

## Request for Proposals

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# NextGen Youth Services

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Worksystems is seeking qualified, experienced and emerging organizations to provide career services to diverse populations of youth to help them meet education and employment goals.

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## Part I: Introduction

Worksystems is a non-profit agency that supports economic growth in the City of Portland, Multnomah and Washington counties by pursuing and investing resources to improve the quality of the workforce. We design and coordinate workforce development programs and services delivered through a network of partners to help people get the skills, training and education they need to go to work or to advance in their careers. Our partners include employers, labor groups, government, community colleges, high schools, community-based and economic development organizations. Since 1998, Worksystems has invested over \$300 million in our community.

## Part II: Background

Data shows that the economic crisis resulting from the COVID-19 pandemic disproportionately impacted young adults. Workers aged 16 to 24 are more likely to work in industries that suffered large losses, more likely to have lost their jobs and more likely to remain on unemployment. Portland's job loss has been largely concentrated in the leisure and hospitality sector and services; areas of the economy most likely to employ young people. In 2020, unemployment rates for workers ages 16 to 24 shot up 6.2 percentage points. Even before the start of the economic crisis, youth unemployment in Portland was the 4th highest among large metro areas.

The pandemic has also brought serious and prolonged health and social impacts to the Portland metro area. Young people served through our programs are experiencing increased mental health needs, disconnection from peers, fear of going out in public and a surge in gun violence. Youth workforce programming was greatly curtailed as community partners pivoted to meet the immediate needs of youth and their families for food, utilities, rent assistance and health resources. As the economy recovers and COVID restrictions are lifted, it is ever more critical to continue to help youth meet their pressing needs while engaging them in education and skill-building for careers.

Worksystems' goal for youth – especially those facing challenges such as homelessness, poverty, poor educational experiences, lack of access to services – is to have the academic knowledge, work skills and supports needed to succeed in the workforce of today and the future. The youth workforce development program, known as NextGen, is designed to move our community toward this goal. NextGen provides one-on-one coaching and support to help youth explore careers, earn credentials and achieve employment goals.

Every five years, Worksystems procures career coaching services for youth. We look for partners with strong connections to the communities they serve. We seek organizations with assets such as cultural expertise and trauma-informed practices to engage specific youth populations: Youth of color, homeless, LGBTQIA+ and justice-impacted young people, among others. As a funder and convener of NextGen, Worksystems provides the following: A contract liaison to each awarded organization, staff training, technical assistance, community of practice and an online knowledge base.

An additional goal of this RFP is to encourage proposals from a wide range of interested organizations serving youth. This includes entities that might not have considered applying for NextGen program funding in the past based on lack of experience managing federal resources. Please refer to [Part VII Administrative Technical Assistance](#) for additional details.



Organizations awarded funding under this RFP are referred to in this document as “selected respondents,” “NextGen providers,” “awardees” and “contractors.”

### Part III: Available Funding

NextGen is funded with federal, state and local dollars. Workforce Innovation and Opportunity Act (WIOA) grant funds are the primary federal resource for NextGen and the program’s overarching regulations. WIOA dictates specific requirements for program eligibility, services and performance measures which are incorporated in the NextGen service design described within this RFP.

Prosper Portland, the city’s economic development agency, invests city general funds and federal Community Development Block Grant funds to support City of Portland youth enrolled in NextGen.

A new source of program funding this year is the Oregon Youth Employment Program (OYEP). These funds will go largely to support youth in paid work-based training such as work experience, internship, pre-apprenticeship and occupational skills training for select occupations.

Contracts resulting from this RFP are anticipated to begin Program Year (PY) 2022 (July 1, 2022, through June 30, 2023). Additional years’ funding may be contracted for up to four one-year extensions through June 30, 2027, at a funding level to be determined each year based on available funds and contractor performance. Bidders should use the funding estimates below for their proposals. Worksystems will negotiate final budgets with the successful bidders.

Estimated Amount Available under this RFP		
<b>Multnomah County</b>	<b>Total Available</b>	<b>\$ 1,673,442</b>
	WIOA funds	544,037
	Prosper Portland funds (to serve City of Portland youth) – CDBG	600,600
	Prosper Portland funds (to serve City of Portland youth) – City General Fund	187,805
	OYEP funds	341,000
<b>Washington County</b>	<b>Total Available</b>	<b>\$ 846,881</b>
	WIOA funds	637,881
	OYEP funds	209,000
<ul style="list-style-type: none"> <li>• Annualized cost per youth participant: NextGen \$3,600 / OYEP \$3,900</li> <li>• Minimum proposed contract amount: Applicants must propose contracts with a minimum budget of \$144,000.</li> <li>• Funding amount: Successful respondents may be awarded a contract for an amount less than proposed.</li> </ul>		

### Additional Funding Opportunities

Over the course of the next five years, Worksystems anticipates additional federal, state and/or local resources for youth programming. Awardees through this RFP will be eligible to receive additional funding for program expansion in line with funding source requirements.

There also may be opportunity for Worksystems to include awardees in the agency’s Oregon Department of Human Services STEP employment and training grant. Worksystems will evaluate the opportunities and work with interested awardees during the initial program year.

## Part IV: Contractor Requirements

### Eligibility and Qualification Requirements

Eligible applicants include private non-profit or for-profit organizations, education and public sector entities.

### New Respondents

Worksystems is interested in encouraging proposals from a wide range of organizations, including those that have not worked with federally funded programs before. New funding is allowing Worksystems to provide some flexibility in the level of experience and capacity that organizations need to have when they apply to the RFP. This flexibility will be coupled with a commitment to provide technical assistance to awardees during the grant period to build their capacity to effectively manage the full range of Worksystems funding.

Detailed information and requirements can be found in [Part VII Administrative Technical Assistance](#) and [Part VIII Administrative Capacity Requirements](#).

## Part V: Performance & Reporting Requirements

### Performance Requirements

Performance for NextGen will be evaluated against the measures detailed below. Goals for performance measures that accompany the WIOA federal funding are set by the State of Oregon. Goals for Program Year 2022-23 will be available prior to the contract start date of July 1, 2022. The goals outlined below are WIOA goals from PY21 as an example. New goals may be slightly higher or lower. Also listed below are performance measures and goals set by Worksystems and Prosper Portland referred to as local measures, as well as the performance measures for the OYEP funding.

WIOA Common Measures	PY21 Goals
<b>Education and Employment Rate</b> Employed or enrolled in education in the 2 <sup>nd</sup> quarter following the exit to Follow-Up quarter.	73%
<b>Education and Employment Rate</b> Employed or enrolled in education in the 4 <sup>th</sup> quarter following the exit to Follow-Up quarter.	65%
<b>Credential Attainment</b> If engaged in an education or training program during enrollment, attains a credential while in program or within one year following exit to Follow-Up.	66%
<b>Measurable Skill Gain</b> If engaged in a qualifying education or training program, a measurable skill gain must be planned for and assessed annually (July 1 to June 30) while in program.	60%

Local Measures	PY21 Goals
<b>Assessed Work Ready</b> Using the Essential Workplace Skills evaluation, participant assesses at a score of Level 3 by the date of exit to Follow-Up. The evaluation assesses if a participant possesses the skills needed to obtain and retain employment.	75%
<b>Basic Skills Sufficient by Exit</b> Using a standard basic skills assessment, participant assesses at the level matching their age/education level attainment by the date of exit to Follow-Up.	55%
<b>Use of allocated slots for Work Experience</b> Respondent refers the required number of participants to central work experience services.	75%

OYEP Measures	Goal
<b>Participation in Work-Based Training</b> Number of participants engaged in qualified training services.	100%
<b>Target Industry</b> Participants engaged in work-based training in the targeted industry sectors (subset of the total participants served).	75%
<b>Work-based Training Completion Rate</b> Participant completed the training program as defined at the start of the training.	80%

### Reporting Requirements

All successful respondents will be required to enter services and outcomes into the I-Trac Management Information System. All contractor staff will be required to complete the I-Trac user training provided by Worksystems. Contractors will also be required to submit a program narrative on a quarterly basis documenting performance, challenges and program improvement recommendations.

## Part VI: Program Design Requirements

### Target Populations

NextGen prioritizes services to out of school youth ages 16-24. These are youth who are not in secondary or post-secondary education at enrollment. This priority is set in WIOA. Typically, we have required all NextGen providers to enroll a minimum of 80% out of school youth. This determination is made at the point of enrollment into program services; participants who enter some type of education while in NextGen programming retain their eligibility and status as out of school youth.

Up to 20% of youth enrolled may be in-school (determined at the point of enrollment). In-school youth must be low-income and between the ages of 16-21. In limited cases Worksystems may accommodate some flexibility in the 80:20 ratio where a NextGen provider can demonstrate a focus on re-engaging disconnected youth and/or that they are working mainly with youth at-risk of dropping out.

In addition to school status, youth must have at least one additional characteristic to be eligible. These are characteristics considered to constitute barriers to employment. The list includes homelessness, dropped out of high school, justice-involvement, low basic literacy skills and English language learner and more. For details on eligibility, please refer to Worksystems Youth Services Regional Program Standards posted with this RFP as a Resource Document.

## Geographic Area

NextGen serves youth in the City of Portland, Washington and Multnomah Counties. Worksystems' has a strong interest in funding services for racially and geographically diverse populations and ensuring that services are available in high need areas. In Multnomah County, for instance, poverty continues to concentrate in the eastern part of the county.

## NextGen Service Design

Selected respondents will provide individualized, long-term services for youth as they work toward career goals. The following services are required to be provided in the service design (see definitions below):

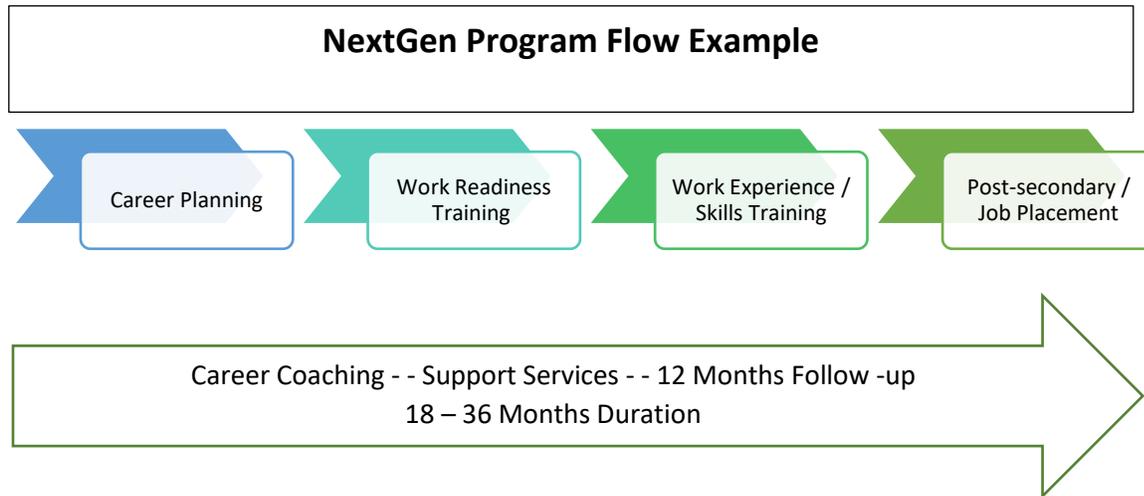
- Career Coaching
- Career Exploration
- Support Services
- Work Readiness Training
- Leadership Development
- Financial Literacy
- Post-Secondary Preparation and/or Job Search and Placement Assistance
- Follow-up Services

NextGen providers will make available the following additional services. These may be delivered as part of a comprehensive program or on an as-needed basis. They can be delivered in-house or through referral to an external provider. Youth participants must be made aware that they can access these services (see definitions below):

- Adult mentoring
- Alternative secondary school
- Entrepreneurial training
- Mental health services/drug and alcohol counseling
- Occupational Skills Training
- Post-Secondary Education
- Tutoring
- Work-based Training

While NextGen prescribes service requirements, individual program design can vary widely. For example, respondents may propose programs built around a particular industry sector or a focus on a specific service such as entrepreneurship.

NextGen is designed to support long-term interventions and services. The length of time in program will be different for each participant. Youth complete the program when they have met goals in their career plan and no longer require intensive supports to remain at their job or in post-secondary education or training. Typically, youth stay in NextGen 18 to 24 months, with an additional one-year period of follow-up to ensure success post-program.



## Service Definitions – NextGen Required Services

### Career Coaching

Career coaching is the provision of intensive and individualized support and guidance to youth as they work toward career and life goals. This includes proactive, ongoing engagement, regular check-ins and connection to services. A variety of tools are available in NextGen to motivate youth, help them overcome barriers and stay in the program, including support services, stipends and incentives. Recommended Career Coach to youth participant ratio is 1:35. A range of 30-40 youth per Coach is typical across current and past providers.

Career Coaching incorporates Career Mapping, a proven practice for working with individuals facing barriers to employment. Successful respondents will use Career Mapping to develop career plans with youth participants. Career Mapping involves identification of strengths, capacities and career interests and setting short- and long-term goals. Youth engage in reflection about experiences at school and work to identify work environments, occupations and careers that might be a good fit. As part of the process, Career Coach and youth talk about what support service may be needed and set about identifying resources to meet these needs. The result is a career plan that provides a roadmap for services. Career plans are updated as participants reach milestones and revised when goals change.

Career Mapping is best provided in a group setting but may be delivered one-on-one. Worksystems will provide training to contractor staff new to Career Mapping.



### **Career Exploration**

NextGen providers will help youth develop knowledge of the variety of careers and occupations available across a wide range of industry sectors including skill requirements, working conditions, and job opportunities. Worksystems provides training and opportunities for engagement with employers in four target industry sectors – construction, healthcare, information technology/software and manufacturing – so that staff can better advise youth. Useful tools are [Careers NW](#), a Worksystems-sponsored website and Oregon Employment Department's [qualityinfo.org](#).

### **Support Services**

Support services are payments made to offset expenses needed for participants to engage in NextGen services. Support services include but are not limited to bus passes, gas cards, books and fees for training and college classes, utilities, laptop computers, interview and work clothing and rent assistance. Typically, Worksystems requires a minimum of 6% of contract funds to be budgeted for support services.

### **Work Readiness Training**

NextGen is designed to help youth develop essential skills needed for the workplace. New World of Work 21st Century Skills is our recommended curriculum for teaching these skills. New World of Work focuses on attributes of adaptability, analysis/solution mindset, collaboration, communication, digital fluency, empathy, entrepreneurial mindset, resilience, self-awareness and social/diversity awareness. Selected NextGen providers will have access to an online guide and materials for providing work readiness training using New World of Work. Use of alternative work readiness curricula in lieu of New World of Work is permissible if the same skills are taught and with Worksystems' review and approval.

### **Leadership Development**

Leadership development services are opportunities that encourage responsibility, confidence and other positive social behaviors. Funded organizations will use the framework of service learning and community problem-solving to teach the skills necessary for young people to become leaders in their families, programs and communities. Activities may include community service, serving as a team or project lead, taking part in youth forums and speaking to adult stakeholders about youth issues.

### **Financial Literacy**

Financial literacy services are intended to teach youth how to manage their money and make informed financial decisions. In previous years, Worksystems made available to providers an online financial literacy curriculum, Everfi. In the absence of a NextGen-prescribed curriculum, successful bidders may use alternative resources to fulfill this requirement. Recommended required topics are banking basics, income and employment, budgeting, consumer skills, credit and debt, school loans and insurance. In previous years, NextGen providers have had success partnering with local banks and credit unions to assist in fulfilling this service requirement.

### **Post-Secondary Preparation**

Services help youth prepare for and transition to post-secondary education and training, including technical training schools, community colleges, four-year colleges and universities and registered apprenticeship. Related activities may include college visits, test preparation and assistance with admissions and financial aid applications.

### **Job Search and Placement Assistance**

Services may include a variety of strategies for conducting on-line job searches, networking, and the role of resumes, cover letters and interviews in a successful job search. Services can be provided one-on-one or in a group setting.

### **Follow-Up Services**

Follow-up services of up to one year following program exit are provided to ensure that youth are successful in employment and/or postsecondary education/training. The follow-up service period starts after youth have met education and/or employment goals and have exited from the program. During the follow-up period, NextGen providers must collect education and employment status and credential attainment information from participants for performance reporting. Career coaching and support services can continue to be provided during the follow-up period.

## **Service Definitions – NextGen Services to be Made Available**

### **Adult Mentoring**

Formal relationship between a youth participant and an adult mentor for 12 months or more. Mentors must be adults other than a Career Coach. Mentoring may also include workplace mentoring where a participant is matched with an employer or employee of a company.

### **Alternative Secondary School**

Services and/or instruction that lead to completion of a secondary education credential (HS diploma or GED). *NextGen contract funds cannot be used to pay for high school or GED instruction; the service must be leveraged by the contractor.*

### **Entrepreneurial Training**

Training on the basics of starting and operating a small business.

### **Mental Health/Drug & Alcohol Counseling**

Referral to individualized counseling for participants by trained professionals, including drug and alcohol abuse counseling and mental health counseling.

### **Occupational Skills Training**

An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Such training should: Be outcome-oriented and focused on an occupational goal specified in the Career Plan; be of sufficient duration to impart the skills needed to meet the occupational goal; lead to the attainment of a recognized post-secondary credential. May include workforce preparation, vocational ESL and ABE in conjunction with training and prerequisite courses, including developmental remedial courses required to enter a training program.

### **Post-Secondary Education**

Participation in an educational pathway beyond secondary education, including two-year college, four-year college and qualified apprenticeship programs.

### **Tutoring**

Educational assistance that focuses on providing academic support, helping a participant identify areas of academic concern, assisting in overcoming learning obstacles, and providing tools and resources to develop learning strategies. Strategies include tutoring, study skills training, literacy development, active learning experiences, after school opportunities, and individualized instruction. Tutoring leads to a High School Diploma or GED.

### **Work-Based Training**

Work experience, internship, pre-apprenticeship and job shadowing.

### **NextGen Centralized Services**

Select services are made available to all NextGen youth by other Worksystems partners. These are referred to as *centralized services*. Successful respondents will incorporate centralized services into their program design.

### **Work Experience**

Youth need opportunities to gain initial on-the-job experience and be successful in the workplace to later illustrate those essential skills to employers. Paid work experience for NextGen youth is accessed via referral to Worksystems programs: PDX Youth@Work for year-round work experience and PDX Youth@SummerWorks for summer jobs.

Youth are prepared, matched and placed at public and private employer worksites. Participants are paid minimum wage and can work up to 200 hours; 160 hours is the usual duration of a paid work experience. Referral goals will be negotiated with each selected bidder. A minimum number of slots for these opportunities will be guaranteed for each NextGen provider based on enrollment and available funding. Payroll is processed by a third-party employer of record; work experience wages are not part of NextGen contracted funds.

### **Scholarships for Occupational Skills Training**

Scholarships are available through the public workforce development system overseen by Worksystems – WorkSource Portland Metro. Youth seeking training can choose from a curated list of schools and training providers for a training that matches their career interests. Successful completers earn industry-recognized credentials for entry into target occupations and industry sectors. A WorkSource Youth Liaison is available to help NextGen providers and youth access this service. Scholarships are awarded on a first-come, first-served basis.

### **Other Required Activities**

Selected respondents are required to conduct the following activities prior to delivery of NextGen services:

#### **Outreach/Recruitment**

Engagement of youth likely to be interested in and eligible for NextGen. Based on proposed target population and/or geographic area to be served.

### **Eligibility Determination**

To ensure that participants meet requirements of funding sources, NextGen provider staff are required to engage potential participants in the gathering of eligibility information and based on the program rules, determine participant eligibility. The I-Trac system will assist provider staff with this activity and confirm that information entered in the system meets eligibility requirements.

### **Assessment**

Determination of service needs and work readiness based on skills, work experience, employability and participant needs.

### **Enrollment**

The delivery of the first grant-funded service sets the final enrollment decision to bring a youth into NextGen. A youth may only be enrolled at one NextGen provider.

## **Oregon Youth Employment Program**

OYEP is a new source of funding from the State of Oregon for local workforce boards to support youth workforce services. Worksystems is using these funds to provide an additional option for youth to engage in programming. OYEP is designed to prepare youth for and support them through a 200-hour work-based training activity in one of the four targeted sectors in our local area (construction, healthcare, information technology, manufacturing) or the public sector. This may include work experience, internship, occupational skills training or pre-apprenticeship program.

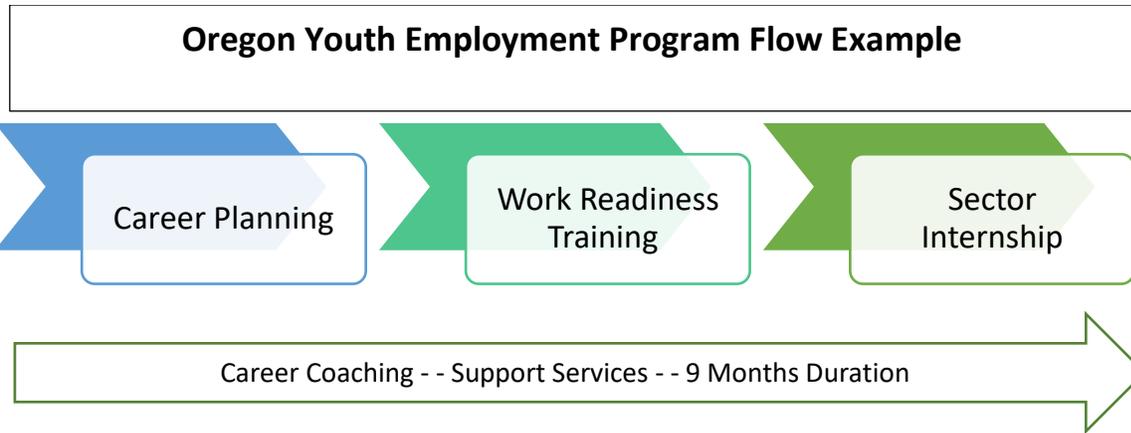
Successful respondents will provide:

- Career Coaching
- Career Plan Development
- Career Exploration
- Work Readiness Training
- Referral to paid work-based training options: Work experience, internship, occupational skills training and pre-apprenticeship

Other allowable services include High school/GED completion and support services. Payroll is processed by a third-party employer of record; wages for work-based training are not part of NextGen contracted funds.

Work experience and internship are accessed via referral to Worksystems' work experience programs PDX Youth@Work (year-round) and PDX Youth@SummerWorks (summer jobs). Occupational skills training will be available via referral and application to WorkSource Training Scholarships and Worksystems-funded cohorts. Pre-apprenticeship options will be available through Worksystems partners.

The service period for youth participating in OYEP is three to nine months. There is no follow-up period for OYEP.



**Part VII: Options for Responding to this RFP**

**Administrative Technical Assistance**

As noted earlier, Worksystems is interested in encouraging proposals from a wide range of organizations, including those that have not worked with federal grants or with the local youth workforce development system before. Typically, RFP respondents must meet all the program and administrative requirements for being a contractor of a federally funded program to be awarded funding.

Under this RFP, Worksystems is interested in considering for funding otherwise competitive proposals from organizations that do not meet all the [Administrative Capacity Requirements](#) at the time of proposal submission. From this pool, we seek to make one to two provisional awards to deliver youth services contingent upon achieving full conformance with the Administrative Capacity Requirements by the end of a six-month technical assistance period (July 1, 2022, through December 31, 2022).

Based on a review of the respondent’s administrative capacity as reflected in the RFP response, Worksystems will negotiate with each awardee selected for the Technical Assistance Grant a capacity building contract with associated plan goals and milestones. Funding will be provided to defer the cost of fiscal staff participation in a program of technical assistance and capacity building and support staff implementation of needed changes. This technical assistance will be provided by a Worksystems-designated subject matter expert contractor (contracted and paid by Worksystems) and/or Worksystems fiscal staff and may entail on-site review of fiscal systems and processes, development of new policies, adoption of new or different methodologies and implementation of new fiscal systems by the awardee. Costs unrelated to staff participation in technical assistance but necessary for meeting negotiated goals and milestones, such as new software, must be borne by the awardee and supported with other funds.

Once technical assistance goals are met and the awardee passes the RFP Administrative Capacity Requirements, the contract will change to a subrecipient agreement for implementing the youth services program. Unless extended, services to youth will begin no later January 1, 2023.

## Program Delivery Options

Respondents have several options for developing a response to apply for a service provision award.

Proposal Option	Scope	Why You Might Decide on this Option
Provide all services outlined in RFP	<ul style="list-style-type: none"> <li>Funded by WIOA, Prosper Portland (as applicable) and OYEP.</li> <li>Can have integrated or separate staffing and service delivery.</li> </ul>	<ul style="list-style-type: none"> <li>You have high demand for youth workforce services.</li> <li>You want to offer youth a short- and long-term option for engagement in workforce services.</li> <li>You want to maximize potential funding award.</li> </ul>
Provide NextGen services ONLY	<ul style="list-style-type: none"> <li>Funded by WIOA and Prosper Portland (as applicable).</li> </ul>	<ul style="list-style-type: none"> <li>NextGen funding is adequate to meet the demand for youth services.</li> <li>Your youth need the long-term engagement and the suite of services that NextGen provides.</li> </ul>
Provide OYEP services ONLY	<ul style="list-style-type: none"> <li>These are pilot projects.</li> <li>Predominately funded by OYEP.</li> <li>Awarded funding may include WIOA and/or Prosper Portland funds.</li> </ul>	<ul style="list-style-type: none"> <li>You are new to Worksystems funding.</li> <li>Your organization has limited to no experience managing federal funds.</li> <li>Your organization is interested in working to boost its administrative capacity to manage the full range of funding streams that Worksystems makes available to the community.</li> </ul>

## Part VIII: Proposal Narrative Content and Evaluation Criteria

Proposals should be no longer than 10 pages, single sided. Font size of 12 point is preferred. Page limitation excludes Proposal Cover Sheet, Budget Narrative workbook, Administrative Capacity response and Administrative Capacity documents submission.

### Section A: Executive Summary

(0 points)

Provide a brief summary of your proposal (no longer than one page) that includes:

- a) Target population
- b) Service delivery location
- c) Funding requested
- d) Description of key services and activities

### Section B: Organizational Capacity and Demonstrated Success

(14 points)

- a) Briefly summarize your organization's mission, history and organization structure.
- b) Describe your experience operating workforce development and/or other programs for youth.
- c) Describe specific quantifiable outcomes of past workforce development programs or other programs for youth.

#### Section B Evaluation Criteria:

- Mission and structure are aligned with goals of NextGen (4 points).
- Demonstrated experience and effectiveness administering workforce development programs and/or other programs for youth (5 points).
- Evidence of program history of positive outcomes in workforce development and/or other youth programs for the target population (5 points).

### Section C: Target Population and Geographic Area

(12 points)

- a) Describe the youth population and the geographic area you propose to serve. Identify their strengths, needs and barriers.
- b) Discuss outreach and engagement strategies to bring participants into the program.
- c) What specific steps will you take to identify and serve youth of color, youth in areas of high poverty and you affected by community violence?

#### Section C Evaluation Criteria

- Alignment with NextGen target population, focus on communities of need and demonstrated knowledge of youth to be served.
- Evidence of effective outreach and engagement strategies sufficient to meet enrollment goals.
- Evidence of specific and targeted strategies to recruit youth of color, youth living in areas of high poverty and youth affected by community violence.

## Section D: Program Design and Components

(40 points)

- a) Describe your proposed program (6 points).
- b) Discuss strategies and best practices you use to engage, retain and help youth be successful in the program (10 points).
- c) Describe how you will deliver each of the NextGen program services and/or OYEP services detailed above (10 points).
- d) Describe how you will promote and facilitate youth participant access to NextGen centralized services of paid work experience, occupational skills training and/or OYEP paid work-based training (4 points).
- e) Describe your plan for meeting NextGen and/or OYEP performance outcomes (10 points).

### Section D Evaluation Criteria

- Program is comprehensive, well-organized and designed to support outcomes.
- Respondent demonstrates understanding of and/or experience in effective youth and workforce development strategies and practices.
- Plan for delivery of program services is complete, specific, realistic and designed to meet individual needs.
- Demonstrates a clear plan for promoting, facilitating access to and maximizing use of NextGen centralized services and/or OYEP work-based training.
- Evidence of strong focus on achieving performance goals, effective practices and processes in place to track and stay up to date on performance.

## Section E: Management and Staffing

(20 points)

- a) Describe the roles of staff on your team who will be implementing the proposal. Include FTE you anticipate and key duties for each person.
- b) Describe staff experience in youth services and youth workforce development, including relevant certifications, training, cultural competencies and lived experience. If staff are to be hired, describe the qualifications and experience you will be seeking.
- c) Describe how you will fulfill the career coaching role. Indicate career coach to youth participant ratio.
- d) Describe how this program fits within your organization and how it will be supported by management.

### Section E Evaluation Criteria

- Discussion of staffing clearly describes program oversight and staff responsibilities.
- Staffing is sufficient to support all required program services and provide a significant level of one-on-one coaching.
- Staff competencies and strengths align with NextGen program goals and are suited to meeting the needs of target youth populations.
- Demonstrates understanding of NextGen career coach role and proposes workable participant to coach ratio.
- Support of management is clearly demonstrated and sufficient to meet program expectations and goals.

## Section F: Budget Narrative

(14 points)

- a) A completed budget narrative workbook must be included in the response. Please note that the budget narrative workbook contains several worksheets (each with a separate tab at the bottom of the open file). Successful respondents may be asked for supporting cost documents at the time of contract negotiation.
- b) The budget is to be developed for the necessary operations costs required to manage the program being proposed.
- c) If Respondent is applying as a consortium, each partner must also provide a completed budget narrative workbook with the application. Applicant's partners must supply the same level of detail and narrative budget justification that describes how the categorical costs are derived; and discuss the necessity, reasonableness, and allocation of their proposed costs.

### Funding Restrictions

- All proposed project costs must be necessary and reasonable and in accordance with Federal guidelines. Determinations of allowable costs will be made in accordance with the applicable Federal cost principles. Disallowed costs are those charges that are determined as unallowable in accordance with the applicable Federal cost principles or other conditions required by the funding source.
- Equipment or capital expenditures may not be purchased with funds for this project.
- To claim any administrative costs that are also indirect costs, the applicant must have an approved Federal indirect cost rate or must obtain an Indirect Cost Rate Agreement from its Federal Cognizant Agency within 90 days of receiving a cost reimbursable contract award.

### Additional documents required for Budget Narrative response to submit for this RFP

- Copy of the organizations most current approved Federal indirect cost rate if indirect costs are included in the budget.

### Section F Evaluation Criteria

- Costs are reasonable and staffing costs align with services described.
- Budgeted costs are consistent with the proposal and the budget narrative demonstrates how the funds requested are necessary and essential to accomplish the scope of services for the project.
- Proposed budget is sufficient to perform the tasks described in the narrative.
- Budget justification is sufficiently detailed and demonstrates how cost estimates were derived including quantities, unit costs, allocation methods, and other similar quantitative detail sufficient for the calculation to be duplicated.
- Contains no unexplained amounts for miscellaneous or contingency.
- Demonstrates fiscal responsibility and reasonableness.
- Provides complete and accurate required budget forms.

## Section G: Administrative Capacity Requirements

(100 points)

Please limit Administrative Capacity response to 3 pages, not including the required documents.

If, after review of these Administrative Capacity Requirements you determine that your organization may not meet one or more of the requirements and you would like to be considered under the Technical Assistance Grant awards provision of this RFP (refer to [Part VII Administrative Technical Assistance](#)), please state that at the beginning of your response to items a) through n) below. Please answer questions in this section as completely as possible and provide as much of the requested documentation as you are able. If selected, this response will be the basis of the technical assistance contract statement of work.

- a) Describe the staff positions in your organization's fiscal department.
- b) Provide the resume of the manager or director of your organization's fiscal department.
- c) Provide the name and a brief description of your organization's accounting system software.
- d) Describe how revenues and expenditures for specific grant funds are segregated in your organization's accounting system in compliance with Uniform Grant Guidance requirements at 2 CFR 200.
- e) Describe your organization's process for tracking and recording personnel expense by grant or cost center.
- f) Describe your organization's prior experience managing federal and/or other governmental funding. Include experience in managing multiple funding sources funding a single project in the description.
- g) Describe the processes your organization uses to safeguard federal and other governmental funds. How does your organization ensure that funds are used only for allowable costs?
- h) Describe the procedures your organization uses to track and document funds spent on participants.
- i) Describe your organization's process and ability to protect participants personal identity information.
- j) Describe your organization's process for comparing expenditures with budget amounts for grant awards.
- k) Describe your organization's experience with tracking and reporting leveraged funds (non-grant funded resources used to support grant activities and outcomes) in compliance with Federal reporting requirements.
- l) Describe any deficiencies or disallowed costs noted in monitoring or audits by funders in the last three years; describe how findings were resolved.
- m) If applicable, describe any negative findings from the three most recent financial and A-133 audits, and the resolution of the findings.
- n) If any of the work proposed will be sub-contracted, discuss the administrative and fiscal controls your organization will use, the experience of the staff to operate those controls and to oversee sub-contractors, and how these factors will offer effective fiscal controls and oversight of sub-contractors.

### Documents required for administrative capacity response to submit for this RFP:

- IRS 501(c)(3) tax-exempt letter, or other proof of entity legal status (such as certificate of incorporation).
- Federally negotiated Indirect Cost Rate Agreement, if applicable.
- Shared Cost Policy (also known as the cost allocation plan).

- Two references that can attest to the organization's ability to administer State, Federal, Local (public) or foundation funds through a contractual arrangement.
- Most recent audit reports, including:
  - Financial statements
  - Management letter
  - Report required by Uniform Grant Guidance and Schedule of Expenditures of Federal Awards (previously called "A-133" audit), if applicable.
- Timekeeping policy.
- Procurement policies.
- Insurance certificate evidencing coverage for: General Liability, Professional Liability, Worker's Compensation, Motor Vehicle, Property and Equipment, Employee Dishonesty and Sexual/Physical Abuse/Molestation when serving participants under age 18.

### **Section G Evaluation Criteria**

- All required documents submitted (15 points).
- Financial Management systems are sufficient to trace funds to the level of expenditure required by the grant (25 points).
- Accounting processes for recording personnel costs and allocated expenses are reasonable and equitable to all grants and cost centers (25 points).
- Prior experience with managing contract funds, include federal and/or other governmental funding (20 points)
- Financial management systems are sufficient to provide effective budget management and control over expenditures of grant funds (15 points).

All respondents must submit one set of the Administrative Capacity documentation requirements to Worksystems, along with the program service delivery proposals.

Worksystems cannot enter into contract negotiations with an organization that is not legally established to conduct business within the State of Oregon or debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Organizations meeting this minimum standard will be evaluated for Administrative Capacity. Organizations that have active exclusion records on their Unique Entity Identifier number reflected in the System for Award Management ([www.sam.gov](http://www.sam.gov)) may not be awarded a contract.

Successful respondents may be required to provide additional administrative documentation or assurances in accordance with Federal requirements prior to completion of contract negotiations. The list of required contracting documentation may be viewed in the sample "Terms and Conditions" posted in the Resource Documents section of the RFP webpage.

## **Part IX: Proposal Review Process**

Proposals and respondent presentations will be evaluated by a committee comprised of community representatives and Worksystems staff. The funding recommendation will be made to the Executive Director who will approve and submit to the Executive Board for final decision.

**Part X: Proposal Submission**

Worksystems must receive the proposal and all related documents marked “(Name of Applicant) NextGen Youth Services” ***no later than Monday, May 9, 2022, at 12:00 noon***. The Cover Page must be signed by an individual authorized to represent the organization, to act on its behalf and to legally bind it in all matters related to the RFP.

Submit an electronic copy of the proposal and administrative capacity documents (in pdf) and the budget workbook (in Excel) to [RFP@worksystems.org](mailto:RFP@worksystems.org). Worksystems will send an email confirmation to the address on the cover page acknowledging receipt.

No paper submissions are required.

Complete proposal packages will include the following documents:

Proposal Documents	Submit Electronically to <a href="mailto:RFP@worksystems.org">RFP@worksystems.org</a>
Completed, signed Proposal Cover Sheet	One signed original (may be electronic signature) PDF format
Proposal Narrative	One original PDF format
Budget	One original Excel format
Administrative Capacity Response and required documents	One original PDF format

It is the respondent’s responsibility to ensure the submission was received. If a Worksystems confirmation email has not been received, it is the respondent’s responsibility to follow-up with another email or telephone call before 12:00 noon on May 9. Late proposals will not be considered.

**Part XI: Award Notification**

Provisional award results will be sent via email by June 6, 2022.

## Part XII: Administrative Detail

Issuing Organization Worksystems, Inc.	Total Available Funds \$ 2,520,323	Agreement Form Subrecipient
<p>Funding Source Details</p> <p><b>WIOA Youth</b>          Awarding Agency: US Department of Labor          Funding Source: Workforce Innovation and Opportunity Act Title 1B – Youth Formula          CFDA Number: 17.259          Federal Award Identification Number (FAIN): AA-36341-21-55-A-41          Federal Award Date: April 1, 2021          Amount: \$1,181,918 – 47 percent of total          Pass-through Entity: Oregon Higher Education Coordinating Commission</p> <p><b>Oregon Youth Employment Program</b>          Awarding Agency: Higher Education Coordinating Commission          Funding Source: Oregon State General Fund          CFDA Number: N/A          Federal Award Identification Number (FAIN): N/A          Award Date: January 1, 2022          Amount: \$550,000 – 22 percent of total          Pass-through Entity: N/A</p> <p><b>City General Funds</b>          Awarding Agency: City of Portland          Funding Source: City of Portland General Fund          CFDA Number: N/A          Federal Award Identification Number (FAIN): N/A          Award Date: July 1, 2019          Amount: \$187,805 – 7 percent of total          Pass-through Entity: Prosper Portland</p> <p><b>Community Development Block Grant</b>          Awarding Agency: US Department of Housing and Urban Development          Funding Source: Community Development Block Grant program for Entitlement Communities          CFDA Number: 14.218          Federal Award Identification Number (FAIN): B-16-MC-41-0003          Federal Award Date: September 23, 2016          Amount: \$600,600 – 24 percent of total          Pass-through Entity: Prosper Portland</p>		

## Bidders Conference

Worksystems will host a bidders' conference on Monday, April 11, from 10:30 to 12:00 noon to respond to questions about this RFP. Attendance is not required to submit a proposal. The bidders conference will be remote using the Zoom platform (see below for meeting detail and link) and will be recorded and posted to the Worksystems website the following day. The questions will also be included in the RFP Questions and Answers document.

These are the link and Zoom details to attend:

Topic: Youth Services RFP Bidders Conference  
Time: April 11, 2022, 10:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81839086232?pwd=ZHpINOVITXlaMllla05oU2JPCvZnUT09>

Meeting ID: 818 3908 6232

Passcode: 151543

Dial by your location

- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)

Meeting ID: 818 3908 6232

Passcode: 151543

## Inquiries

All questions related to this solicitation are to be submitted electronically via email with the subject "NextGen Youth Services" and sent to: [RFP@worksystems.org](mailto:RFP@worksystems.org). Questions received after the solicitation has been published and before close of business May 4, will be responded to within two business days by posting in the "Questions and Answers" section for this RFP at [www.worksystems.org](http://www.worksystems.org) News and Events section. Questions received after May 4 will not be answered.

## Withdrawal

A submitted RFP response may be withdrawn at any time. A written request to withdraw the response must be submitted electronically to: [RFP@worksystems.org](mailto:RFP@worksystems.org).

## Appeals

The following process has been established to address appeals:

- The appeal must be due to what the respondent considers a flaw in the Evaluation Committee's funding recommendation process.
- The appeal must be submitted in writing by June 9. Appeals must be sent to: [RFP@worksystems.org](mailto:RFP@worksystems.org). All appeals are public information.

- The organization/individual filing the appeal must specify the basis of the appeal and provide an alternative the appellant would find acceptable. Proposal rating scores may not be appealed. The mere fact that a proposal was not recommended for funding is also not open to an appeal, nor is a complaint about the amount of funding granted. The appeal must be based on a violation of the process established for the solicitation.

During any part of the review or consideration, the appellant may be asked to clarify or amplify statements or to provide proof of claims or other statements. Any such requests must be fully responded to within the time designated by Worksystems. In the event an appellant fails to respond, the appeal will be dismissed, and no further appeal will be accepted.

Worksystems' Executive Director and Chief Operating Officer will review the appeal and issue a written response that is intended as a complete and final answer to the appeal.

#### **Resource Documents**

- Submission Cover Page
- Budget Workbook
- Administrative Capacity Cover/Checklist
- Worksystems Youth Services Regional Program Standards
- Subrecipient Terms and Conditions

## Part XIII: Additional Provisions and Disclaimers

- Worksystems reserves the right to waive informalities and minor irregularities in offers received.
- This RFP does not commit Worksystems to award a contract.
- This RFP is for WIOA services and other related programs and funding streams which may become available to Worksystems during the funding period.
- Worksystems may accept any item or group of items of any offer, unless the bidder qualified its offer by specific limitations.
- Worksystems reserves the right to request additional data or oral discussion or documentation in support of written offers.
- By providing contact information for references respondents are authorizing Worksystems to contact the reference and discuss respondents' work.
- No costs will be paid to cover the expense of preparing a proposal.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Worksystems and be subject to disclosure under the Freedom of Information Act. Applicants are advised that most documents in the possession of Worksystems are considered public records and subject to disclosure under the State of Oregon's Public Records Law.
- Formal notification to award a contract and the actual execution of a contract are subject to the following: Receipt of anticipated funding, results of negotiations between selected respondents and Worksystems staff, and continued availability of funds.
- Any changes to the WIOA program, performance measures, funding level, or board direction may result in a change in contracting. In such instances, Worksystems will not be held liable for what is in the bidder's proposal or this Request for Proposals package.
- Proposals submitted for funding consideration must be consistent with – and if funded, operated according to – relevant federal legislation, all applicable federal regulations, State of Oregon policies, and Worksystems policies and procedures.
- Additional funds received by Worksystems may be contracted by expanding existing programs. These decisions shall be at the discretion of Worksystems.
- Worksystems may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of Worksystems, the services proposed are not needed, or the costs are higher than Worksystems finds reasonable in relation to the overall funds available, or if past management concerns lead Worksystems to believe that the bidder has undertaken more services than it can successfully provide.
- Worksystems has a right to fund a lower-ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, geographical considerations, leveraging of outside resources, and target populations.
- All respondents must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
- All respondents must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
- Worksystems reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.