

**REQUEST FOR PROPOSALS (RFP)  
OUT OF SCHOOL YOUTH (OSY) PROGRAMS  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)  
RFP #OSY-PY'20/21-1  
ISSUANCE DATE: 1/25/2021**

**I. INTRODUCTION**

NOTE: This solicitation is intended as a supplemental recruitment effort for new applicants (and program proposals) in an effort to augment any existing Hampton Roads Workforce Council (HRWC)\* Out-of-School Youth (OSY) programming currently underway and/or planned. Current contractors operating within the terms of any existing awards already having the possibility of contract extensions into next year will not need to re-apply unless they are planning to make major, substantive changes to their current scope of work.

HRWC, on behalf of the Hampton Roads Workforce Development Board (HRWDB)\* and the HRWDB Youth Services Committee is currently seeking proposals from qualified applicants to provide services for Workforce Innovation and Opportunity Act (WIOA) eligible OSY in accordance with the Program Design Requirements outlined under Section III of this RFP.

*\*Since this solicitation is being published in advance of the formally approved July 1, 2021 merger of the two Boards (i.e. HRWC and the Greater Peninsula Workforce Board), this regional approach has application to all 15 local jurisdictions in both the Southside and the Peninsula and has the consent and approval of both current, local boards in preparation for the upcoming merger and delivery of Program Year '21 youth services.*

Applicants located within the cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg and the counties of Gloucester, Isle of Wight, James City, Southampton, and York, Virginia and/or those who can demonstrate the capability to provide youth services within the scope and requirements of this RFP are encouraged to apply.

It is anticipated that approximately \$625,000.00 will be available to fund contracts awarded under this RFP. Applicants may submit a proposal using one (1) of the three (3) following options:

- Youth program that will provide services in one (1) or more of the Peninsula localities (Hampton, Newport News, Poquoson, Williamsburg, Gloucester, James City, and York)
- Youth program that will provide services in one (1) or more of the Southside localities (Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk, Virginia Beach, Isle of Wight, and Southampton)
- Youth program that will provide services on the Peninsula and on the Southside

Of the total funding available, attention will be given to ensure the delivery of services is generally proportionate to the dollars available based on the geographical nature of the WIOA funding formula and other market size imperatives. Consequently, approximately \$350,000.00 of any awarded amounts will be generally directed to support services on the southside of Hampton Roads (comprising 8 jurisdictions) with approximately \$250,000.00 focused on services to the

Greater Peninsula market (7 jurisdictions). These estimates are only offered as a general guide for any prospective applicants wishing to concentrate services to a particular Hampton Roads sub-region and/or a limited number of jurisdiction(s).

Note: Of the Greater Peninsula's total estimated \$250,000, approximately \$100,000 of this effort should be directed in support of allowable work-based training activities and expenses as defined by DOL guidance (i.e. Paid or unpaid work experiences (see 3.A.) or OJT (see 1.B.) including any applicable wages, stipends, and associated staff time spent directly in support of the referenced work-based training.

Funding will be available for an initial twelve (12) month contract period of 7/1/21 to 6/30/22. Contracts funded under this RFP will have the option for up to three (3) one (1) year contract extensions after the end of the initial contract performance period, at the sole discretion of the Hampton Roads Workforce Council.

## II. RFP AVAILABILITY, PROPOSAL DUE DATE AND OPTIONAL PUBLIC MEETING

The RFP Package will be available on the Hampton Roads Workforce Council website at <http://www.vcwhamptonroads.org> and the Greater Peninsula Workforce Board website at <https://vcwpeninsula.com> beginning 1/25/2021 at 8:30 A.M. Eastern Time. RFP Packages may be mailed upon request by calling (757) 314-2370. **Proposals are due to the Hampton Roads Workforce Council by 5:00 P.M. Eastern Time on 3/22/2021, at the address shown below:**

**Hampton Roads Workforce Council  
Suite 1314, Dominion Tower  
999 Waterside Drive  
Norfolk, VA 23510**

Proposals received after the aforementioned date and time or those submitted by email or fax will not be considered.

Questions regarding this RFP may be addressed to Ms. Amanda Green, Youth Program Coordinator, at (757) 314-2370 or [agreen@vcwhamptonroads.org](mailto:agreen@vcwhamptonroads.org). Answers to questions that are not available in the RFP Package or any other clarification(s) or addendum(s) regarding this RFP will be posted on the Hampton Roads Workforce Council and Greater Peninsula Workforce Board website, without further notice.

## III. OUT OF SCHOOL YOUTH PROGRAM DESIGN ELEMENTS

Proposals submitted under this RFP **must include Occupational Skills Training Delivery and/or the Recovery of High School Dropouts Program Design Elements, as well as, the Additional Program Design Requirements**, described below:

### 1. Occupational Skills Training Delivery (A and/or B)

A. Classroom Occupational Skills Training, with or without an externship, in an occupational area that is determined to be in demand based on current labor market information and based on technical or occupational skills standards that are developed and/or endorsed by employers or other accreditation/ certifying body. Demand occupational areas include: Information

Technology (IT), Manufacturing, Transportation/Logistics, Healthcare and Construction Trades. Applicants may propose training in other occupational areas with supporting occupational demand information for consideration by the Hampton Roads Workforce Council.

Training may be delivered directly by the contractor and/or through services provided by HRWDB Approved Training Programs. These programs are listed on the Hampton Roads Workforce Council website at [www.vcwhamptonroads.org](http://www.vcwhamptonroads.org). All Classroom Occupational Skills Training must result in the award of an industry-recognized postsecondary credential under WIOA to the participant upon successful completion of training. Classroom Occupational Skills Training may be delivered on a class size or individual basis. Training must be delivered on a full-time basis and completed within twelve (12) months of the training start date, unless otherwise authorized by the Hampton Roads Workforce Council.

B. On-the-Job Training (OJT) is a training option that takes place with a Private for Profit, Private Non-Profit or Public-Sector employer, at their workplace. Under this option the contractor would establish an agreement with an employer for occupational skills training to be provided by the employer on the job. A brief contract to include a training outline would be entered into by the contractor with the employer. The OJT employer is reimbursed for 50% of the contract stipulated starting hourly wage for the participant's actual hours on the job up to the maximum training hours authorized in the contract. This reimbursement to the employer is for the extraordinary costs of providing the training and supervision for the OJT participant. For Out of School Youth, OJT jobs must be full-time, non-temporary, have a starting wage of at least \$8.50 per hour and be for training that is no longer than six (6) months in duration. Employer provided benefits are highly desired. OJT is considered a "hire first" program and in that regard the employer commits to retaining the participant in unsubsidized employment upon their successful completion of OJT. The award of a recognized postsecondary credential is not required for OJT participants. The Hampton Roads Workforce Council will provide form templates and OJT technical training to contractors who propose this training option. OSY OJT must be conducted in accordance with the Hampton Roads Workforce Council Policy #15-25.

2. Recovery of High School Drop-Outs to the Secondary Education System Option – Activities under this element must include, but are not limited to the following:

A. Re-enrollment of school drop-outs who are not attending any school, as a full-time student, into a non-traditional High School, where a diploma or its recognized equivalent can be expected to be earned within eighteen (18) months of program entry.

B. Tutoring, study skills training and instruction that leads to the completion of the requirements for a secondary school diploma or its recognized equivalent.

**Note:** Proposals must include one (1) or a combination of the two (2) aforementioned Program Design Elements shown under Section III (1) and Section III (2) of the RFP.

3. Additional Program Design Requirements To include but not be limited to the following:

A. Paid or unpaid work experiences that support occupational learning, which may include worksite assignments; internships; job shadowing; pre-apprenticeship programs; and, OJT.

B. Financial Literacy Education.

C. Job Placement Assistance activities leading to the obtainment of training related, unsubsidized employment to include: job search techniques and identification of possible employment opportunities; resume/application preparation; mock interviews conducted by local employers; and, assistance with finding and understanding labor market and employment related information.

D. Leadership Development Activities.

E. Academic Remediation for those participants who are assessed to be Basic Skills Deficient (BSD). Remediation may either be provided by the contractor or some qualified community resource.

F. Tutoring and Study Skills Assistance for participants, as needed.

G. Career Exploration Activities.

#### IV. PROGRAM REQUIREMENTS

A. Target Population – In order to receive services resulting from contracts awarded under this RFP, participants must meet the following requirements:

1. Be a WIOA eligible youth sixteen (16) to twenty-four (24) years of age; and,
2. Be considered an Out of School Youth (OSY), in accordance with the WIOA definition.

**Note:** Youth, who are under eighteen (18) years of age and have not received a secondary school diploma or its recognized equivalent, must be excused from school attendance by their respective School Board, in accordance with the Commonwealth of Virginia Compulsory Attendance Law (Section 22.1-254 of the Code of Virginia)

B. Primary Participant Program Objectives

1. Enrollment into post-secondary education or obtainment of unsubsidized employment (All Program Design Elements).
2. Attainment of an industry recognized occupational skills credential (Occupational Skills Training Programs).
3. Attainment of a High School Diploma or its Recognized Equivalent (Drop-out Recovery Programs).
3. Demonstration of a Measurable Skills Gain(s) during program participation (Occupational Skills Training and Education Program Activities).

#### V. ELIGIBLE APPLICANTS

Applicants eligible to propose under this RFP are:

- A. Individual Public-School Divisions or groups of Public-School Divisions; or,
- B. Public or Private Colleges and Universities and Community Colleges; or,
- C. Other youth serving organizations with at least five (5) years of experience including occupational skills training resulting in recognized postsecondary credentials, direct services to youth and administering federal funds.

VI. ADDITIONAL REQUIREMENTS

- A. Outreach and Recruitment – The Applicant will be responsible for outreach and recruitment which results in the enrollment levels identified in the proposal. The Applicant will also be required to work in coordination with the NextGen Pathways program and the Virginia Career Works Center-Norfolk regarding participant outreach and recruitment efforts.
- B. WIOA Eligibility Determination – The Applicant will be responsible for the determination, verification, and documentation of WIOA eligibility for program participants and the maintenance of a participant eligibility file. Technical training and ongoing technical assistance will be provided by the Hampton Roads Workforce Council.
- C. Assessment – The Applicant will be responsible for conducting and documenting an assessment for each participant. **Note:** participants must be assessed for need in relation to the Youth Program Elements found in WIOA Section 129 (c) (2). Those Elements, for which the participants are assessed to be in need, must be provided either directly by the contractor or by another community resource(s) through a referral. The HRWC will directly provide follow-up services to all participants. In addition, all participants must be assessed for Basic Skills Deficiency (BSD) with the TABE (or CASAS) and those who are determined to be BSD must receive academic remedial instruction and periodic post testing. Identify and facilitate access to an appropriate occupational skills training option(s) for participants as a result of the assessment.
- D. Individual Service Strategy (ISS) Development – The Applicant will be responsible for the development and documentation of an ISS for each participant based on the results of the assessment. This document will identify goals, specific plans, activities and services to attain the goals, any applicable barriers and resolutions and required supportive services. The ISS is to be periodically reviewed with the participant and adjusted, as warranted. The Hampton Roads Workforce Council will provide a form template and technical training in this area.
- E. Participant and Financial Reporting – The Applicant will be responsible for maintaining participant enrollment, service activity and outcome records, documenting and verifying applicable performance metrics and directly entering such information into the Virginia Participant Tracking System “VaWC”, on a regular basis. Entries into the VaWC must be made within fourteen (14) days of the date of the specific reporting action. Specific participant reports will be provided to the Hampton Roads Workforce Council upon request. In addition, the applicant will maintain a system that is sufficient for the accurate and timely accounting and reporting of all financial transactions under the contract. Technical training and ongoing assistance related to VaWC will be provided by the Hampton Roads Workforce Council.

- F. Case Management – The Applicant must provide ongoing case management services to participants throughout the duration of participation, program related counseling, and referrals to other resources, based on the assessed needs of the participant. All case management activities and services are to be recorded in case notes, updated as needed and maintained in the participant’s record. Case management contacts and related information must be conducted and documented every thirty (30) days, at a minimum.
- G. Worksite Facilitation – The Applicant will be responsible for the development and execution of formal worksite agreements with employers that participate in paid and unpaid work experience. This agreement will stipulate the roles and responsibilities of each party and identify the duties and expectations for the job or activity to be provided, as well as, the terms, conditions, stipulations and assurances related to the relationship. All such relationships will include supervisor and participant orientations prior to start. The Hampton Roads Workforce Council will provide form templates and technical training in this area.

In addition, the Applicant will be responsible for the development, execution, and oversight of OJT contracts with participating employers.

Note: A Contract Representative will be required to attend quarterly training meetings conducted by the Hampton Roads Workforce Council.

VII. PROPOSAL SELECTION CRITERIA

- A. Organizational Capability and Experience (0 to 20 points)
- B. Program Design and Implementation Strategy (0 to 30 points)
- C. Linkages with Community Resources (0 to 15 points)
- D. Proposed Cost and Participant Service Levels (0 to 20 points)
- E. Leveraged In-kind Resources (0 to 15 points)

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ATTACHMENTS:

- A. General Terms and Conditions
  - B. Timeline of Events
  - C. Proposal Preparation Guidance
  - D. Proposal Submission Certification Form
  - E. Key Definitions
  - F. Reconsideration Process
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The Hampton Roads Workforce Council is an Equal Opportunity Program/ Employer and does not discriminate against any individual in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political belief or citizenship. The full Hampton Roads Workforce Council EO/ Nondiscrimination Policy 15-14 is posted on the website at [www.vcwhamptonroads.org](http://www.vcwhamptonroads.org).

Contracts awarded under this RFP will be operated with federal WIOA funds from the United States Department of Labor Employment and Training Administration (DOLETA), through the Virginia Community College System (VCCS), to the Hampton Roads Workforce Council through the City of Virginia Beach, Virginia, the designated Grant Recipient for Virginia Local Workforce Development Area #16.

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**GENERAL TERMS AND CONDITIONS**  
**RFP #OSY-PY'20/21-1**

A. VIRGINIA PUBLIC PROCUREMENT ACT (VPPA): This RFP is subject to the provisions of the VPPA and any revisions thereto, which are hereby incorporated into this document by reference.

B. APPLICABLE LAWS AND COURTS: This RFP and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the Courts of the Commonwealth and must be in compliance with all applicable Federal, State and Local laws, rules and regulations, inclusive of, but not limited to, the Workforce Innovation and Opportunity Act (WIOA) of 2014, as amended, or any other federal, State or local funding source that may be identified.

C. ETHICS IN PUBLIC CONTRACTING: Proposing organizations certify that their proposals are made without collusion or fraud and that they have not been offered or received any kickbacks or inducements from any other proposer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

D. IMMIGRATION REFORM AND CONTROL ACT OF 1986: Proposing organizations certify that they do not and will not employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 in the performance of any contract resulting from this RFP.

E. ANTITRUST: By entering into a contract resulting from this RFP, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the services purchased by the Hampton Roads Workforce Council under said contract.

F. PAYMENTS: The terms for payments will be part of the competitive negotiation process for this RFP and stipulated in the contract.

G. INDEPENDENT CONTRACTOR: A Contractor resulting from this RFP, and any employees, agents or other persons or entities acting on behalf of the Contractor shall act in an independent capacity and not as officers, employees or agents of the Hampton Roads Workforce Council or the HRWDB.

H. SEVERABILITY: If any provision of a contract resulting from this RFP or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this contract, or the application of such provision to persons or circumstances other than those which it is invalid or unenforceable, shall not be affected, and each provision of this contract shall be valid and enforced to the full extent permitted by law.

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I. **ADDENDA:** Changes or supplemental instructions related to this RFP will be in the form of a written Addendum. Any Addendum that may be required will be posted on the Hampton Roads Workforce Council website at [www.vcwhamptonroads.org](http://www.vcwhamptonroads.org) with this RFP, without notice. It is the responsibility of proposers to check for such on the website prior to the proposal due date and time in order to ensure that all of such are received.

J. **SUBRECIPIENT STATUS:** An entity that is awarded a contract as a result of this RFP will be considered a Subrecipient of a Federal Award.

K. **QUALIFICATIONS OF PROPOSING ORGANIZATION:** Proposing organizations agree to provide the Hampton Roads Workforce Council with any other requested information at any time to determine their ability to perform the services proposed. The Hampton Roads Workforce Council may, at its sole discretion, cease negotiations with proposing organizations if information provided or other evidence fails to meet the requirements of the RFP.

L. **ASSIGNMENT OF CONTRACT:** A contract which may result from RFPs shall not be assignable by the contractor, in whole or in part, without the prior written consent of the Hampton Roads Workforce Council.

M. **CHANGES TO THE CONTRACT:** Either party to the contract may request, in writing, changes to the contract. Changes are not binding until both parties have signed an official contract modification document. An increase or decrease in the price of the contract resulting from any modification is subject to applicable provisions of the Virginia Public Procurement Act.

N. **DEFAULT:** In case of failure to deliver services in accordance with the contract terms and conditions, the Hampton Roads Workforce Council may declare the contractor in default and will immediately notify the contractor in writing. As a result, the Hampton Roads Workforce Council may procure the same services from other sources and reserves the right to seek compensation from the contractor for any and all additional expenditures as a result of the default.

O. **INSURANCE:** By signing and submitting a proposal in response to this RFP proposing organizations certify that they shall maintain and provide documentation, if requested, of all applicable and/or required insurance coverage(s). Insurance requirements for contracts with Federal, State or Local Governments or their agencies may vary from contracts with private entities.

P. **AVAILABILITY OF FUNDS:** In the event Federal, State or Local funds that are the resources for contracts are discontinued, curtailed or otherwise no longer available; contracts awarded as a result of any RFP may be cancelled or reduced at any time. The Hampton Roads Workforce Council will notify contractors in writing as soon as possible after receiving any such notice.

Q. **PROPOSAL ACCEPTANCE PERIOD:** Proposals shall be binding upon proposing organizations for one hundred twenty (120) calendar days following submission deadline. Any

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proposal that requests a shorter acceptance period may be rejected at the sole discretion of the Hampton Roads Workforce Council.

R. **SUBCONTRACTS:** In the event that a Contractor desires to subcontract for services to be provided, the contractor shall furnish to the Hampton Roads Workforce Council the names, qualifications and experience of their proposed subcontractor. The Contractor shall remain fully liable and responsible for the work to be done by their subcontractor and shall ensure compliance with all contract requirements. All subcontracts must be approved in writing by the Hampton Roads Workforce Council prior to execution.

S. **RECORDS RETENTION:** Contractors agree to retain all books, records, and other documents relative to contracts for four (4) years following the expiration of the contract or until audited, whichever is greater. However, if any audit claim, litigation, negotiation or other action involving the records has been started as a result of the audit or before the expiration of the four (4) year period, the records shall be retained until completion of the action and resolution of all issues which may arise. The Hampton Roads Workforce Council, its authorized representatives and/or State and Federal auditors shall have full access to and the right to examine any of said materials during said period. Contractors are responsible for all costs associated with the retention of the books, records and other documents.

T. **CLARIFICATION OF TERMS OR QUESTIONS:** Clarifications to RFPs and answers to questions not contained in RFPs, as applicable and appropriate, will be posted on the Hampton Roads Workforce Council website at [www.vcwhamptonroads.org](http://www.vcwhamptonroads.org) without further notice.

U. **HOLD HARMLESS:** Contractors agree to indemnify, defend and hold harmless the Hampton Roads Workforce Council, the HRWDB, the Chief Local Elected Officials of the Hampton Roads Region, the Commonwealth of Virginia, and their officers, agents and employees from any claims, damages, and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of materials, goods, or equipment of any kind or nature furnished by the contractor, or arising from, or caused by any services of any kind or nature provided by the contractor, provided that such liability is not attributable to the sole gross negligence on the part of the Hampton Roads Workforce Council or to the failure of the Hampton Roads Workforce Council to use the materials, goods, or equipment in the manner outlined by Contractors and descriptive literature of specifications submitted with contractors' proposals. This section does not apply to contracts with Federal, State or Local Governments or their agencies.

V. **CONTRACTUAL DISPUTES:** In accordance with Section 2.2-4363 of The Code of Virginia, claims arising out of a contract issued as a result of any RFP, whether for money or other form of compensation, shall be submitted by the contractor, in writing, with all necessary data and information attached to the claim. This submission must be received by the Hampton Roads Workforce Council no later than sixty (60) calendar days after final payment is provided under any contract. The Hampton Roads Workforce Council will respond in writing within ninety (90) calendar days of receipt of the claim, unless both parties agree to a longer response period. In the event the Hampton Roads Workforce Council does not respond within this time

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period, the contractor may institute legal action pursuant to Section 2.2-4364 of The Code of Virginia.

W. EXTENSION OF CONTRACT: All RFPs will include statements specifying if contracts will be able to be extended past their original term and for how long thereafter.

X. HUMAN TRAFFICKING: Executive Order 1333 requires the termination without penalty of any contract, if the contractor engages in human trafficking.

Y. ROLE OF THE VIRGINIA COMMUNITY COLLEGE SYSTEM (VCCS): In Virginia, the VCCS at the State level is responsible for the formula distribution of WIOA funds; the award of certain Dislocated Worker WIOA Grants; ensuring the integrity of the funds; oversight and monitoring of local workforce development boards; and, developing and implementing WIOA operational guidance and policies in coordination with the Virginia Workforce Development Board. The aforementioned documents can be found at [www.elevatevirginia.org/practitioners-corner/](http://www.elevatevirginia.org/practitioners-corner/).

Z. CONTRACT AWARD: The Hampton Roads Workforce Council will enter into a contract with the selected proposer(s) under this RFP for an initial performance period. Thereafter, the contract may be renewed for additional performance periods as stipulated in the RFP, at the discretion of the Hampton Roads Workforce Council. The initial contract amount will remain in force throughout that performance period, unless otherwise authorized by the Hampton Roads Workforce Council. Amounts for any subsequent contract extensions will be negotiated with the contractor.

A.A. HAMPTON ROADS WORKFORCE COUNCIL EO POLICY: The EO Policy is applicable to this RFP and is posted on the Hampton Roads Workforce Council website at [www.vcwhamptonroads.org](http://www.vcwhamptonroads.org). Please note that program facilities must be fully accessible to individuals with disabilities.

B.B. CERTIFICATIONS AND ASSURANCES: The following Certifications and Assurances are incorporated by reference and will be made part of any contract(s) entered into by the Hampton Roads Workforce Council as a result of all RFPs:

1. Certification Regarding Lobbying (29 CFR Part 93).
2. Certification Regarding Debarment, Suspension and Other Responsibility Matters (29 CFR Part 98).
3. Nondiscrimination and Equal Opportunity Assurance (29 CFR Part 37).
4. Drug-Free Workplace Requirements Certification (29 CFR Part 98).
5. Standard Form 424b Standard Assurances (Non-Construction Programs).

**TIMELINE OF EVENTS**  
**RFP# OSY-PY'20/21-1**

January 18, 2021 – January 24, 2021	RFP Public Notice
January 25, 2021	RFP Issued and Posted on the Hampton Roads Workforce Council Website
March 22, 2021	Proposals due to the Hampton Roads Workforce Council 5:00 P.M. Eastern Time
April 8, 2021	Hampton Roads Workforce Development Board (HRWDB) Youth Services Committee meets to formulate program selection recommendations
April 21, 2021	HRWDB Executive Committee meets to select programs and authorize funding
April 28, 2021	RFP Applicants are notified of the selection actions
April 30 to May 10, 2021	Contracts are negotiated
May 20 to May 29, 2021	Contracts are executed
July 1, 2021	Programs begin

**PROPOSAL PREPARATION GUIDANCE  
RFP#OSY-PY'20/21-1**

A. RFP Response

One (1) original and two (2) copies of each proposal are to be submitted.

B. Proposal Preparation

Proposals must meet all applicable RFP specifications and requirements and be signed and dated by an authorized representative of the applicant.

C. Required Proposal Components

1. Proposal Submission Certification Form (Attachment D)

This Form must be fully completed, duly signed and dated and will serve as the Proposal Cover Page.

2. Executive Summary to provide an overview of the program design; linkages with partner and community resource organizations involved in the delivery of program services and activities; how, when, where and by whom each aspect of the program will be delivered; leveraged in-kind resources; participant target population(s); total requested funds; number of OSY to be served; specific jurisdictions to be served; expected performance outcome expectations: and, expected start date of the program. (Up to three (3) single spaced pages)

3. Program Description to detail how each of the program services, activities and additional work requirements will be conducted. (Up to ten (10) single spaced pages, excluding attachments)

The Program Description should address how, where, when and by whom each specific activity under the proposed program design element(s) will operate and also address the same for the following additional work requirements: outreach and recruitment; selection process for youth who will participate in the program; participant performance incentives plan; delivery of occupational skills credential based training, if proposed, either by the contractor or by an HRWDB Approved Training Provider; identification of occupational skills training areas; identification of the recognized postsecondary credential that could be obtained by participants and the provider; OJT Employer identification and contract management process; delivery of a High School Recovery Program, if proposed; WIOA eligibility determination process; assessment process; Individual Service Strategy (ISS) development; worksite facilitation for work experience and internship activities, to include how youth will be assigned to worksites and how their worksite performance will be evaluated; academic remediation for Basic Skills Deficient participants and the related progress measurement process; delivery of financial literacy education and leadership development activities; description of Measurable Skill Gain(s) tracking and documentation; participant and financial reporting; and, case

management. In addition, any community partner or resource organizations that will assist in the delivery of the program and/or will be a referral source for services that are needed by a youth, but not directly provided by the program. If any part of the program will be delivered through a sub-contract, the sub-contractor and purpose should be provided. Some examples of these activities include academic remediation for Basic Skills Deficient participants other project-related activities. A timeline of program services, activities and events, to include the sequencing of such should be provided.

4. Program Line Item Budget for the funds requested from the Hampton Roads Workforce Council under this RFP for the initial twelve (12) month contract performance period of 7/1/19 to 6/30/20, as proposed. Also, provide a Budget Worksheet showing how the Line Item costs were calculated and a Budget Narrative explaining each line item cost. Proposed costs should be those directly related to operation of the program. Some examples include: staff salaries and fringe benefits; travel; supplies and materials; work experience and internship stipends; supportive services; training tuition and related costs; OJT employer reimbursements; academic remediation for Basic Skills Deficient (BSD) participants, only; sub-contractor program services (if applicable); participant performance incentives; outreach and recruitment; communications; and, equipment. In addition, please provide a list of any leveraged in-kind resources, the provider, the source of the resources and the area of the program to be supported by such.

**A minimum of 20% of the requested funds must be for paid work experience activities. Indirect costs are limited to up to 10% of proposed reimbursable costs.**

Note: In the event that an Applicant proposes an ISY Program under RFP #ISY-PY'20/21-1 and an OSY Program under RFP #OSY-PY'20/21-1, and that awards are made to the Applicant for both programs, a single contract will be executed with separate ISY and OSY Budgets, as negotiated with the Applicant by the Hampton Roads Workforce Council.

**PROPOSAL SUBMISSION CERTIFICATION FORM**

CERTIFICATION:

I agree to comply with the terms and conditions related to **RFP # OSY-PY'20/21-1** issued by the Hampton Roads Workforce Council as published and/or made available on its official website. I certify that I am authorized to sign and submit this proposal on behalf of the proposing organization.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Legal Name of Organization: \_\_\_\_\_ Year Established: \_\_\_\_\_

Legal Status of Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

Program Address (*if different*): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

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**NOTE:** This Form will serve as the Cover Page for each Proposal.

**KEY DEFINITIONS**  
**RFP#OSY-PY'20/21-1**

**ASSESSMENT** – a documented review of basic skills, academic history, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), barriers, supportive service needs and developmental needs of youth. A recent assessment by a cognizant organization (school division, housing authority, department of social services or other educational or training program) that addresses the academic and service needs of a youth, that is no older than six (6) months, may be used for assessment purposes.

**BASIC SKILLS DEFICIENT** – an individual has English reading, writing, or computing skills at or below the 9<sup>th</sup> grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test. The TABE must be used unless otherwise authorized by the Hampton Roads Workforce Council.

**CASE MANAGEMENT** – the provision of a client-centered approach in the delivery of services, designed to:

- a. prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
- b. provide job and career counseling during program participation and after job placement

**RECOGNIZED POSTSECONDARY CREDENTIAL** – is defined as a credential consisting of an industry-recognized certificate or certification; a certificate of completion of an apprenticeship; an occupational license recognized by the State or Federal Government; an associate or baccalaureate degree; occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates; and, other recognized certificates of industry/occupational skills completion sufficient to qualify for entry level or advancement in employment. It is a credential that is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry or occupation. A variety of different public and private entities issue recognized postsecondary credentials. These include the following:

- a. A State educational agency or a State agency responsible for administering vocational and technical education within a State.
- b. An institution of higher education described under Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in financial aid under Title IV of that Act. This includes community colleges, proprietary schools and other eligible institutions of higher education.
- c. A professional, industry or employer organization (i.e. National Institute for Automotive Service Excellence Certification; National Institute for Metalworking Skills, Inc.; or, a product manufacturer such as Microsoft, Novell or Java.
- d. DOLETA or State Office of Apprenticeship.
- e. A public regulatory agency that awards a credential upon an individual's fulfillment of educational, work experience or other skill requirements.

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- f. A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.

For the purpose of this RFP a Recognized Postsecondary Credential must be such that would facilitate employment into a specific occupational area.

**FAMILY** – two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- a. a husband, wife, and dependent children
- b. a parent or guardian and dependent children
- c. a husband and wife

**HOMELESS** – an individual who lacks a fixed, regular, and adequate nighttime residence; and who has a primary nighttime residence that is:

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

**INDIVIDUAL WITH A DISABILITY** – an individual with any disability (as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)).

**INDIVIDUAL SERVICE STRATEGY (ISS)** – the term “Individual Service Strategy” means a written individual plan for the participant, which shall include an employment and/or program goal, appropriate achievement objectives, combination of specific program services for the participant based on the assessment, identification of service providers and a projected timeline for the delivery of services and demonstrated achievement. The ISS is to be reviewed regularly with the participant and modified, as needed.

**INTERNSHIP** – A paid, or unpaid internship is an opportunity created by an employer to provide an on-the-job practice. This may be done in collaboration with a participant’s school, so academic credit and real-world work experience can be earned at the same time. Internships are typically for short periods of time and are developed to provide guidance, supervision and evaluation of the youth’s work as an intern.

**JOB SEARCH TECHNIQUES** – provision of instruction and support to provide skills to assist in the obtainment of full-time employment. Services may include, but are not limited to, the following:

- a. Resume writing
- b. Interviewing skills
- c. Labor market guidance
- d. Telephone techniques

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- e. Information on job openings
- f. Job acquisition strategies
- g. The provision of office space and supplies for the job search
- h. Coordination with the Hampton Roads Workforce Council One-Stop System and NextGen Pathways program.

**JOB SHADOWING** – unpaid short-term activity offered by an employer who agrees to engage a student to follow or “shadow” them throughout their work day, providing insight on the duties and skills of the position, and information on career tracks.

**LEADERSHIP DEVELOPMENT OPPORTUNITIES** – the term “Leadership Development Opportunities” means the following activities:

- a. Exposure to post-secondary educational opportunities;
- b. Community and service learning projects;
- c. Peer-centered activities, including peer mentoring and tutoring;
- d. Organizational and team work training, including team leadership training;
- e. Training in decision-making, including determining priorities;
- f. Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources

**LOW-INCOME INDIVIDUAL** – The term "low-income individual" means an individual who either:

- a. Receives or is a member of a family who receive cash public assistance payments (TANF, SSI, GA, RA); or,
- b. Has family income at or below the higher of the federal poverty level or 70 percent LLSIL; or,
- c. Receives or is a member of a family that receives food stamps (or has been determined eligible to receive within six (6) months prior to application); or,
- d. Is a Homeless Individual, as defined by the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or,
- e. Is a Foster Child on behalf of whom State or local government payments are made; or,
- f. A Disabled Individual who has personal income at or below the higher of the federal poverty level or 70 percent LLSIL who otherwise would be over the income guidelines by considering the income of other family members.
- g. A youth who lives in a High Poverty Area as defined by the Hampton Roads Workforce Council

**MENTORING** – “one on one” training provided by an adult volunteer that would assist a youth to successfully complete training or a program of workforce development services and/or maintain employment, through counseling, tutoring and on the job interaction. Mentoring may take the form of educational mentoring, career mentoring and/or personal development mentoring.

**MEASUREABLE SKILLS GAIN** – this performance indicator applies to participants engaged in occupational skills training or employment and serves as an interim gage of the participant’s progress while still actively enrolled in the program and therefore is not an exit-based measure.

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Depending on the specific program that a participant is engaged in, documentation of progress can be one (1) or more of the following:

- a. Documented achievement of at least one (1) educational functioning level for basic skills deficient participants and must be based on pre- and post-tests utilizing the TABE, unless otherwise authorized by the Hampton Roads Workforce Council.
- b. Documented attainment of a GED.
- c. Postsecondary transcript or report card for a sufficient number of credit hours that shows that the participant is meeting State academic standards.
- d. Satisfactory or better progress report, towards established milestones, such as the completion of OJT or the completion of one (1) year of an apprenticeship program or similar milestones, from an employer or training provider that is providing the training.
- e. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams.

OFFENDER – any adult or juvenile:

- a. who is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or,
- b. who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

PARTICIPANT – an individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services authorized under this title) under a program authorized by this title. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other services provided under this title.

PLACEMENT – the act of securing for or by a participant unsubsidized employment for the duration of 1 calendar day, with an anticipated permanent duration.

POST-SECONDARY EDUCATIONAL INSTITUTION – an institution of higher education, as defined in section 481 of the Higher Education Act of 1965 (20 U.S.C. 1088).

PREGNANT OR PARENTING – an individual who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18.

PUBLIC ASSISTANCE – Federal, State or local government cash payments for which eligibility is determined by a needs or income test.

SCHOOL DROPOUT – an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

SECONDARY SCHOOL – The term "secondary school" has the meaning given the term in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801).

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**SIMULATED WORK** – The term “Simulated Work” means an activity that takes place in a training situation where a work product is produced for the purpose of learning work maturity skills and/or specific occupational skills rather than for the purpose of producing the work product.

**SUPPORTIVE SERVICES** – services such as transportation, child care, dependent care, housing, referral to medical services, work and/or training related tools, materials, supplies, attire, etc., that are necessary to enable an individual to participate in program activities.

Supportive services for participants are to primarily be provided through referrals to various community resource organizations.

**TRAINING** – a systematic, planned sequence of instruction or other learning experiences on an individual or group basis under competent supervision which is designed to impart skills, knowledge, or abilities to prepare individuals for unsubsidized employment.

**WIOA ELIGIBLE OUT OF SCHOOL YOUTH** – the term “WIOA Eligible Out of School Youth” means a youth who is not attending any credit-awarding school (as defined by State Law); is not younger than sixteen years of age and not older than twenty-four (24) years of age; is a United States Citizen or has the Right to Work in the United States, in accordance with the Department of Homeland Security requirements; is compliant with the Military Selective Service Act (MSSA); and is one (1) or more of the following:

- a. School Dropout
- b. Individual who is within the age of compulsory school attendance but has not attended school for at least the most recent school year calendar quarter.
- c. Recipient of a secondary school diploma or its recognized equivalent; **who is a low-income individual**; and, who is either basic skills deficient or an English language learner.
- d. An individual who is subject to the juvenile or adult justice system.
- e. A Homeless Individual; Homeless Child; Foster Child or have aged out of Foster Care; a child eligible for assistance under Section 477 of the Social Security Act (42 USC 677); or, an individual in an out of home placement.
- f. An individual who is pregnant or parenting.
- g. An individual with a disability.
- h. A **low-income individual** who requires additional assistance to enter or complete an educational program or to secure or hold employment (as defined in the Hampton Roads Workforce Council Policy).

**WORK EXPERIENCES FOR YOUTH** –

- a. Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experiences may be paid or unpaid.
- b. Work experience workplaces may be in the private, for-profit sector; the non-profit sector; or the public sector.
- c. Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences are appropriate and desirable

activities for many youth throughout the year. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth.

**UNEMPLOYED** – during the 7 consecutive days prior to registration, did any work at all as a paid employee, in his or her own business, profession, or farm, worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or is one who was not working, but has a job or business from which he or she was temporarily absent because of

illness, bad weather, vacation, labor-management dispute, or personal reasons whether or not paid by the employer for time-off, and whether or not seeking another job.

**UNDEREMPLOYED** – working part-time but desires full-time employment or is working in employment not commensurate with the individual's demonstrated level of educational attainment.

**Note:** This is not intended to be an all-inclusive list. Additional definitions will be provided upon request and/or at the time of contracting in the form of technical guidance documents.

## AD HOC RECONSIDERATION PROCESS HAMPTON ROADS WORKFORCE DEVELOPMENT BOARD

The Hampton Roads Workforce Development Board (HRWDB), the Workforce Development Board for Virginia Workforce Development Area 16 under the Workforce Innovation and Opportunity Act (WIOA) of 2014, has the responsibility for selecting program providers for the Region from among various applicants.

It is the desire of the HRWDB to voluntarily provide an informal process for any applicant who submits a proposal which is not selected or program contract that is not extended or ITA program that is not recertified for continued eligibility, to have the opportunity to request reconsideration of such action.

Therefore, the following process applies to proposals received in response to the Hampton Roads Workforce Council RFPs, ITA Applications and the Hampton Roads Workforce Council decisions to not extend a program contract or ITA program for an additional performance period, in accordance with the applicable RFP or ITA Application/ Vendor Agreement:

### PROCESS STEPS

- 1) If a proposal is not accepted, a program contract is not extended or an ITA program is not continued, the Hampton Roads Workforce Council Workforce Services Officer shall formally notify the applicant/program contractor/ITA Vendor of such action within five (5) work days of the decision. Such notification will have attached thereto a copy of this process.
- 2) In the event the applicant/program contractor/ITA Vendor desires reconsideration of a proposal, a program contract extension decision or removal of an ITA program, such applicant/program contractor/ITA Vendor shall submit a written request for reconsideration to the Hampton Roads Workforce Council Workforce Services Officer within five (5) work days of notification of the decision.
- 3) Upon receipt of such written request, the Hampton Roads Workforce Council Workforce Services Officer shall within five (5) work days of receipt of such, notify the Chairperson of the HRWDB. The HRWDB Chairperson shall within five (5) work days of such notification, appoint an AD HOC Committee to informally meet with the applicant/program contractor/ITA Vendor to discuss the request for reconsideration. In the case of youth proposals/contractors, most of the AD HOC Committee members shall be Youth Committee members.
- 4) The Chairperson of the AD HOC Committee, appointed by the HRWDB Chairperson, shall then set a time for a meeting with the applicant/program contractor/ITA Vendor, to be held within ten (10) work days or as expeditiously as possible, thereafter.
- 5) Said meeting shall be informal, and be restricted to the AD HOC Committee, the applicant/program contractor/ITA Vendor and the Hampton Roads Workforce Council staff, as requested by the AD HOC Committee Chairperson.
- 6) The AD HOC Committee shall allow, under procedures to be set by the AD HOC Committee Chairperson, the applicant/program contractor/ITA Vendor to submit either orally or in writing, any additional information, as it relates to the applicant's proposal, contract extension decision or ITA program removal.

- 7) The AD HOC Committee shall report to the HRWDB Executive Committee at their next regularly scheduled meeting the result of any vote taken as to whether to recommend proposal/contract

extension/ITA program removal reconsideration and the reason (s) for any such recommendation or to affirm the original decision.

- 8) The HRWDB Executive Committee shall consider such recommendation and act as it deems appropriate. Any such recommendation which results in the award of funding to an applicant's proposal or an increase in the original award amount of an applicant's proposal or the extension of a program contract shall be presented to the full HRWDB at its next regularly scheduled meeting, for action. ITA programs recommended for inclusion on the HRWDB Approved ITA Programs List may be added by Executive Committee in between HRWDB meetings.
- 9) Nothing contained in this process shall create a right to funding or a right of appeal if the AD HOC Committee does not in its sole discretion, recommend that the applicant's proposal/ contract extension decision/ITA program removal be reconsidered by the HRWDB Executive Committee.  
**Note:** Applicants seeking resolution for a proposed ITA program(s) not being selected or removed by the HRWDB **must first go through this local process before seeking resolution under the State Process.**