Request for Proposals
On behalf of and in Partnership with the
DC Department of Youth Rehabilitation Services

Job Readiness and Placement, Socio-Entrepreneurial, and A+ Information Technology Programs

Released April 26, 2013

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I. OVERVIEW AND BACKGROUND

The DC Children and Youth Investment Trust Corporation (the Trust) is the primary resource for developing partnerships that expand and improve services and opportunities for children and youth in the District of Columbia, especially during their time out of school. The partnerships include those with public schools, city agencies, nonprofit providers and funders. The Trust provides grants, technical assistance, youth worker training, capacity building, learning opportunities, convenings and policy support in the District. The Trust supports and develops the highest quality programs, encourages innovation in services and organizations and invests in activities that will create better outcomes for the District's children and youth.

The Department of Youth Rehabilitation Services (DYRS) is the District of Columbia's cabinet-level agency established to lead the reform of the District's juvenile justice system by coordinating the collaborative efforts of government agencies, contracted providers, labor, and community leaders to improve the security, supervision, and rehabilitation services provided to committed and detained juvenile offenders and Persons in Need of Supervision ("PINS").

To further support its efforts to ensure that committed youth remain engaged in productive activity, DYRS established the Office of Workforce Development (OWD) to deliver high-quality workforce development, employment, education, and training programs that provide purposeful and developmentally-appropriate opportunities to help DYRS youth thrive and achieve positive outcomes. The OWD collaborated with the Trust to establish the "Job Readiness and Placement, Socio-Entrepreneurial, and A+ Information Technology" programs to provide training and experience that will (1) lead to the attainment of an industry- or a nationally-recognized certification, (2) result in an outcome of employment, and (3) result in the creation of a business.

II. PRIORITIES

The Trust, on behalf of DYRS, is seeking bids from organizations with proven capacity to support DYRS and other court-involved youth in experiential learning and workforce development opportunities that will result in educational gains, employment, occupational skills training programs, successful workforce preparation, and post-secondary placement.

Contractors must have the following:

1. Are capable of delivering the service models and the desired outcomes described in this request before:
   a. January 31, 2014 for Job Readiness and Placement Program;
   b. September 30, 2014 for Socio-Entrepreneurial program; and
   c. January 31, 2014 for A+ Information Technology Certification program
2. Have current background clearances for staff and/or contractors identified to work with youth.
3. Have the capacity to accept youth referrals immediately;

4. Have a proven track record of providing services in a performance based environment;
5. Have diverse funding sources supporting their operating expenses;
6. Demonstrate meaningful partnerships with institutes of higher learning, employers in high growth industries, and other relevant organizations and service providers;
7. As dictated by the service models, provide integrated education and occupational placement through program design and accompanying activities;
8. Implement evidence-based models promoting work-readiness skills; and
9. Have existing partnerships with other service providers who can leverage the limited resources available.

III. SERVICES REQUESTED

The Trust, on behalf of DYRS, is seeking proposals for three distinct service areas: (1) two awards for Job Readiness Skills Training and Placement each in the amount of $90,000 each; (2) one award for Socio-Entrepreneurial Demonstration in the amount of $400,000, and (3) one award for A+ Information Technology (Occupational Skills Training) Program in the amount of $100,000.

PLEASE NOTE that organizations may submit applications for all three categories. However, organizations will not be awarded for more than one program model.
PLEASE NOTE that youth may **NOT** be enrolled in more than one program at a time without authorization from DYRS.

IV. CONTRACTING BID PROCESS

A) Period of Performance:

Contract funding through this request ends January 31, 2014 for the Job Readiness and Placement and A+ Information Technology Certification programs. Contract funding through this request ends September 30, 2014 for the Socio-Entrepreneurial Program.

B) Who can apply?

a. Non-Profit organizations must have 501(c) (3) tax-exempt status, been incorporated to operate in the District of Columbia, and been providing direct services since no later than October 1, 2010; must be organized under the District of Columbia Non-profit Corporation Act (DC Code, sec.29-501 et seq.) since no later than October 1, 2010.
b. Non-Profit organizations must be a community-based organization governed by a Board of Directors that reflects the community and the population in which it operates, and whose vision, mission, and focus is to serve children, youth, and/or families within the District of Columbia.
c. For-Profit organizations must have been incorporated to operate in the District of Columbia and providing direct services since no later than October 1, 2010, and must have a mission and vision statement focused on serving children and youth within the District of Columbia.

d. For-Profit organizations must submit a currently valid Basic Business license issued after October 1, 2010.
e. All organizations must submit a variety of documents to include the Clean Hands Form from the Department of Consumer & Regulatory Affairs, and be in good financial standing with both the DC Office of Tax and Revenue and the Internal Revenue Service and follow all appropriate charitable financial reporting.
f. An organization described in Section 501(c) (4) of the Internal Revenue Code, 26 U.S.C. 501(c) (4) that engages in lobbying activities is not eligible to apply, serve as a host site for members, or act in any type of supervisory capacity for grant-funded programs.
g. All organizations must have staff with acceptable background clearances to work with children & youth by contract start date.

Individuals are not eligible to apply, and organizations that currently have a contract with either DC YouthLink or the OWD are PROHIBITED from applying.

Partnerships between and among organizations are strongly encouraged.

C) Proposal Timeline

Proposals will be due by 4:00pm on Friday, May 24, 2013. Contractors will be notified on or before July 5, 2013. Contractors must be prepared to receive referrals and commence service delivery no later than July 15, 2013.

D) Application Process

Application Submission: One original and four-copies of the application must be submitted. The submission must include cover letter with an authorizing signature; narrative; budget and budget narrative and attachments i.e. letters of support/commitments, legal documents etc. The original proposal and copies should not be placed in a binder or stapled. **Please use binder clips only**.

All applications must be received in person and delivered by 4:00 pm on May 24, 2013 to:

DC Children and Youth Investment Trust Corporation
1400 16th Street, NW, Suite 500
Washington, DC, 20036

E) Technical Assistance Sessions: The Trust will conduct three technical assistance sessions on the following days/times. Please use the links to register.

Tuesday, May 7, 2013, 6:00 p.m. until 8:00 p.m.
DC Children and Youth Investment Trust Corporation
1400 16th Street, NW, 3rd Floor (Conference Room)

Washington, D.C. 20036
http://tasessionmay7.eventbrite.com

Wednesday, May 8, 2013, 10:00 a.m. until 12:00 p.m.
DC Children and Youth Investment Trust Corporation
1400 16th Street, NW, 3rd Floor (Conference Room)
Washington, D.C. 20036
http://tasessionmay8.eventbrite.com

Thursday, May 9, 2013, 2:00 p.m. until 4:00 p.m.
DC Children and Youth Investment Trust Corporation
1400 16th Street, NW, 5th Floor (Conference Room)
Washington, D.C. 20036
http://tasessionmay9.eventbrite.com

F) Questions may be submitted to **Kim Paymaster** at **kpaymaster@cyitc.org** through Friday, May 10, 2013. All questions and responses will be posted at **www.cyitc.org** by Tuesday, May 14, 2013.

G) Notice of Intent to Apply
Prospective applicants must submit a Notice of Intent to Apply (NOIA) form to the Trust, which is found at www.cyitc.org. The NOIA should be sent to the Trust by Friday, May 10, 2013 at 4:00 p.m. Submittal of the NOIA does not commit an agency to apply**. However, failure to submit a NOIA by Friday, May 10, 2013 at 4:00 p.m. will disqualify an organization.** Any supplemental written information related to this RFP will be provided only to those organizations that have filed a NOIA.

NOIA should be submitted via e-mail to: kpaymaster@cyitc.org
Subject: Job Readiness, Placement, Socio-Entrepreneurial, and A+ Information Technology NOIA

H) Review Process: A review committee will read the proposals and evaluate them with a scoring rubric. All funding decisions are final. After receiving the award notification letter, applicants have up to thirty (30) business days to submit a written request for their scores to the Trust. Requests should be submitted by email to kpaymaster@cyitc.org. Applicants may receive a copy of the reviewer scores and comments within ten (10) business days upon written request.

I) Contractor Qualifications and Responsibilities: Applicants must provide following documentation:

1. Proposal Cover Letter containing an Authorizing Signature(s);
2. Proposal Checklist;
3. Proposal Narrative;

4. Proposal Budget Form with Narrative;
5. Projected Program Revenue Form;

Applicants must provide the following documentation only in the one (1) original proposal. For all staff, indicated clearances must be included and must have been received within the last year. If clearances have not yet been obtained, proof that the process has been started must be included (this must be in the form of a receipt to acknowledge that the relevant agency has received documentation). Applicants that do not include these documents in the one (1) original proposal may be disqualified.

6. Previous Fiscal Year Finances, no older than October 1, 2011
   - Audited Financial Statement (non-profit or for-profit) **OR**
   - Pages 1 - 6 of most recent IRS Form–990 (non-profit) **OR**
   - Form 1120 (for-profit)
7. Copy of Letter of 501(c)(3) Status from the Internal Revenue Service no later than October 1, 2010 (if a non-profit organization);
8. Copy of Incorporation under the State of domicile Non-profit Incorporation Act (not Articles of Incorporation) no later than October 1, 2010 (if a non-profit organization);
9. Copy of Clean Hands Form from the DC Department of Consumer and Regulatory Affairs no older than October 1, 2011;
10. Résumé and relevant credentials for each employee funded through this program;
11. FBI Clearances for each employee funded through this program;
12. Criminal History Clearance from the State of residence and the District of Columbia for each employee funded through this program;
13. Child Protective Clearance from the State of residence and the District of Columbia for each employee funded through this program;
14. National Sex-Offender Registry Screening for each employee funded through this program; and;
15. Negative drug testing results for each employee funded through this program.

V. APPLICATION NARRATIVE FORMAT

The narrative should provide reviewers with a clear understanding of the organization's capacity to deliver the services as outlined in this request. Contractors that are eligible and want to apply for more than one program model will need to submit a separate application for each model. **PLEASE NOTE** that organizations will not be awarded for more than one program model.

The submitted narrative must address all sections and meet the following specifications:

a) Formatted using 1" margin and no smaller than 12 point Calibri (body) font;
b) Include a table of contents;
c) Typed and cannot exceed 10 single-sided, single spaced pages. **NOTE: This page limit does not include required attachments or budget documents;**

d) Pages should be numbered and include header and footer identifying the contractor's name and program model; and
e) Identify each section and sub-section.

VI. BUDGET AND PER-PARTICIPANT COST

Each model has a maximum cost per-participant. These costs include program operations and administration. Youth incentives and wages will be paid by DYRS in coordination with the successful contractors. Youth pay will be centrally managed and coordinated through an agreement between Department of Employment Services (DOES) and DYRS. Per-participant cost caps in each category are as follows:

Program Model[1]	# of Expected Vendors	Cost Per Participant	Total Youth Served
Job Readiness and Placement	**2**	**$1500**	**120 (60 youth per provider)**
Socio-Entrepreneurial	**SEE BELOW**		
A+ Information Technology	**1**	**$2500**	**40**

The contract for the Socio-Entrepreneurial Program will be up to $400,000. $50,000 of the contract amount must be used for start-up costs. There is no participant cost associated with this program. The contractor will be responsible for working with five (5) to six (6) youth in the development of a business plan, starting the business, and maintaining operations while ensuring sustainability.

Total Budget: This amount is equal to the cost per-participant multiplied by the number of participants for Job Readiness and Placement and A+ Information Technology

Administrative Cap: Administrative costs are not to exceed 10% of the total budget.

VII. REPORTING REQUIREMENTS

Contractors are required to submit reporting as indicated in their program Payment. All contractors are required to submit activity information in to the Youth Empowerment System (YES!) system within 48 hours of contact with youth. Additional supporting documentation may be required.

If contractors are unable to contact the youth participating in the program within 48 hours of receiving the referral, DYRS must be notified immediately.

Notification on incidents that include but are not limited to safety hazards, injuries, emergencies, and/or conflicts that affect the youth participating in the program must be reported to DYRS Office of Workforce Development and the Trust immediately, and written incident reports are required within 24 hours of any unusual incident that involves youth.

VIII. PROGRAM MODELS DESCRIPTION AND NARRATIVE QUESTIONS

A. JOB READINESS AND PLACEMENT PROGRAM MODEL

I. Goals

- Provide work readiness training leading to an industry- or nationally-recognized credential that results in an outcome of unsubsidized employment.
- Train youth to be "**work-ready**" so that they are able to seek and retain a job. Skills such as timeliness and reliability, accountability, respect for supervisor, co-workers, and customers; ability to manage emotions on the job; ability to accept supervision and feedback; and appropriate attire; as well as the nuts and bolts of resume writing, interviewing, and job searching are imperative to success. Skill attainment in these areas is an essential component of the program.
- Train youth for unsubsidized employment for entry-level positions across and for a specific job or a range of jobs in the youth's career interest.
- Coordinate with local employers, businesses, community-based organizations, to increase job opportunities.

  Note: Applicants must specify the work readiness curriculum and training that leads to the nationally recognized credential that youth will obtain.

II. Target Population[2]

- Between the ages of 15 and 21 at the time of enrollment.
- Seeking placement in unsubsidized employment in a targeted occupation(s).

III. Youth Served

We anticipate that **approximately 80 youth** will benefit from this service model. We plan to fund **2 organizations for this service category**; therefore, the prospective contractors must have the capacity to serve up to 40 youth each. The total budget allocated for this budget category is $180,000 ($90,000 per selected organization).[3]

IV. Program Services

The Job Readiness Skills model focuses on work readiness preparation and job placement. Contractors will:

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[2] Other factors may be considered in referring youth to this program.

[3] Total number of youth referred is not guaranteed. Modification to this number may be adjusted based upon youth interest, availability, etc. Payment is based on number of youth served. The contractor is not guaranteed the maximum number of youth and if the maximum number of youth is not referred, the contractor may not earn the total amount of the contract.

- Provide work readiness skills training that is closely aligned with the knowledge, skills and competencies necessary to succeed when they obtain a job
- Prepare youth for employment within youth career interest.
- Prepare youth to obtain an industry or nationally recognized credential in work readiness.
- Provide job placement for youth who successfully complete the job readiness training and transition and retention support.
- Provide youth with remedial work readiness training when necessary.
- Recruit employers and establish linkages to unsubsidized job placement within current occupational pathways or regional growth industries.
- Coordinate with and maintain constant communication with the youth's case manager, probation officer or social worker to keep the youth engaged in services.

V. Performance

OUTCOME	PERFORMANCE LEVEL
Program Retention – Youth attend 75% of the training sessions offered.	80% of Referred Youth
Attainment of an Industry- or Nationally-Recognized Credential	65% of Referred Youth
Initial Placement in an Unsubsidized job	65% of Referred Youth
Placement Retention – 30 days or more	65% of Referred Youth

VI. Job Readiness And Placement Model Narrative

1. Organizational Capacity and Relevant Experience (20 Points)

a) Provide a profile of the organization
b) Describe the relevant experience of the organization, within the past 2 years, in providing comparable services. Please detail specific relevant quantitative outcomes for comparable services to youth within this time period.
c) Document relevant experience, if any, with administering performance-based agreements.
d) Please explain the organization's capacity to manage financial risk due to poor performance.

2. Program Components (50 Points)

- **Skills Training:** Describe in detail the job readiness skills training that youth will receive and the method that the program will use to deliver the training (Please cite any standard curricula that the program will use). Be sure to include:

    - What is the course of study?
    - In what activities will the youth engage? Will they be engaged in classroom learning, hands-on activities, or both?

  - In what facilities will the training occur? Do these facilities mimic the real environment in which someone would actually work?
  - What does a typical day of training look like for the youth? How many hours of training will they receive per week, and across the program?

- **Credential:** What industry or nationally recognized credential(s) will youth obtain within an 8 - 10 week maximum training period? Please include:

  - Name and type of credential.
  - Length of time needed to obtain credential.
  - All requirements to qualify for the credential.
  - Rationale for the credential(s) to be offered.
  - What industry- or national organization of association recognizes this training?

- **Work Readiness Training:** Please describe how the program will prepare youth for the workplace. For the work readiness training proposed, be sure to include:

  - What topics will this training cover?
  - How will the training be delivered? Will young people be engaged in classroom activities, hands-on activities, or both? Please describe.
  - What does a typical day of training look like? How many hours of training will youth receive throughout their enrollment in the program?

- **Job Placement**:
  - Describe your relationships/partnerships, if any, with employers that will benefit your placement services to include:
    - Detail these relationships and what role each will serve. If the partner will provide a specific service, detail the service that will be offered, how those services will lead to the desired outcome, and how the partnership will be managed (please provide a letter of support/commitment from each partner listed.)
    - Describe how your organization will build and manage relationships with a broad range of employers – including employers in the industries for which young people have already been trained in the occupational skills programs.
  - After referral of the youth to your program, how will the program keep each youth engaged in order to achieve the desired outcome.
  - Describe the process through which you will help youth find placement in jobs.
  - How will you manage a “rolling/open” referral process?

3. **Evaluation and Data (10 Points)**
   a) How does your organization currently use data to monitor, evaluate, and improve programs? Please describe this process and provide a concrete example of how your organization has used program data to make decisions about programs and services.
   b) How will your organization evaluate the effectiveness of the job readiness skills training and placement program throughout the duration of the grant period? And how will you use this information to adjust practice if necessary?
   c) How will you monitor and assess the progress of each youth?

4. **Staffing (10 Points):** Please provide a chart of all staff that will work on this program, along with their positions. Please describe the qualifications and credentials of staff who will work directly with youth in this model**.**

5. **Budget and Budget Narrative (10 Points):** Contractor should submit a detailed budget for $90,000. Administrative costs are not to exceed 10% of the total budget. In addition to the budget, contractors must submit a budget narrative not exceeding three pages describing each of the costs included in the budget.

VII. Payment Method

The payment method will be comprised of **<u>three components</u>**:

- **The first component** of the contractor's compensation will allow the provider to submit an invoice for an initial payment at the full per-participant cost for twelve and a half (12.5%) of the maximum number of youth to be served for the program model. Documentation that supports and/or demonstrates intake, assessment, engagement or other contact with or on behalf of referred youth will be required to release the initial payment. Invoicing for the initial payment will only be accepted after 12.5 % of the maximum number of youth has been enrolled.
- **The second component** the compensation structure will allow providers to submit invoices for up to fifty-percent (50%) of the per-participant costs for each subsequent referral with supporting documentation and expenses.
- **The third component** of the payment structure is performance-based. Providers will be eligible to receive the balance of the per-participant costs based on the performance outcomes generated for youth.

Below is an illustration of the application of the method of payment for a program with an overall available budget of $90,000; a per-participant costs of $2,250 per youth with an overall program capacity of 40 youth.

Payment Component	Job Readiness and Placement Maximum Number of Youth Served: 40[1]		Maximum Budget	Example of supporting documents	Period of performance for payment
I	Payment for 12.5% of maximum program capacity for youth or 5 youth at $2,250.		**$11,250**	Intake documents, youth attendance, etc.	Month following receipt of documentation for the 5th referral.
II	Payment for 50% of per-participant costs for youth 6 through 40 ($1250)		**$39,375**	See above	Month following receipt of documentation for the subsequent referrals.
III	**Performance Allocation[2]** **$39,375**	25% of the total performance allocation is available for meeting the **Program Retention goal** for 65% (26) of the maximum number (40) of youth referred.	**$9,843.75**	Program attendance sheets, time sheets, etc.	Monthly following receipt of documentation.
		25% of the total performance allocation is available for meeting the **Credential Attainment goal** for 65% (26) of the maximum number (40) of youth referred.	**$9,843.75**	Youth earns certification and/or credential – youth "graduates"	Monthly following receipt of documentation.
		25% of the total performance allocation is available for meeting the **Initial Placement Goal** for 65% (26) of the maximum number (40) of youth referred.	**$9,843.75**	Employment offer letter, pay stub, internship acceptance letter, etc.	Monthly following receipt of documentation.
		25% of the total performance allocation is available for meeting the **Placement Retention of 30 days or more** goal for 65% (26) of the maximum (40) number of youth referred.	**$9,843.75**	Acceptance letter, Verification of continued enrollment in internship program, etc.	Monthly following receipt of documentation.
		NOTE: Providers who do not achieve the targeted percentage of the performance goals will be compensated at the following levels for each youth who obtain each performance goal: • $350 for each youth who meets the Program Retention goal; • $150 for every youth who meet the Credential Attainment goal; • $250 for each youth who meets the initial unsubsidized placement goal.	**NA**	**See Above**	**See Above**
		TOTAL BUDGET	**$90,000[1]**		

[1] Payment is based on the number of youth served. The contractor is not guaranteed the maximum number of youth and if the maximum number of youth is not referred, the contractor may not earn the total amount of the contract.

[2] Payments listed under Section III are based on achieving the performance goals for the maximum number of youth (40). If the Contractor does not receive the maximum number of youth, but still attains the performance goal, the payment will be prorated based on the number of referrals they have received (i.e., if the Contractor receives 20 youth and is able to meet the Performance Retention Goal for 65% (13 youth), their payment will be prorated to $6,562.50)

B. SOCIO-ENTREPRENEURIAL DEMONSTRATION PROGRAM MODEL

I. GOALS

- Provide training that promotes entrepreneurial culture and the entrepreneurial potential of youth - teaching youth how to develop ideas into a successful business while increasing entrepreneurial opportunities in their communities.
- Develop a business plan and complete all necessary licensing requirements; promote the business product or service; designate staff responsibilities and roles; create a marketing plan for sustainability and capacity building.
- Launch, open, and operate the business.

II. Target Population[4]

- Between the ages of 17 and 21 at the time of enrollment.
- Test at or above the 6th grade level in literacy and numeracy.
- Seeking an opportunity to create a new business.

III. Youth Served

We anticipate that approximately 6 youth will benefit from this service model. We plan to fund 1 organization- for this service category; therefore, contractors must have the capacity to serve up to 6 youth. The total budget allocated for this budget category is $400,000.[5] $50,000 of the total budget must be allocated to start-up costs.

IV. Program Services

The Socio-Entrepreneurial model focuses on entrepreneurial skill training, mentoring, and, business development.

Contractors will:

- Provide training that promotes entrepreneurial culture and the entrepreneurial potential of youth - teaching youth how to develop ideas into a successful business while increasing entrepreneurial opportunities in their communities.
- Assist youth in developing a business plan and completion of all necessary licensing requirements; promote the business product or service; designate staff responsibilities and roles; and create a marketing plan for sustainability and capacity building.
- Provide technical assistance in launching, opening, and operating the business.
- Coordinate the development of a business sustainability plan.
- Provide support through mentoring and coaching.

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[4] Other factors may be considered in referring youth to this program.

[5] Modification to the number of youth served and the number of organizations funded may be adjusted based upon the quantity and quality of the proposals submitted.

- Strengthen program services by leveraging industry, educational and employment and community partnerships.
- Coordinate with and maintain constant communication with the youth's case manager, probation officer or social worker to keep the youth engaged in services.

V. Performance

Performance outcomes and levels will be developed at awardees' initial meeting. However, the ultimate goal of the program is to assist in the development, creation, and sustainability of a business.

VI. Socio -Entrepreneurial Demonstration Model Narrative

1. Organizational Capacity and Relevant Experience (20 Points)

a) Provide a profile of the organization

b) Describe the relevant experience of the organization, within the past 2 years, in providing comparable services. Please detail specific relevant quantitative outcomes for comparable services to youth within this time period.

c) Document relevant experience, if any, with administering performance-based agreements.

d) Please demonstrate the organization's capacity to manage financial risk due to poor performance.

2. Program Components (50 Points)

a) Specific industry: For what specific industry and job or range of jobs will the program train and support youth. (Jobs and industry should be in the high priority occupations for the Washington, D.C. metropolitan area)

- Approximately how many successful businesses of this nature are available in the greater metropolitan area?

b) Skills Training: Describe in detail the socio-entrepreneurial skills training that youth will receive and the method that the program will use to deliver the training (Please cite any standard curricula that the program will use). Be sure to include:

- What is the course of study?
- In what activities will the youth engage? Will they be engaged in classroom learning, hands-on activities, or both?
- In what facilities will the training occur? Do these facilities mimic the real environment in which someone would actually work?
- What does a typical day of training look like for the youth? How many hours of training will they receive per week, and across the program?

c) Credential: What industry or nationally recognized credential(s) will youth obtain within the funding period? Please include:

- Name and type of credential.
- Length of time needed to obtain credential.

- All requirements to qualify for the credential.
- Rationale for the credential(s) to be offered.
- What industry- or national organization of association recognizes this training?

d) Work Readiness Training: Please describe how the program will prepare youth for the workplace and operation of their own business. For the work readiness training proposed, be sure to include:

- What topics will this training cover?
- How will the training be delivered? Will young people be engaged in classroom activities, hands-on activities, or both? Please describe.
- What does a typical day of training look like? How many hours of training will youth receive throughout their enrollment in the program?

e) How will your organization build and manage relationships with a broad range of businesses and suppliers including partnerships in the industries for which young people will manage in the socio-entrepreneurial program?

f) How will your organization coordinate and facilitate the delegation of required management positions, duties, and responsibilities of the socio-entrepreneurial program participants?

g) Describe the process through which you will help youth develop, implement, and maintain the business in the industry in which your organization has trained them?

h) Describe your approach to working with youth to promote and create exposure to various industries and business models?

i) After referral of the youth to your program, how will the program keep each youth engaged in order to achieve the desired outcome(s)?

j) How will you will you handle conflicts and indecisiveness throughout the program?

3. **Evaluation and Data (10 Points)**

a) How does your organization currently use data to monitor, evaluate, and improve programs? Please describe this process and provide a concrete example of how your organization has used program data to make decisions about programs and services.

b) How will your organization evaluate the effectiveness of the socio-entrepreneurial demonstration program throughout the duration of the grant period? And how will you use this information to adjust practice if necessary?

c) How will you monitor and assess the progress of each youth?

4. **Staffing (10 Points) –** Please describe the qualifications and credentials of staff who will work directly with youth in this model**. Please include staff/contractor resumes and credentials with your attachments.**

5. **Budget and Budget Narrative (10 Points) –** Contractor should submit a detailed budget for the maximum amount available for the program category that they are applying. In

addition to the budget, contractors must submit a budget narrative not exceeding three pages describing each of the costs included in the budget. Administrative costs are not to exceed 10% of the total budget.

VII. Payment Method

The payment method will be comprised of **four components**.

The first component of the contractor's compensation will allow the provider to submit an invoice for an initial payment for five (5%) of the total program budget or up to $20,000. Documentation that supports and/or demonstrates intake, assessment, engagement or other contact with or on behalf of referred youth will be required to release the initial payment.

The second element of the compensation structure will allow providers to submit invoices for up to 50% of the total program cost or up to $200,000 for the completion of identified benchmarks prior to business launch (i.e. youth engagement and retention, business plan development, classroom-based training completion) with supporting documentation and expenses.

The third element of the compensation structure will allow providers to submit invoices for the total start-up allocation of up to $50,000.

The fourth element of the payment structure is performance based and will allow providers to submit invoices for up to 32.5% or $130,000 of the total program budget. Payments will be based on pre-determined performance outcomes (i.e. sustainability plan) that are generated through the development and sustainability of the business.

C. A+ INFORMATION TECHNOLOGY CERTIFICATION MODEL

I. GOALS

- Provide occupational skills training in the IT industry leading to an industry- or nationally recognized A+ certification credential that results in an outcome of employment
- Train youth to be work-ready – so that they are able to seek and retain a job. Skills such as timeliness and reliability; accountability; respect for supervisor, co-workers, and customers; ability to manage emotions on the job; ability to accept supervision and feedback; and appropriate attire; as well as the nuts and bolts of resume writing, interviewing, and job searching are imperative to success. This is an essential component of the program.
- Train youth for employment in the IT industry (i.e. desktop support, service technician, technical support specialist, etc.) and for a specific job or range of jobs in the field in which they received certification/credentials.
- Place youth who successfully complete the training program in an unsubsidized job.
  Note: Contractors must substantiate the availability of jobs in the IT field in the proposal narrative.

II. Target Population[6]

- Youth between the ages of 17 and 21 at the time of enrollment.
- Test at or above the 8th grade in literacy and numeracy.
- Seeking an OST credential in the IT growth industry.
- Seeking placement in employment in a targeted occupation(s).

III. Youth Served

We anticipate that **approximately 40 youth** will benefit from this service model. We plan to fund **1 organization for this service category**; therefore, the prospective contractor must have the capacity to serve up to 40 youth. The total budget allocated for this budget category is $100,000.[7]

IV. Program Services

The A+ Information Technology Certification model focuses on occupational training, work readiness preparation, and job placement. As such, Contractors will:

- Offer occupational skill training that is closely aligned with the knowledge, skills, and competencies necessary to obtain a nationally recognized IT A+ certification credential and succeed in the workplace through job placement.

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[6] Other factors may be considered in referring youth to this program.

[7] Total number of youth referred is not guaranteed. Modification to this number may be adjusted based upon youth interest, availability, etc. Payment is based on number of youth served. The contractor is not guaranteed the maximum number of youth and if the maximum number of youth is not referred, the contractor may not earn the total amount of the contract.

- Prepare youth for a specific job or range of jobs within the IT industry.
- Provide work readiness training so that youth are prepared to succeed when they obtain a job.
- Prepare youth to obtain an industry or nationally recognized IT A+ certification credential.
- Provide job placement and retention for youth who successfully complete the OST.
- Strengthen program services by leveraging industry and employment partnerships.
- Coordinate with and maintain constant communication with the youth's case manager, probation officer, or social worker to keep the youth engaged in services.

V. Performance

OUTCOME	PERFORMANCE LEVEL
Program Retention – Youth attend 75% of the training sessions offered.	80% of Youth
Attainment of an Industry- or Nationally-Recognized Credential	65% of Youth
Initial Placement in an unsubsidized job	65% of Youth
Placement Retention - 120 hours or more in an unsubsidized job	65% of Youth

VI. A+ INFORMATION TECHNOLOGY CERTIFICATION MODEL NARRATIVE

1. Organizational Capacity and Relevant Experience (20 Points)

a) Provide a profile of the organization.

b) Describe the relevant experience of the organization, within the past 2 years, in providing comparable services. Please detail specific relevant quantitative outcomes for comparable services to youth within this time period.

c) Document relevant experience, if any, with administering performance-based agreements.

d) Please demonstrate the organization's capacity to manage financial risk due to poor performance.

2. Program Components (50 Points)

a) Describe your approach, method or curriculum you will use in working with youth to achieve the stated outcome for this program.

b) How will your program keep each youth engaged in order to achieve the desired outcome?

c) What will a typical day of instruction look like for the youth? How many hours of instruction will the youth receive per week? Be sure to include:

- What instruction and development activities will the youth engage? Will they be engaged in primarily classroom learning, hands-on activities, or both?
- In what facilities will the instruction occur?
- How many of instruction hours will be computer based and/or didactic?

d) Work Readiness Training: Please describe how the program will prepare youth for the workplace. For the work readiness training proposed, be sure to include:

- What topics will this training cover?
- How will the training be delivered? Will young people be engaged in classroom activities, hands-on activities, or both? Please describe.
- What does a typical day of training look like? How many hours of training will youth receive throughout their enrollment in the program?

e) How will you manage a "rolling/open" referral process?

3. **Evaluation and Data (10 Points)**

a) How does your organization currently use data to monitor, evaluate, and improve its programs? Please describe this process and provide a concrete example of how your organization has used program data to make decisions about programs and services.

b) How will your organization evaluate the effectiveness of the placement program throughout the duration of the grant? And how will you use this information to adjust practice if necessary?

c) How will you monitor and assess the progress of each youth?

4. **Staffing (10 Points) –** Please describe the qualifications and credentials of staff who will work directly with youth in this model. **Please include staff/contractor resumes and credentials with your attachments.**

5. **Budget and Budget Narrative –** Contractor should submit a detailed budget for the maximum amount available for the program category that they are applying. In addition to the budget, contractors must submit a budget narrative not exceeding three pages describing each of the costs included in the budget.

VII. PAYMENT METHOD

The payment method will be comprised of **three components**:

- **The first component** of the contractor's compensation will allow the provider to submit an invoice for an initial payment at the full per-participant cost for twelve and a half (12.5%) of the maximum number of youth to be served for the program model. Documentation that supports and/or demonstrate intake, assessment, engagement or other contact with or on behalf of referred youth will be required to release the initial payment.

- **The second component** of the compensation structure will allow providers to submit invoices for up to fifty-percent (50%) of the per-participant costs for each subsequent referral with supporting documentation and expenses.
- **The final component** of the payment structure is based performance. Providers will be eligible to receive the balance of the per-participant costs based on the performance outcomes generated for youth.

Below is an illustration of the application of the method of payment for a program with an overall available budget of $40,000; a per-participant costs of $2,000 per youth with an overall program capacity of 20 youth.

Payment Component	A+ CERTIFICATION OCCUPATIONAL SKILLS Maximum Number of Youth Served: 40[1]		Maximum Budget	Example of supporting documents[3]	Period of performance for payment
I	Payment for 12.5% of maximum program capacity for youth or 5 youth at $2,500.		**$12,500**	Intake documents, youth attendance, etc.	Month following receipt of documentation for the 5th referral.
II	Payment for 50% of per-participant costs for youth 6 through 40.		**$43,750**	See above	Month following receipt of documentation for the subsequent referrals.
III	**Performance Allocation[2]** **$43,750**	30% of the total performance allocation is available for meeting the **Program Retention goal** for 65% (26) of the maximum number (40) of youth referred.	**$13,125**	Program attendance sheets, time sheets, etc.	Monthly following receipt of documentation.
		30% of the total performance allocation is available for meeting the **Credential Attainment goal** for 65% (26) of the maximum number (40) of youth referred.	**$13,125**	Youth earns certification and/or credential – youth "graduates"	Monthly following receipt of documentation.
		20% of the total performance allocation is available for meeting the **initial placement** goal for 65% (26) of the maximum number (40) of youth referred.	**$8,750**	Employment offer letter, pay stub, etc.	Monthly following receipt of documentation.
		20% of the total performance allocation is available for meeting the **placement retention of 120 hours or more** goal for 65% (26) of the maximum (40) number of youth referred.	**$8,750**	Paystub, timesheets, etc.	Monthly following receipt of documentation.
		NOTE: Providers who do not achieve the targeted percentage of the performance goals will be compensated at the following levels for each youth who obtain each performance goal: • $350 for each youth who meets the Program Retention goal; • $150 for every youth who meet the Credential Attainment goal; • $250 for each youth who meets	**NA**	**See Above**	**See Above**

		the initial placement goal; and • $250 for every youth who meets the placement retention of 30 days or more goal.			
		TOTAL BUDGET	**$100,000[1]**		

[1] **Payment is based on the number of youth served. The contractor is not guaranteed the maximum number of youth and if the maximum number of youth is not referred, the contractor may not earn the total amount of the contract.**
[2] **Payments listed under Section III are based on achieving the performance goals for the maximum number of youth. If the Contractor does not receive the maximum number of youth, but still attains the performance goal, the payment will be prorated based on the number of referrals they have received (i.e., if the Contractor receives 20 youth and is able to meet the Performance Retention Goal for 65% (13 youth), their payment will be prorated to $6,562.50)**
[3] **All activity must be documented in the Youth Empowerment System (YES) prior to payment approval.**

Attachment A: Proposal Coversheet

Applicant/Organization Name:	
Type of Entity:	❑ For Profit ❑ Non-Profit
Program Area (choose only one):	❑ Job Readiness and Placement ❑ Socio-Entrepreneur Demonstration ❑ A+ Information Technology Certification
Other Program Areas Applied for (choose up to two):	❑ Job Readiness and Placement ❑ Socio-Entrepreneur Demonstration ❑ A+ Information Technology Certification
Contact Person:	
Contact Person's E-Mail Address:	
Office Address:	
Phone and FAX	
Website	
IRS Identification Number	
Organizational Budget	❑ $500,000 or less ❑ $500,001 – 1,000,000 ❑ $1,000,001 – $2,000,000 ❑ >2,000,001
Authorized Signature: **The person signing below, who is an executive officer, is authorized by the applicant organization to submit this application and has the legal authority to bind the applicant to the expressed and inferred agreements herein. By the signature below, the proposer accepts the conditions governing the CONTRACT which are stated in this announcement.**	
Signature:	
Print Name:	
Title:	
Date:	

Attachment B: Proposal Checklist

Please note that items 9-19 only need to be included in the original application packet and not with the four (4) copies.

1	*Proposal Cover Sheet (Complete Attachment A)*	☐
2	*Table of Contents*	☐
3	*Proposal Checklist*	☐
5	*Proposal Narrative*	☐
6	*Proposal Budget Form (Complete Attachment C) with Narrative*	☐
7	*Projected Program Revenue Form*	☐
8	*Proposal attachments, letters of Support and/or commitment.*	☐
9	*Previous Fiscal Year Finance, no older than 2011* • *Audited Financial Statement Or* • *Pages 1-6 of most recent IRS Form-990* • *Form 1120*	☐
10	*Copy of Letter of 501(c)(3) Status from the Internal Revenue Service no later than October 1, 2010, if a non-profit organization*	☐
11	*Copy of Incorporation under the State of domicile Non-profit Incorporation Act (not Articles of Incorporation) no later than October 1, 2010, if a non-profit organization*	☐
12	*Copy of Basic Business License no later than October 1, 2010, if a for-profit*	
13	*Copy of Clean Hands form from the DC Department of Consumer and Regulatory Affairs or your state of domicile no older than October 1, 2011*	☐
14	*Staff and/or contract resumes and relevant clearances*	
15	*FBI Clearances (copy of documents that shows that the process has started for program staff)*	☐
16	*Criminal History Clearance from the State of residence (copies of documents that shows that the process has started for program staff)*	☐
17	*Child Protective Clearance from the State of residence (copies of documents that shows that the process has started for program staff)*	☐
18	*National Sex-Offender Registry Screening (copies of documents that shows that the process has started for program staff)*	☐
19	*Negative drug testing results for staff working directly with youth.*	☐

Attachment C: Budget and Narrative

I. Personnel Cost List Salary and Fringe Benefits for all Positions	Total Budgeted	Budget Narrative[1]
Salaries		
Fringe Benefits Personnel Dollars		
Total Salaries and Fringe		
II. Other Direct Cost		
Program Supplies and Materials		
Office Equipment and Supplies		
Printing and Copying		
Staff Training		
Postage/Delivery		
Insurance		
Telecommunication		
Occupancy		
Office Furnishing:		
Equipment Rental and/or Service Agreement(s)		
Other (specify) i.e. Consultant/Contractors (include trainers, educations etc.)		
Total Other Direct Costs		
TOTAL DIRECT COSTS **(Salaries and Fringe + Other Direct Costs)**		
III. Administrative Costs		
Administrative Costs (Capped at 10% of Total Direct Costs)		
TOTAL BUDGET		

[1]Please include information that details how you calculated each of the budget amounts. For example:

Budget for Director's Salary: $20,000

Narrative: $100,000 x 20% of their time = $20,000

Attachment D: Projected Program Revenue Form

Grants/Contracts:		Current	Committed	Pending
Federal Government (please list source/s)	$			
Foundation (please list source/s)	$			
Corporations (please list source/s)	$			
United Way/Combined Federal Campaign	$			
Individual donors	$			
Total Grants/Contracts:	$			
Earned Revenue:				
Events	$			
Publications and Products	$			
Fees	$			
Other (specify)	$			
Membership Income	$			
Total Earned Revenue:	$			
In-Kind Support				
Donated goods	$			
Donated services	$			
Total In-kind Support	$			
Other (specify)	$			
Total Other	$			
Total Revenue Projected	$			