of written proposals.

30. Contracts resulting from this RFP will be cost reimbursement with monthly billing required (please refer to model agreement available at www.ocwib.org). Contractors receive no advances. Contractors must be able to support the cost of the program until they are reimbursed, which typically takes three to four weeks because of State cash management requirements.
31. Contractors are required to provide a budget. Only One Stop Contractors may include administrative costs not to exceed 3% of the total amount of funding requested. All other (non-One Stop) Contractors shall have only program costs.
32. Profit is limited to 10%. Profit will be negotiated and is not guaranteed at 10% even if proposed and the proposal has been selected.

PROPOSAL FORMAT

33. The proposal submissions must be/have:
 - 12-pitch size, Arial font
 - Single spacing, as appropriate
 - Pages numbered sequentially
 - **Cumulative response section shall be no more than 15 pages in length**, not including required exhibits and letters of commitment from partner agencies.
 - Proposal submission shall include: One (1) original, six (6) copies, and complete proposal saved on diskette(s).
 - Single-sided (all copies and the original)
 - Single-stapled or bound (all copies and the original)
 - Divided and tabbed in sections in the order indicated in the Application Package requirement below, with all corresponding exhibits as requested
34. Proposers are asked to designate an Internet email address on their proposal cover sheet.
35. OCWIB will not return proposal responses or exhibits to proposers.

APPLICATION PACKAGE

36. The following completed items must be submitted with the proposal(s). If any item or section thereof is omitted, the proposal may be deemed non-responsive, eliminated from further review, and not considered for funding.
 - I. Proposal Cover Sheet – Exhibit A-1
 - II. Proposal Assurances – Exhibit A-2

- III. Proposal Response (Program Narrative, Organizational Qualifications and Expertise, and Budget, including all required exhibits and letters of commitment from partner agencies)
- IV. Signed Audit Plan
- V. If private, non-profit agency, proof of non-profit status (most recent IRS 990). If private for profit agency, current business license. No proof is required from public schools or governmental agencies.

PROPOSAL EVALUATION

- 37. Proposers should not contact Orange County Youth Council, OCWIB members or elected officials charged with oversight of these programs during the review process to avoid conflicts or the appearance of conflicts or undue influence over the process.
- 38. OCWIB staff retains the right to accept, reject, or negotiate proposals received as well as to vary or waive any provisions set forth in this request for proposals in the best interests of the Orange County Youth Council, OCWIB and the Orange County Board of Supervisors.

PROPOSAL EVALUATION CRITERIA

- 39. It will be understood and accepted by the proposer that all decisions and the degree to which a proposal meets the evaluation criteria and the overall needs of the Orange County Youth Council and OCWIB are within the purview and judgment of the Orange County Youth Council, OCWIB and the Orange County Board of Supervisors. A review panel will evaluate all proposals, which pass the initial compliance review.
- 40. The following criteria will be used to evaluate the proposals. The value of each element is listed next to the criteria.

I. Program Narrative	70 points
A. Program Design and Service Delivery	
B. Retention, Performance and Post-exit Follow-up	
II. Organizational Qualifications and Expertise	15 Points
III. Budget	15 Points

PROPOSAL RESPONSE SECTION

Proposers must address all sections and respond to every question asked. Cumulative response section shall be no more than 15 pages in length, not including required exhibits and letters of commitment from partner agencies. Restate the question and type your response immediately following the question. All questions/responses with any corresponding and required forms or letters should follow the order and numbers assigned in this RFP. Do not renumber or reorder the questions and corresponding forms and letters. Use the same number that appears in this RFP for the question prior to your answer (Note: The rating sheets are keyed to the question numbers). If you change or reorder the numbering system, raters will not be able to find your responses, and the proposal may be deemed non-responsive, may not be read, submitted for review or considered for funding.

I. Program Narrative

70 points

IA. Program Design and Service Delivery

The Program Design and Service Delivery section should include a clear and detailed description of:

- A-1. Target group(s), and specific number of youth to be served in the geographical service area (all cities within South Orange County).
- A-2. Outreach and recruitment strategies for applicable target group(s) to be served. Attach completed Exhibit B-1: Targeted Population and Recruitment.
- A-3. Tools/techniques to assess participants and to establish criteria for meeting WIA Youth performance measures at time of enrollment.
- A-4. Program components and flow, including enrollment and exit methodology. Include details on how after school activities will be developmentally, culturally and age appropriate to enhance youth developmental outcomes. Specify activities geared toward increasing youth's basic skills, occupational skills or work readiness. Include details on how long youth will be in various activities and how they transition from one activity to another.
- A-5. How proposer will develop and sustain Youth Action Committees in their geographical area.
- A-6. Case management, specifying youth to case management ratio, case management documentation and supervision.
- A-7. Resources in the community and framework for coordination with other youth-serving entities, including details on the delivery of the 10 WIA youth elements and which partner agency(ies) will provide what element(s). Attach completed Exhibit B-2: Youth Activity Matrix. Immediately after Exhibit B-2, include a letter of commitment from each entity mentioned under "Partners involved" in that Exhibit.
- A-8. A continuous improvement plan indicating how proposer will evaluate their operating program's progress and participants' success on a monthly, quarterly, and annual basis.

IB. Retention, Performance and Post-Exit 12-Month Follow-Up

Retention, Performance and Post-Exit 12-Month Follow-Up section should include a clear and detailed description of:

- B-1. Strategies to maintain youth engaged in the program after initial enrollment. Specify strategies appropriate to younger and older youth, respectively, that will result in meeting all WIA youth performance measures.
- B-2. Relationships with the South Orange County employer community and how these will result in either work experience, internships, and/or placements for youth.
- B-3. Activities to maintain youth engaged throughout the 12-month post-exit follow-up period. Describe implementation of follow-up approach that will specifically lead toward meeting the established WIA younger youth retention measure and all four older youth measures.
- B-4. Completed Exhibit C-1: PY 03-04 WIA Youth Performance Matrix.
- B-5. Completed Exhibit C-2: WIA Youth Performance History. Disclosure of past performance statistics from previous two years in a WIA Youth Program that demonstrate proposer's success in specifically meeting WIA youth measures during the past two years. If proposer has not delivered WIA youth services in the past, then provide narrative on how non-WIA performance measures compare with WIA Youth measures. Additionally, create and submit a form similar in format to Exhibit C-2 with statistics that demonstrate proposer's success in meeting similar standards in youth programs during the past two years.

II. Organizational Qualifications and Expertise

15 points

II. Organizational Qualifications and Expertise

The Organizational Qualifications and Expertise section should include a clear and detailed description of:

- II-1. The proposer's experience in providing the same or similar program services as included in the proposal narrative, or ability of proposer to replicate a successful model provided elsewhere. If proposer has had no experience in providing the program or services proposed, please indicate why the Orange County Youth Council should consider the current proposal (what added value will this proposal bring to the system).
- II-2. A staffing plan for conducting the program. Include brief job descriptions of positions and staff qualifications/experience. Proposer must have the ability to provide services to monolingual Spanish, Vietnamese and other limited English proficient speaking populations. Create and attach an organizational chart as Exhibit II.

III. Budget

The Budget section should include a clear and detailed description of:

- III-1. Cost per participant with a breakdown of costs including active participants (carry-ins and new enrollments) and those in the post-exit follow-up phase. Consider budget reasonableness by dividing the total budget not to exceed \$110,000 by the number of positive exits planned. All costs are to remain in effect throughout the life of the program proposed.
- III-2. Completed Exhibit D-1: Budget Summary and Detail for 1/1/04-6/30/04, and Exhibit D-2: Expenditure Plan for 1/1/04-6/30/04.
- III-3. Completed Exhibit D-3: Budget Summary for **one full year** with total funding not to exceed \$135,000 (Start-up costs are included within the six month budget. Due to the potential for renewal, a full year's budget summary provides a better idea of overall program costs).
- III-4. Completed Exhibit D-4: Personnel Breakdown. Include the full-time equivalents/percent of time and costs for each staff member allocated to the program:
- III-5. Completed Exhibit D-5: WIA Youth Partnerships. The cost effectiveness of the services. Because of the limited amount of youth funds, the Orange County Youth Council is interested in program designs that are able to leverage funds from other non-WIA sources.

PROPOSAL COVER SHEET

Organization Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Contact Person: _____

	PROPOSAL NAME: _____
Total Funds Requested (not to exceed \$ 110,000):	\$ _____
Total Number of youth to be served (1/1/04-6/30/04):	Total: _____ Breakdown: New Enrollments: _____ + 12 Carry-Ins +21 Follow-Up

Federal ID #: _____

Certifying Agency: _____

By signing this proposal, the Corporate Officer or Public Officer certifies that no representative of the corporation has exerted any undue influence on the procurement process, violated any federal or state procurement, conflict of interests or ethics law in seeking funding for this proposal.

Corporate/Public Officer Signature: _____

Print/Type Name and Title: _____

Date: _____

Check all applicable:

- | | | | |
|--|---|--|--------------------------------------|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Partnership | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> For-Profit | <input type="checkbox"/> State Agency | <input type="checkbox"/> Other Public Agency (Specify) _____ | |
| <input type="checkbox"/> Labor Organization | <input type="checkbox"/> Community-Based Organization | <input type="checkbox"/> Not-for-Profit | |
| <input type="checkbox"/> Business Organization | <input type="checkbox"/> Minority Business Owner | | |

ASSURANCES

I recognize that I must give assurance 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, other legally qualified officer, or as the owner of this agency or business to submit this proposal on behalf of the "Proposer."
2. The submitted proposal shall remain valid for a period of at least 120 calendar days.
3. Proposer is not currently on any Federal, State of California, or local Debarment List.
4. Proposer will provide records to show that we are fiscally solvent, if needed.
5. Proposer has/will have all of the fiscal control and accounting procedures needed to ensure that WIA funds will be used as required by law and contract.
6. Proposer has additional funding sources and will not be dependent on WIA funds alone to carry out the proposed program(s).
7. Proposer **will meet all applicable Federal, State, and local compliance requirements.** These include, but are not limited to:
 - Meeting County of Orange Insurance requirements
 - Ensuring that records accurately reflect actual performance
 - Maintaining record confidentiality, as required
 - Reporting financial, participant, and performance data, as required
 - Complying with Federal and State non-discrimination provisions
 - Meeting requirements of Section 504 of the *Rehabilitation Act of 1973*
 - Meeting all applicable labor law, including Child Labor Law standards
 - Meeting all child support enforcement certification requirements
 - Meeting all lobbying certification and disclosure of lobbying activities requirements

8. Proposer will not:

- Place a youth in a position that will displace a current employee.
- Use WIA money to assist, promote, or deter union organizing.
- Use funds to employ or train of persons in sectarian activities.
- Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- Use WIA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts.

I hereby assure that all of the above are true.

Name	Title	Date
------	-------	------

**PY 03-04 WIA South Orange County ISY (1/1/04-6/30/04)
Targeted Recruitment/Population**

Provider: _____

Carry-ins:

- Proposer shall serve all carry-in participants, estimated at 12 at time of RFP release

Follow-up:

- Proposer shall serve all youth in the 12 month post-exit program phase, estimated at 21 at time of RFP release

New Participants

- Please enter the total number of youth you will enroll during PY 03-04:_____.
- Breakdown by quarter: Indicate on the chart below the number in each category that you will target by quarter. **Note:** Some youth may fall in more than one of the target group. Therefore, there may be overlap and the total tally from the far right column may be greater than the actual total number of youth proposed to be enrolled.

TARGET GROUP	3 rd . QUARTER 1/1-3/31/04	4 th . QUARTER 4/1-6/30/04	TOTAL
Basic Skills Deficient			
Emancipated Youth			
Foster Youth			
Gang Affiliated			
High School Drop-Out			
Homeless/Runaway			
Offender			
Pregnant or Parenting Youth			
Substance Abuse			
Out of School			
Other High Risk			
TOTALS			

PY 03-04 WIA YOUTH ACTIVITY MATRIX					
Activity	Description	Duration of Activity		Partners Involved	Funding Source
		Hours	Months		
1. Tutoring/Drop-out prevention strategies					
2. Alternative/Secondary School Services					
3. Summer Employment					
Paid & Unpaid Work Experience					
Internships					
Job Shadowing					
4. <u>Work Activities</u>					
Paid & Unpaid Work Experience					
Internships					
Job Shadowing					
5. Occupational Skills Training					
6. Leadership Development					
7. Supportive Services		N/A	N/A		
8. Adult Mentoring					
9. Follow-up					
10. Comprehensive Guidance and Counseling					

PY 03-04 ISY WIA YOUTH

Provider: _____

NUMBER OF YOUTH TO BE ENROLLED/SERVED	Carry-Ins	1 st Qtr 7/1-9/30	2 nd Qtr 10/1-12/31	3 rd Qtr 1/1-3/31	4 th Qtr 4/1-6/30	TOTAL NEW ENR	TOTAL SERVED	
Younger Youth (ages 14-18)		NA	NA					
Older Youth (ages 19-21)		NA	NA					
TOTALS		NA	NA					
NUMBER OF YOUTH TO BE EXITED							TOTAL	Carry-Overs PY 04-05
Younger Youth (ages 14-18)	NA	NA	NA					
Older Youth (ages 19-21)	NA	NA	NA					
TOTALS	NA	NA	NA					
SKILL ATTAINMENT				Younger Youth (ages 14-18)		Older Youth (ages 19-21)		
Skill/Goal Attainments (at least 78% of all Younger Youth served)						NA		
EXIT STATUS								
Entered Employment								
Entered Military Service						NA		
Entered Advanced Training								
*Entered Postsecondary Education								
Entered Apprenticeship Program						NA		
Attained H.S. Diploma/GED						NA		
*Returned to Secondary School						NA		
*Attained Recognized Certificate/Credential				NA				
Exited for other reasons								
* Possible duplicate counts								
OCWIB PERFORMANCE MEASURES								
YOUNGER YOUTH (AGES 14-18)								
Skill Attainment Rate - At least 78% of all youth must attain a basic, occupational or work readiness skills goal during program participation								
Diploma or Equivalent Rate - At least 57% of all youth who register without a high school diploma or equivalent must attain a diploma or equivalent by 1 st . Qtr. after exit								
Retention Rate - At least 55% of all youth who exit and are found in any of the following activities in the 3 rd . Qtr. after exit: postsecondary education, advanced training, employment, military service, or qualified apprenticeship (except those who are still in secondary school)								
OLDER YOUTH (AGES 19-21)								
Entered Employment Rate – At least 66% of all youth who are <i>not</i> employed at registration and do <i>not</i> move onto postsecondary education/advanced training must be employed in the 1 st . Qtr. after exit								
Employment Retention Rate – At least 77% of all youth who are <i>employed</i> in the 1 st . Qtr. after exit <i>and</i> do not move onto post-secondary education/advanced training must be retained in employment in the 3 rd . Qtr. after exit								
Earnings Gain – Youth who are <i>employed</i> in the 1 st . Qtr. after exit <i>and</i> do not move onto postsecondary education/advanced training must show an average earnings gain of \$3,000 in the 2 nd . and 3 rd . Qtrs. after exit								
Employment and Credential Attainment Rate – At least 31% of youth who are in employment/post-secondary education/advanced training by the end of the 1 st . Qtr. after exit must receive a credential by the end of the 3 rd . Qtr. after exit								

WIA YOUTH PERFORMANCE HISTORY

Proposer: _____

WIA Youth Measure	Orange County Required Rate PY 01-02 and PY 02-03	Proposer Performance History PY 01-02	Proposer Performance History PY 02-03
YOUNGER YOUTH			
Skill Attainment	81.25%		
Diploma or Equivalent	47.25%		
Retention	48.75%		
OLDER YOUTH		Exiters 10/1/00- 9/30/01	Exiters 10/1/01- 9/30/02
Entered Employment Rate	58.5%		
Employment Retention Rate	74.6%		
Earnings Gain	\$2,656		
Employment & Credential Attainment	47.25%		

If proposer has not delivered WIA youth services in the past, then provide narrative on how non-WIA performance measures compare with WIA Youth measures. Additionally, create and submit a form similar in format to this Exhibit C-2 with statistics that demonstrate proposer’s success in meeting similar standards in youth programs during the past two years.

Provider may be asked to supply performance documentation at any point during the procurement process or contracting period.

WIA IN-SCHOOL YOUTH (ISY) SOUTH ORANGE COUNTY PROVIDER NAME: _____ PY 03-04 BUDGET SUMMARY: 1/1/04-6/30/04	
CONTRACT NO.	
	TOTAL
1. Salaries	
2. Benefits	
3. Operations	
4. Consultant/Subcontract	
5. Employer Reimbursement (OJT)	
6. Miscellaneous Client Fees	
7. Student Supplies	
8. Participant Wages	
9. Equipment: \$5,000 or Over	
10. Equipment: Computer Related - \$1,000 - 4,999	
11. Equipment: Non Computer - \$1,000 - 4,999	
GRAND TOTAL	Not to exceed \$ 110,000

WIA IN-SCHOOL YOUTH (ISY) SOUTH ORANGE COUNTY

PROVIDER NAME: _____

PY 03-04 BUDGET DETAIL: 1/1/04-6/30/04

	Total \$
SALARIES: (Include titles and FTEs)	
SUBTOTAL - SALARIES	
BENEFITS	
SUBTOTAL - BENEFITS	
OPERATIONS	
SUBTOTAL - OPERATIONS	
MISCELLANEOUS CLIENT FEES	
SUBTOTAL - MISC CLIENT FEES	
STUDENT SUPPLIES	
SUBTOTAL – STUDENT SUPPLIES	
PARTICIPANT WAGES ___ Youth X average of ___ hrs x \$___5 Work experience and/or internships Participant benefits:	
SUBTOTAL - PARTICIPANT WAGES	
INDIRECT (___%)	
EQUIPMENT: \$5,000 and OVER	
EQUIP: COMPUTER RELATED (\$1-5K)	
EQUIP: NON COMPUTER (\$1-5K)	
GRAND TOTAL	Not to exceed \$110,000

**WIA IN-SCHOOL YOUTH (ISY) SOUTH ORANGE COUNTY
 PROVIDER NAME: _____
 ONE YEAR BUDGET SUMMARY**

CONTRACT NO.

		TOTAL
1.	Salaries	
2.	Benefits	
3.	Operations	
4.	Consultant/Subcontract	
5.	Employer Reimbursement (OJT)	
6.	Miscellaneous Client Fees	
7.	Student Supplies	
8.	Participant Wages	
9.	Equipment: \$5,000 or Over	
10.	Equipment: Computer Related - \$1,000 - \$4,999	
11.	Equipment: Non Computer - \$1,000 - \$4,999	
GRAND TOTAL		Not to exceed \$135,000

PROPOSAL RESPONSIVENESS CHECKLIST (FOR OCWIB STAFF USE)
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Note: This checklist may not be all-inclusive. The requirements included in the entire solicitation document take precedence over the requirements included in this checklist.

This form will be used by OCWIB staff prior to submitting the proposal to the Evaluation Team for review. You may wish to use it before submitting the proposal to assure that all required documents have been submitted and required elements have been addressed. Proposals found lacking any item or section thereof may be deemed as non-responsive and not considered for review.

Proposal met all format specifications as outlined on page 17, Item 33.

Proposal included all parts of required application package, with exhibits signed as appropriate:

Proposal Cover Sheet, Exhibit A-1 (Form Included)

Signed Assurances, Exhibit A-2 (Form Included)

I. Program Narrative, including responses and/or exhibits as required in:

A. Program Design and Delivery Service, questions A-1 through A-8

Targeted Recruitment/Population, Exhibit B-1 (Form Included)

Youth Activity Matrix, Exhibit B-2 (Form Included)

Letters of commitment from partners following Exhibit B-2

B. Retention, Performance and Post-exit Follow-up, questions B-1 through B-5

PY 03-04 WIA Youth Performance Matrix, Exhibit C-1 (Form Included)

WIA Youth Performance History, Exhibit C-2 (Form Included)

II. Organizational Qualifications, including responses to questions II-1 through II-2 and Exhibit II (Create exhibit and identify as Exhibit II).

III. Budget, including responses to questions III-1 through III-5 and

PY 03-04 WIA Youth Budget Summary and Detail, Exhibit D-1 (Form Included)

PY 03-04 WIA Youth Expenditure Plan, Exhibit D-2 (Form Included)

One-Year WIA Youth Budget Summary, Exhibit D-3 (Form Included)

PY 03-04 WIA Youth Personnel Breakdown, Exhibit D-4 (Form Included)

WIA Youth Partnerships, Exhibit D-5 (Form Included)

Signed Audit Plan

If applicable, proof of non-profit status or business license for other than public schools or governmental agencies.

COUNTY OF ORANGE INSURANCE REQUIREMENTS

INDEMNIFICATION

29. CONTRACTOR shall indemnify, hold harmless and defend COUNTY, its Board of Supervisors, its officers, agents and employees from any and all claims, demands, loss, liability, injury, death, suits or judgments arising out of or alleged to arise out of or in consequence of CONTRACTOR'S performance of this Agreement, or any act or omission of CONTRACTOR, its officers, agents or employees, including, but not limited to, and without waiving the generality of the foregoing, any audit disallowances or sums expended by CONTRACTOR in violation of federal, State or COUNTY requirements or of this Agreement, or any negligent or intentional acts or omissions of CONTRACTOR, its officers, agents or employees which injure or damage any participants or other third parties, including COUNTY personnel or representatives. CONTRACTOR shall forthwith remit all sums due COUNTY, along with the legal rate of interest, pursuant to this paragraph.

INSURANCE

30. The Contractor agrees to deposit with the County prior to the provision of services under this Agreement, Certificates of Insurance, including all endorsements required herein necessary to satisfy the County that insurance provisions of this Agreement have been complied with, and to keep such insurance and the certificates therefor on deposit with the County during the entire term of this Agreement. In addition, all sub-contractors performing work on behalf of Contractor pursuant to this Agreement shall be covered under Contractor's insurance or shall obtain insurance subject to the same terms and conditions as set forth herein for Contractor. All insurance policies required by this Agreement shall declare any deductible or self-insured retention (SIR) in an amount in excess of \$25,000 (\$5,000 for automobile liability) which shall specifically be approved by the County Executive Office/Office of Risk Management. Contractor shall be responsible for reimbursement of any deductible to the insurer.

If Contractor is a governmental entity, Contractor may elect to self-insure for the insurance coverage required by this Agreement.

(a) Qualified Insurer. The Contractor shall maintain insurance acceptable to the County of Orange in full force and effect throughout the term of this Agreement. If the Contractor fails to maintain insurance acceptable to the County for the full term of this Agreement, the County may terminate this Agreement. The policy or policies of insurance must be issued by an insurer licensed to do business in the State of California (California Admitted Carrier).

Minimum insurance company ratings as determined by the most current edition of the Best's Key Rating Guide/Property-Casualty/United States shall be A- (Secure Best's Rating) and VIII (Financial Size Category). Contractor will file with the County of Orange, prior to the commencement of performance of services under this Agreement, an original Certificate of Insurance and all required endorsements evidencing that coverage required by this Agreement is in effect.

If the carrier is a non-admitted carrier in the State of California, County Executive Office/Office of Risk Management retains the right to approve or reject carrier after a review of the company's performance and financial ratings.

(b) Coverage Limits. The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth herein below:

Coverage	Minimum Limits
Commercial General Liability to include a Broad Form Property Damage Endorsement and Contractual Liability	\$1,000,000 combined single limit per occurrence
Automobile Liability including all owned non-owned and hired vehicles	\$2,000,000 Aggregate \$1,000,000 combined single limit per occurrence
Workers' Compensation	Statutory
Employer's Liability	\$1,000,000 per occurrence
Professional Liability (May not be applicable)	\$1,000,000 per claims made

(c) Endorsements. Each insurance policy required by this Agreement shall be endorsed to contain the following provisions:

- This insurance shall not be changed, canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to **County of Orange/Housing & Community Services Department/Special Programs Division, 1300 S. Grand, Bldg. B, Santa Ana, CA 92705.**
- If a 30 day notice of cancellation endorsement is not received, the cancellation clause must include language as follows which edits the pre-printed ACORD certificate:
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.
- All rights of subrogation are hereby waived against the State of California, its elective and appointed officials, officers and employees, County of Orange, its elective and appointed officials, officers and employees, and the Orange County Workforce Investment Board when acting within the scope of their employment or appointment, and County and their Board or Commissions which are governed by the County Board of Supervisors. (Endorsement must be attached to Certificate of Insurance).
- The County of Orange, State of California and Orange County Workforce Investment Board shall be added as an additional insured on all insurance policies required by this contract with respect to work done by the contractor under the terms of this contract (except Workers' Compensation/Employers' Liability and Professional Liability). An additional insured endorsement evidencing that the County of Orange is an additional insured shall accompany the Certificate of Insurance.
- It is agreed that any insurance maintained by the State of California and the County of Orange will apply in excess of, and not contribute with, insurance provided by this policy. (Endorsement must be attached to Certificate of Insurance for the General Liability policy).
- Any losses shall be payable notwithstanding any act or failure or negligence of the State of California and the County of Orange, or any other person.
- Commercial General Liability policy shall contain a severability of interests clause.
- Contractor agrees to maintain Professional Liability Insurance, as appropriate, for a period of two years following completion of this Agreement.

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

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable certificates of insurance and endorsements with County

incorporating such changes within thirty (30) days of receipt of such notice, this Agreement may be in default without further notice to Contractor, and County shall be entitled to all legal remedies. The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder or to fulfill the indemnification provisions and requirements of this Agreement.

Required insurance information/documentation should be forwarded to:

**Orange County Workforce Investment Board
1300 South Grand, Bldg. B, 3rd Floor
Santa Ana, CA 92705
Attention: Operations & Contracts Administration**

ORANGE COUNTY WORKFORCE INVESTMENT AREA

WIA Title I – Youth Individual Service Plan

Date: _____
Age: _____
Name: _____
SSN: _____
Case Manager's Name: _____

OBJECTIVE ASSESSMENT

MIS Activity Code 71
 MIS Goal Codes 001, 002, 003, 004, 005, 006, 013, 015

EDUCATION: **Current Grade Level:** _____

School Attending: Comprehensive Alternative Ed Community College Drop-Out

BASIC SKILLS/GRADE LEVEL:
 ___ ABLE ___ TABE ___ CASAS ___ WRAT ___ Other **Date Tested:** _____

Reading Grade Level: _____ **Math Grade Level:** _____

Assessment Recommendation (include remediation plan): _____

Basic Skills Activity: Start Date _____ **End Date** _____

EWIE Form – Codes Being Used

MIS Activity Code _____ MIS Goal Code _____

WORK HISTORY (include VOLUNTEER WORK)

Dates	Employer	Position/Duties	Wage

Labor Market Awareness

MIS Activity Code **72** -- MIS Goal Code **010**

Career Goal: _____

Youth will conduct Labor Market Information research by: Date _____ Completed: YES NO

EWIE Form – Code Being Used: MIS Activity Code _____ MIS Goal Code _____

Non-Traditional Jobs for Men and Women:

Youth is interested in training for non-traditional employment opportunities.
Non-Traditional Employment interest: _____

Youth is not interested in training for a non-traditional occupation.

Youth requested more information: Information Given Verbal Written Date: _____

INDIVIDUAL SERVICE PLAN

Asset Inventory

Youth Asset Development	Planned Activity	Outcome	Dates
<input type="checkbox"/> Basic Skills Deficient			Start: End:
<input type="checkbox"/> Out of School Youth			Start: End:
<input type="checkbox"/> High School Drop-out			Start: End:
<input type="checkbox"/> Foster Child/Living In Group Home			Start: End:
<input type="checkbox"/> Emancipated Youth			Start: End:
<input type="checkbox"/> Pregnant/Parenting Teen			Start: End:
<input type="checkbox"/> Runaway/Homeless			Start: End:
<input type="checkbox"/> Gang Affiliated			Start: End:
<input type="checkbox"/> Ex-offender			Start: End:
<input type="checkbox"/> Substance Abuse			Start: End:
<input type="checkbox"/> Family Drug /Alcohol			Start: End:
<input type="checkbox"/> Child Abuse			Start: End:
<input type="checkbox"/> Emotional, Medical, or Psychological Issue			Start: End:
<input type="checkbox"/> Lack of Child Care			Start: End:
<input type="checkbox"/> Deficient in Occupational Skills			Start: End:
<input type="checkbox"/> Requires Additional Assistance			Start: End:

PLANNED ACTIVITIES

Circle appropriate MIS Codes as they relate to the youth's activities

Activity	Progress/Update	Outcome	Date
<input type="checkbox"/> Tutoring, Study Skills Training (MIS Activity Code 71/Goal Codes 001, 002, 003, 004, 005, 006, 013, 015)			
			Start:
			End:
<input type="checkbox"/> Alternative School Services (MIS Activity Code 71/Goal Code 015)			
			Start:
			End:
<input type="checkbox"/> Summer Employment <input type="checkbox"/> WIA <input type="checkbox"/> Non-WIA (MIS Activity Code 70, 75 (for TANF Summer Activity)/Goal Code 007)			
			Start:
			End:
<input type="checkbox"/> Occupational Skills Training (MIS Activity Code 72/Goal Code 007, 008, 016, 019)			
			Start:
			End:
<input type="checkbox"/> Paid/Unpaid Work Experience (MIS Activity Code 72/Goal Code 007, 008)			
			Start:
			End:
<input type="checkbox"/> Leadership Development (MIS Activity Code 73/Goal Code 014)			
			Start:
			End:
<input type="checkbox"/> Supportive Services (MIS Activity Code 81/link to primary goal code)			
			Start:
			End:
<input type="checkbox"/> Adult Mentoring (MIS Activity Code 74/Goal Code 020)			
			Start:
			End:
<input type="checkbox"/> Follow Up Activity			
			Start:
			End:
<input type="checkbox"/> Comprehensive Guidance & Counseling (MIS Activity Code 74/Goal Code 006)			
			Start:
			End:
<input type="checkbox"/> Work Readiness (MIS Activity Codes 72, 73, 74/Goal Codes 009, 010, 011, 012, 014, 017, 018, 020)			
			Start:
			End:

NOTE: Youth will have access to above program elements/activities based on youth's needs.

Goals

Check-Off appropriate MIS Goal Code as it applies to youth's goals
Note: (1) Goals must be achieved within 12 months of the date the goal was set. (5) For younger youth: If participant is basic skills deficient, then primary goal must address basic skills.
 (2) Minimum of one goal/Maximum of 3 goals per year.
 (3) Any combination of 'skill' goals may be set.
 (4) Goal(s) must be specific and measurable

Basic Skills Goal

Goal Type #1 **Primary (1)** **Secondary (2)**

MIS Goal Code 001 002 003 004 005 006 013 015

DATE: _____

1. _____ Set: _____ Achieved: _____

2. _____ Set: _____ Achieved: _____

3. _____ Set: _____ Achieved: _____

Occupational Skills

Goal Type #2 **Primary (1)** **Secondary (2)**

MIS Goal Code 007 008 016 019

DATE: _____

1. _____ Set: _____ Achieved: _____

2. _____ Set: _____ Achieved: _____

3. _____ Set: _____ Achieved: _____

Work Readiness

Goal Type #3 **Primary (1)** **Secondary (2)**

MIS Goal Code 009 010 011 012 014 017 018 020

DATE: _____

1. _____ Set: _____ Achieved: _____

2. _____ Set: _____ Achieved: _____

3. _____ Set: _____ Achieved: _____

Projected Outcomes
Youth Ages 14-18

Basic Skills Attainment
 Job Readiness Skills Attainment

High School Diploma/GED Attainment
 Enter into Post –Secondary Ed.
 or
 Advanced training
 or
 Placement in military services
 or
 Employment
 or
 Qualified apprenticeship
 Retention Post-Secondary Ed.,
 Advanced training (6 months after entry)
 Retention in military services,
 employment or qualified apprenticeship
 (6 months after entry)

Youth Ages 19-21

Enter into Unsubsidized employment
 Employer: _____
 Date Employed _____
 Entry Wage: _____

Unsubsidized job retention (6 months after entry)
 Earnings received in unsubsidized employment (6 months after entry)
 Attain credential relating to achievement of educational skills
 Credential: _____

Follow-Up Activities		
Follow-Up	Date	Comments:
30 Days		
60 Days		
90 Days (1 st Quarter)		
2 nd Quarter Month of _____ Month of _____ Month of _____		
3 rd Quarter Month of _____ Month of _____ Month of _____		
4 th Quarter Month of _____ Month of _____ Month of _____		

Exit Date: _____

Follow-Up Examples

SCHOOL BASED

Job Shadowing
Youth Day
Group Meetings
One-on-One Meetings
Phone Calls
Adult Mentoring
Peer Mentoring
Team Leadership
Educational Opportunity
Other _____

WORK BASED

Employer Contact
Job Search Assistance
Other _____

NOTES:
1) Ensure to follow up with participants on a monthly basis or more often as needed.
2) State reporting requires four quarters of follow up.