

**Request for Proposals
Northcoast Regional One-Stop System**

**FOR
YEAR-ROUND WIA YOUTH PROGRAM SERVICES
CFDA #17.259**

Issue Date: Tuesday, January 18, 2011
Closing Date: 9:30 a.m., D.S.T.,
Tuesday, February 17, 2011

Contact Person:

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**Northcoast Regional One-Stop System Request for Competitive Proposals and Timeline
Year-Round WIA Youth Program Services, SFY 2011, 2012, and 2013**

Activity	Date
Release of Request for Competitive Proposals for WIA Youth Program 2011-2012	10:00 a.m., Tuesday, January 18, 2011
Pre-Proposal Bidders Conference	10:00 a.m., Thursday, February 3, 2011
Last Date & Time for Submission of Written Questions	12:00 p.m., Thursday, February 3, 2011
Date of Posting Answers to Questions on the Sandusky County Department of Job and Family Services' website at http://www.sanduskycountydjfs.org/bid.htm	4:30 p.m., Thursday, February 10, 2011
Due Date for Proposal Submission	9:30 a.m., Tuesday, February 17, 2011
Proposal Opening	9:31 a.m., Tuesday, February 17, 2011
Rating Team review, evaluation and recommendation on qualified bids received	Week of February 21-25, 2011 (final date yet to be confirmed)
WIA Area 7 Youth Committee Review and WIA Area 7 Workforce Investment Board Review and Approval	Wednesday, April 6, 2011
Negotiations Complete/ All Signatures Acquired	May 31, 2011
Transition Between Providers (if applicable)	June 1-30, 2011
WIA Youth Program Contract, SFY 2011, 2012 and 2013, effective date	12:00 a.m. midnight, July 1, 2011

The Northcoast Regional One-Stop System, and its member counties, reserves the right to revise this schedule in the best interest of the State of Ohio, the Ohio Department of Job and Family Services (ODJFS), Area 7, and/or to comply with the State of Ohio and Local procurement procedures and regulations and after providing reasonable notice.

SECTION 1: BACKGROUND

A. AUTHORIZING LEGISLATION

The Workforce Investment Act of 1998 (WIA) includes the following statement of intent, which encompasses the Act's three target populations; adults, low-income youth, and dislocated workers: "The Workforce Investment Act will provide workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation." (WIA Section 106).

In keeping with the intent of WIA, the Northcoast Regional One-Stop System is committed to helping economically disadvantaged youth aged 14 – 21, at application, to achieve while in school and to graduate, access job training and higher education opportunities, become gainfully employed and acquire the skills needed to progress in well-paying careers. Northcoast Regional One-Stop System seeks partnerships with organizations that can demonstrate measurable, positive impact on youth. Community and faith-based organizations, minority owned and operated businesses, local education agencies, and other youth-serving organizations are invited to respond to this RFP as an important step toward building a network of integrated youth services that can assist Erie, Huron, Ottawa, Sandusky and Seneca County youth to succeed in school, at work, and as members and leaders of their communities.

B. OVERVIEW OF THE NORTHCOAST REGIONAL ONE-STOP SYSTEM

Under the Workforce Investment Act (WIA) of 1998, the Ohio Area 7 Consortium of Chief Elected Officials has been designated the grant recipient. Area 7 Workforce Investment Board (WIB) is the administrative entity to receive and disburse funds to provide programs intended to prepare youth, under-employed, unskilled adults, displaced homemakers, and dislocated workers for entry (or re-entry) into the labor force. This is accomplished through a comprehensive series of employment and training services, which allow each participant to pursue their individual employment goal. The WIB consists of representatives from business, labor, education, community groups, government agencies and economic development organizations that were appointed by the Consortium of Chief Elected Officials of Area 7. One of the committees within the WIB is the Area 7 Youth Committee.

Erie, Huron, Ottawa, Sandusky and Seneca Boards of County Commissioners joined in an agreement to form the "Northcoast Regional One-Stop System" administered by a Regional Advisory Committee (RAC). The Northcoast Regional One-Stop System has been designated as one of the eleven One-Stop Systems under the Area 7 Workforce Investment Board. The Northcoast Regional One-Stop System is under the umbrella of the Area 7 Workforce Investment Policy Board, CEO, and Administrative agency.

Erie, Huron, Ottawa and Sandusky Counties each have their own local Workforce Policy Board (WPB), while Seneca has local business team input and reports to the Board of Area 7. Each WPB will authorize a Rating Team of the Northcoast Regional One-Stop System to recommend successful Bidders to Area 7 Youth Committee and the Youth Committee will forward the approved Bidders to the Area 7 Workforce Investment Board (WIB) for final approval.

C. PURPOSE OF RFP

The Northcoast Regional One-Stop System is seeking proposals for the delivery of services required to serve the eligible youth population in compliance with all applicable federal, state, and local rules, regulations, and policies. The Request for Proposal (RFP) is to provide prospective vendors/contractors with the information they need to prepare proposals that are complete and responsive to the Northcoast Regional One-Stop System, Area 7 Workforce Investment Board, CEO, and Administrative agency requirements.

The purpose of this PY 2011, 2012 and 2013 Year-Round WIA Youth Program Services RFP is to solicit innovative year-round youth workforce development programs to help prepare eligible youth for successful entry into the workforce. Eligible youth include in and out-of-school, ages 14-21, who are low income and possess additional barriers to school completion and/or employment. The program will operate under the provision of the Workforce Investment act of 1998 (WIA) Title I-B (Public Law 105-220) or as amended by Congress. Each County within the Northcoast Regional One-Stop System reserves the option of utilizing additional funding sources as well, such as Temporary Assistance for Needy Families (TANF) funds, if and where appropriate. At times, the Northcoast Regional One-Stop System may be granted additional funds to serve an expanded youth population, additional youth employment programs, and/or special youth funding. The award of a contract or contracts according to this Request for Proposal will cover any of these additional programs.

Youth who will be participating in the program will be considered “at risk” due to possession of one or more barriers to seeking/retaining employment or education. Bidders must adhere to Area 7 Policy P7-600 regarding barriers. The policy is quoted as follows:

“Purpose

‘The purpose of this policy is to describe eligibility criteria for Area 7 youth beyond the criteria in the Workforce Investment Act (WIA) and Code of Federal Regulations (CFR), as well as provide clarification of terms designed in the law to be locally-defined by the Workforce Investment Board. This policy provides clarification for an individual who is being considered for youth eligibility under the category of ‘serious barriers to employment’ or ‘requiring additional assistance’.

Background

Income Eligible

CFR 664.200 defines eligibility for youth services as an individual who:

- (a) is age 14-21; and
- (b) low income individual, as defined in WIA Section 101 (25), and
- (c) falls within one or more of the following categories:
 1. deficient in basic literacy skills
 2. school dropout
 3. homeless, runaway, or foster child
 4. pregnant or parenting
 5. offender, or
 6. individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment.

Non-Income Eligible, or 5% Exception

The Workforce Investment Act allows 5% of youth served in the local area to be non-income eligible. WIA Section 129 (c) (5) defines “non-income eligible youth” as individuals who do not meet the minimum income criteria to be considered eligible, but are individuals who fall within one or more of the following categories:

- (a) school dropouts
- (b) basic skills deficient
- (c) educational attainment that is one or more grade levels below the grade level appropriate to age
- (d) pregnant or parenting
- (e) disabilities, including learning disabilities
- (f) homeless or runaway
- (g) offenders, or
- (h) other eligible youth who face serious barriers to employment, as identified by the local board.

Note: the 5% income exception does not exempt the barrier requirement. Even if the youth is eligible as a non-income eligible youth, a barrier to education or employment must still exist.

Action

This section will provide clarification for an individual who is being considered for youth income eligibility under the category of “**faces serious barriers to employment**” or “**requires additional assistance**”. The youth applicant under this criterion must possess one or more of the following documented barriers:

1. has a core GPA of less than 1.5
2. has repeated at least one secondary grade level
3. is at risk of dropping out of school, has been suspended five or more times, has been expelled within the previous 12 months, or has dropped out of school
4. has a court/agency referral mandating school attendance
5. has limited English proficiency (LEP)
6. is an emancipated youth

7. has aged-out of foster care
8. has been referred to or is being treated by an agency for a substance abuse problem
9. has experienced recent traumatic events, is a victim of abuse, or resides in an abusive environment, as documented by a school official or professional
10. has emotional, medical, physical, cognitive, or psychological impairment, which creates a significant impediment to employment
11. has a family history of chronic unemployment, including long-term public assistance
12. has been fired from a job within the 12 months prior to application
13. is over the age of 18 and has never had a job or has not held a full-time job for more than 13 consecutive weeks
14. Rural-Urban Commuting Area (RUCA) codes classify the participant's residence as "rural", (RUCA classifies US census tracts using measures of population density, urbanization, and daily commuting patterns:
<http://www.ers.usda.gov/Data/RuralUrbanCommutingAreaCodes/2000/>

Non-income Eligible, or 5% Youth Exception

Sub-grantees must monitor their use of the 5% youth exception so that the area may stay under 5%. The Area 7 administrative office closely tracks area-wide usage of non-income eligible youth served.

Documentation

Sub-grantees must document all applicable categories and barriers, by placing evidence of such barrier(s) in the applicant's file."

Services for In School Youth (ISY) will be geared toward completion of high school and preparation for post-secondary education and/or employment. Services for Out of School Youth (OSY) will be geared toward attachment to the labor force with career development planning and opportunities.

The Youth Program will be part of a One-Stop system of service delivery in workforce development, which emphasizes strengths and assets of youth, as well as implements a system to overcome barriers to success. This systematic approach offers youth a broad range of coordinated services, through the required availability of ten program elements:

- 1) Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;
- 2) Alternative secondary school services, as appropriate;
- 3) Summer employment opportunities that are directly linked to academic and occupational learning;
- 4) Paid and unpaid work experiences, including internships and job shadowing as listed in §664.460 and §664.470 of the Department of Labor's (DOL) final Rules and Regulations regarding WIA (available on the internet at <http://www.doleta.gov/usworkforce/wia/act.cfm>)

- 5) Occupational skill training (in demand occupations, see County specific Attachments L and M) as appropriate
- 6) Leadership development opportunities, which may include such activities as community service , peer-centered activities encouraging responsibility, positive social behaviors during non-school hours, soft skills, decision- making, team work, and other activities as provided in §664.420 and §664.430 of the DOL final Rules and Regulations;
- 7) Support services, which may include services listed in §664.440;
- 8) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- 9) Follow-up services for not less than 12 months after the completion of participation, as provided in §664.450 of the DOL final Rules and Regulations;
- 10) Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.

D. NORTHCOAST REGIONAL ONE-STOP SYSTEM WEBSITE INFORMATION

For purposes of this Request for Proposal, the Northcoast Regional One-Stop System will utilize the Sandusky County Department of Job and Family Services' website at <http://www.sanduskycountydjfs.org/bid.htm> as the only source of communication from the Northcoast Regional One-Stop System and potential bidders. Beginning January 18, 2011, after 12:00 noon, interested parties can download the Request for Proposals (RFP). A question and answer page on the website will be updated once. *Attachment N* of this RFP also includes a list of internet links to state and federal policies, and to information on the Workforce Investment Act and its implementation.

It is the bidder's responsibility to check the web page frequently to stay informed and up-to-date throughout the RFP process. Bidders without the capacity to download large electronic files may contact *Michael Fuller, Fiscal Supervisor, Sandusky County Department of Job and Family Services, 2511 Countryside Drive, Fremont, Ohio, 43420, 419-334-3891*, to request a hard copy of the RFP.

E. BIDDER QUESTIONS AND ANSWERS

Beginning with the release of the RFP on January 18, 2011, bidders may only submit questions via fax at 419-332-2156 to **Attention: Michael Fuller and Rating Committee** or by e-mail to fullem@odjfs.state.oh.us using the subject line **Attention: Rating Committee**. Questions will not be answered verbally, by fax, by mail or via e-mail prior to the bidder's conference. All questions and answers will be addressed at the bidder's conference and will be posted on the Sandusky County DJFS website (<http://www.sanduskycountydjfs.org/bid.htm>) on or before 4:30 p.m., February 10, 2011. Bidders are encouraged to attend the bidder's conference. **Questions will not be accepted after the bidder's conference.**

From the issuance date of this RFP, until the contract and/or contracts have been formally approved, announced, and/or awarded by Area 7, there may be no communications concerning the RFP between any vendor which expects to submit a proposal and any employee of Erie, Huron, Ottawa, Sandusky, and Seneca Counties; and any employee of Erie, Huron, Ottawa, Sandusky, and Seneca County Departments of Job and Family Services; any Area 7 Workforce Investment System board members; any Erie, Huron, Ottawa, Sandusky, Seneca Workforce Policy Board member or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection of the bidder. The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to the Question and Answer Period;
2. As necessary in any pre-existing or on-going business relationship between aforementioned entities and any vendor which could submit a proposal in response to this RFP;
3. As part of a clarification question to make a final selection;
4. If it becomes necessary to revise any part of this RFP, the Northcoast Regional One-Stop System will post those revisions, amendments, etc., to the website dedicated to this RFP;*
5. Any Public Records Request (PRR) made through any of the aforementioned entities

* **Important Note:** Amendments to the RFP or to any documents related to it will be accessible to interested vendors through the original web page established for the RFP. All interested vendors must refer to that web page regularly for amendments or other announcements. The Northcoast Regional One-Stop System will not specifically notify any vendor of changes or announcements related to this RFP except through the website posting. It is the affirmative responsibility of interested vendors to be aware of and fully respond to all updated information posted on this web page.

The Northcoast Regional One-Stop System is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source different from the Question and Answer process described in this RFP. Any attempts at prohibited communications by vendors may result in the disqualification of those vendors' proposals.

F. CONTRACT PERIOD

Each specific County Department of Job and Family Services within the Northcoast Regional One-Stop System is seeking to contract with a vendor or vendors to perform services from approximately July 1, 2011 through June 30, 2012. The Northcoast Regional One-Stop System reserves the right to modify the resulting contract or contracts according to federal/state requirements in the event that Grants are reauthorized during the contract period(s). Subject to funding appropriations and Area 7 and Northcoast Regional One-Stop System approval, the contract period(s)

is(are) expected to run from July 1, 2011 through June 30, 2012, with a two year renewal option to be in effect, contingent upon satisfactory performance and continued availability of funding from July 1, 2012 through June 30, 2014. Since state law prohibits financial commitments beyond the fiscal biennium (e.g., 7/01/10 through 6/30/12), the contract(s) with the selected vendor(s) will be subject to renewal each year of the biennium from July 1, 2012 through June 30, 2013 and further renewal from July 1, 2013 through June 30, 2014. Renewal is contingent upon the availability of funds and satisfactory performance by the vendor(s), and is subject to approval by Area 7 and Northcoast Regional One-Stop System.

G. ANTICIPATED FUNDING LEVEL

Bidders should be aware that the Workforce Investment Act expired on June 30, 2004, and has been operating on continuing resolutions by the United States Congress. Reauthorization of the Workforce Investment Act may include substantial changes to the WIA Youth program, may influence this RFP and potential contract/ program.

State allocations of WIA funds are currently being re-calculated at the federal level with allocation formula components. At the time of this release of Request for Proposals, a firm allocation amount for administration of this program is not available. For planning purposes only, proposals may use 70-80% of the average of the previous three years of contract amounts.

Funding availability for this RFP will not be known until the State of Ohio and Area 7 release the PY 2011 allocations, and WIA is reauthorized or amended. Therefore, due to the pending issue of Workforce Investment Act Reauthorization as stated, and since allocations from the Area 7 Workforce Investment Board are not issued until May or June, the following is a three-year historical background by County of the contracted amounts of the Year-Round WIA Youth Program Services:

	PY 09			PY 10			PY 11		
	IS	OS	PRC	IS	OS	PRC	IS	OS	PRC
Erie	\$112,107	\$	\$0.00	\$68,200	\$68,200	\$0.00	\$103,706	\$96,294	\$0.00
Huron**	\$335,404	\$84,884	\$0.00	\$151,732	\$118,268	\$0.00	\$54,000	\$36,000	\$0.00
Ottawa	\$101,968	\$43,029	\$8,780	\$67,042	\$73,520	\$12,580	\$92,156	\$74,806	\$2,313
Sandusky	\$89,871	\$66,709	\$0.00	\$110,400	\$73,600	\$0.00	\$104,682	\$79,318	\$0.00
Seneca	\$93,200	\$62,133	\$0.00	\$112,800	\$75,200	\$0.00	\$92,500	\$92,500	\$0.00

****Huron County will only be offering a \$50,000 Budget for SFY 12**

Contracts will be based upon actual county budget constraints and allocations.

Bidders must bid on both In-School and Out-of-School programs. However, Bidders may submit one proposal to serve all five counties or Bidders may submit proposals to serve one individual county, or any combination thereof. If Bidders submit proposals for combinations of counties, the Proposal narrative must clearly

delineate the services specifically by County. Also, the rating committee has the option to select different providers for different services per county. In order to compare “apples to apples,” bidders should consider the format of their proposals. If a bidder is submitting ONE narrative, to save paper or eliminate duplication, it should clearly delineate the services specifically by County. Although Bidders must submit Proposals with combined (In-School/Out-Of-School) project information, the submitted budgets must indicate the separate costs associated with In-School verses Out-of-School per County. Two Attachment A documents shall be completed for EACH County, one reflecting the In-School Costs, and one reflecting the Out-of-School Costs. Bidders may submit a budget cover sheet per County summarizing the two Attachment A budgets for each County. Please be informed that each individual county will need to be invoiced for their portion of services.

H. PROPOSAL ACCEPTANCE

This RFP does not represent a commitment of the Northcoast Regional One-Stop System to award a contract and/or contracts for the services described in this RFP. **The Northcoast Regional One-Stop System reserves the right to accept or reject any or all proposals received. The Northcoast Regional One-Stop System reserves the right to waive informalities and minor irregularities in proposals received.** All RFP’s are contingent upon, among other things, availability of funds. The Northcoast Regional One-Stop System may accept any item or group of items of any proposal and may award more or fewer dollars at the same price bid, unless the bidder qualifies its offer by specific limitations. All awards are contingent upon demonstrated administrative capacity in the sole judgment of the Northcoast Regional One-Stop System determined by site visits and staff interviews. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIA. Bidders are advised that most documents, including RFP’s, in the possession of the Northcoast Regional One-Stop System are considered public records and subject to disclosure under the federal and state public records laws.

I. ATTACHMENT LIST

The following attachments specify all components and expectations of this Request for Proposals:

- Request for Competitive Proposal
- Attachment A: Budget Summary
- Attachment B: Planned Enrollment and Expenditure Summary
- Attachment C: Cover Page requirements for Proposals
- Attachment D: Checklist for Proposals
- Attachment E: Competitive Proposal Affidavit
- Attachment F: Representations, Assurances, and Certifications
- Attachment G: Declaration Regarding Material Assistance/ Non-assistance to a Terrorist Organization

- Attachment H: Proposal Evaluation Process (Parts I & II)
- Attachment I: Cost-Price Analysis
- Attachment J: Appeal Process for Bidder
- Attachment K: Campaign Contribution Certification
- Attachment L: Huron County In-Demand Occupation List
- Attachment M: Sandusky-Seneca In-Demand Occupation List
- Attachment N: Reference Materials

Entities awarded this contract and/or contracts will be expected to contribute through staff or client time, to the One-Stop Operations. See *Proposal Guidelines* section of this RFP, for more information on contract and proposal budget breakdown.

SECTION 2: OBJECTIVES

- A. Recruitment—The Youth Program Operator will be responsible for recruitment of in school and out of school youth into the youth program.
- B. Individual or group orientation, eligibility establishment and intake.
- C. Administration and interpretation of comprehensive individual needs assessment for each youth enrolled. Assessment should take into consideration risk factors, protective factors and assets that youth and their families possess.
- D. Development of Individual Service Strategy (ISS) for each youth enrolled, with clear, attainable goals, in conjunction with performance outcomes for youth, required under the Workforce Investment Act, and proposed common measures. Services should provide preparation and guidance for youth to meet WIA and Proposed Common Measures outcomes.
- E. Preparation for post-secondary education and/or employment in local demand occupations, and on career ladders within those demand occupations.
- F. Linkages between academic and occupational learning.
- G. Administration or coordination of the ten required program elements, making each of the elements available to youth throughout the County. Youth services must be designed to facilitate the provision of a menu of services that will be provided in combination or alone, at different times during a youth's development. Program offerings should provide emphasis on career guidance toward demand occupations and career progression. Emphasis will also be placed on developing a firm understanding of employer expectations and on anger and conflict management. In addition, program elements will be utilized with an emphasis on quality direct placement into unsubsidized employment for older youth, and for retention in secondary education or placement into post-secondary education for younger youth.

- H. A strong information and referral system for in school and out of school youth
- I. Strong integration with One-Stop services delivery system, including smooth transitions for OSY who wish to co-enroll in Adult WIA Title I funded activities.
- J. Compliance with state mandated performance outcomes for youth services operated through WIA Title I services for Youth, as well as Common Performance Measures (see TEGL 17-05, United States Department of Labor). Youth Program Operator will have thorough understanding of relationship between program enrollment, service delivery structure, and performance outcomes. Proposals will need to demonstrate how design and delivery of services will lead to successful performance measures, as follows:

Performance Measure	Ohio PY 09 Standard	80% of Standard
Adult Entered Employment	78%	62.4%
Adult Employment Retention	87%	69.6%
Adult Average Earnings (6-mo. earnings)	\$14,500	\$11,600
Dislocated Worker Entered Employment	87%	69.6%
Dislocated Worker Employment Retention	92%	73.6%
Dislocated Worker Average Earnings (6-mo. earnings)	\$17,000	\$13,600
Youth Placement in Employment or Education	63%	50.4%
Youth Attainment of a Degree or Certificate	42%	33.6%
Youth Literacy and Numeracy Gains	37%	29.6%

The above stated performance criteria and tracking may change based on Federal and State reporting requirements. Bidder(s) that become contractor(s) will be required to meet any changes in these reporting requirements.

SECTION 3(A): SCOPE OF WORK AND DELIVERABLES

Bidder will demonstrate in the Proposal, how entity, as a Sub-recipient of WIA funds, will ensure delivery of each of the items outlined in the Section 2: Objectives, along with each of the following deliverables:

- A. Integrate Youth Program with One-Stop services delivery system.

- B. Conduct recruitment, orientation, and intake of eligible youth into the Youth Program to meet or exceed goal of customers to be served. This includes completion of the required paperwork, documentation of eligibility, and data entry into the State's customer tracking system.
- C. Establish an enrollment plan with number of in school youth and out of school youth enrollments per month, for the contract period. Plan should also estimate expenditures by month, quarter, and for the full contract, for all youth in the program.
- D. Provide seamless transition of youth and youth services from former Youth Program Operator to new system (if applicable). This includes, but is not limited to: informing training and work experience sites of any policy changes, updating service plans, honoring and continuing service strategies, entering required data into state tracking mechanism, providing performance data, and conducting required five quarters of follow up activities (which fall during contract period) on youth who have exited the program. Provider shall also cooperate with transition to a new provider, if applicable, at the end of this contract.
- E. Administer and interpret comprehensive individual needs assessment for each youth enrolled. Demonstrate that assessment will take into consideration youth assets, protective factors and risk factors, as they relate to reducing delinquency and to career guidance and planning. Assessment will include measurements, which have been standardized as reliable and valid predictors of the elements being assessed.
- F. Ensure a physical presence in each of the five counties (Erie, Huron, Ottawa, Sandusky and Seneca) throughout the operation of the Youth Program, including providing each of the 10 program elements within the County.
- G. Develop Individual Service Strategy (ISS) for each youth enrolled, with clear attainable goals. Goals and services identified in ISS should be individualized to each youth, based on assessment results, and lead to successful attainment of referenced performance outcome goals for program. Provider will update ISS, as appropriate for individual youth.
- H. Coordinate with existing youth service programs (i.e., Wrap Around, educational services, mental health, legal system, etc.) to provide holistic and integrated service delivery.
- I. Monitor customer progress in reaching workforce development related goals specified in Individual Service Strategy.
- J. Administer and coordinate each of the ten required program elements, and make each element available to youth alone or in combination. Demonstrate how each program element will be delivered. Program design should reflect an emphasis on career guidance, understanding employer expectations, anger/conflict management, and the development of quality work history.

Identify specific plans and activities to be provided through Follow Up services, as they relate to increasing the probability of youth meeting the referenced performance standards.

- K. Ensure that youth enrolled under the “Income Eligibility Window” never exceeds 5% of the total enrolled youth population.
- L. Provide a seamless referral system for OSY who wish to access Adult WIA Title I Training Services.
- M. Implement tracking system to document number enrolled, number enrolled per program activity, hours spent in each program element, timely fiscal data, and performance outcome statistics, as referenced in Objectives Statement of this RFP, for youth enrolled in program.
- N. Monitor progress of any memorandums of understanding or sub-contracts established to provide any of the ten required program elements.
- O. Ensure that all customers are treated fairly, without regard to race, color, religion, sex, national origin, age, disability, political affiliation or belief.
- P. Continuous quality improvement system for the delivery and follow up of services delivered through the Youth Program.
- Q. Data Entry: The Provider is required to maintain an electronic record of participants, activities and results in the state mandated system, currently SCOTI, and in the WIA Area 7 SWIPE IT system. Since information must be entered in a timely and efficient manner, all youth service provider records must be kept in a timely, efficient and organized manner. Specific forms and data points particular to each service provider will be developed in consultation with each County DJFS, and the Provider. The data collected by Provider will be used to document results for all service providers.

SECTION 3(B): SCOPE OF WORK AND DELIVERABLES – COUNTY SPECIFIC

In addition to Section 1, Section 2, and Section 3(A), Bidder will demonstrate in the Proposal how it will ensure delivery of each of the following deliverables for each specific county:

A. ERIE COUNTY

- At least 150 individual youth must participate in a minimum of three (3) of the ten (10) program elements.
- Explanation of how coordination with all school districts serving Erie County Youth would be completed.

- Specify how services to Out of School Youth will be delivered.
- Specify any portion of the contract to be subcontracted and by whom.
- Specify how Customer Satisfaction survey of families and youth served will be delivered by an entity other than the vendor of the program.
- Specify how at least 30 hours per week of services will be delivered at “Your Job Store” One-Stop.
- Meet and exceed compliance with Workforce performance standards and Youth Common Performance Measures
- Youth Program Operator will ensure that a minimum of 30% of youth dollars expended are spent on Out of School Youth (OSY).
- Continue quality youth programs working with Erie County Department of Job and Family Services
- Increase the number of high school graduates and reduce dropout rates
- Increase secondary school success
- Provide outstanding case management to assist in making customers successful
- Maximize funds through effective partnerships, thereby serving as many youth as possible.
- Ensure that high school students are prepared for entry into the workforce.
- Preparation for post-secondary education and/or employment in local demand occupations, and on career ladders within those demand occupations.
- A strong information and referral system for in school and out of school youth
- Implement a tracking system to document number enrolled, number enrolled per program activity, hours spent in each program element, timely fiscal data, and performance outcome statistics. Each provider is responsible for documenting its results with regard to goal achievements (in cooperation with the Provider) to the Erie Regional Workforce Investment System on a regular basis.
- Invoice billing monthly to Erie County Department of Job & Family Services

SYSTEM COLLABORATIONS: WIA YOUTH AND ADULT SYSTEMS

The WIA youth program can serve young people who are 14-21 years of age. The WIA adult program can serve any qualifying adult from the age of 18. Although not all young people are a good fit in the WIA adult system, bidder will collaborate with the DJFS for the WIA adult services for older youth.

Bidders must state how they will: (1) assess the appropriateness of transitioning older youth into the WIA adult program; (2) transition appropriate youth seamlessly into the WIA adult funding stream while maintaining consistent case management contact, as necessary; (3) develop plans, processes, and procedures to ensure better WIA youth and WIA adult program collaboration, and (4) estimate the percentage of older WIA youth enrollees that might transition into WIA Adult services during the 2011 program year.

Bidders should keep in mind that although One-Stop Program Services are required to offer universal access, WIA youth services are restricted to eligible youth. Integration of these services must address these different philosophies of access and service delivery. Provided that the need can be clearly demonstrated, it is acceptable to co-enroll eligible

youth (18-21 year olds) in both WIA youth and adult programs. This might mean, for example, that a young person would continue to receive case management support from her WIA youth program, while attending job-search workshops or pursuing training program tuition assistance through the WIA adult program. Bidders are encouraged to use the resources and structure of the WIA youth system (e.g., the mandated follow-up period) to support older youth during their transition to the adult system.

EMPLOYER CONNECTIONS

Erie Regional Workforce Investment System seeks an increase in career development experiences that demonstrate meaningful employer involvement. Many youth programs have built connections to a wide range of local employers. Youth are placed in subsidized summer jobs or internships with area businesses and community-based organizations, while other employers participate as job-shadow hosts and mentors for young people. However, few initiatives exist to engage specific employers in comprehensive youth-serving partnerships—i.e., partnerships that use employer resources to support youth as they explore or progress upon a career pathway.

Bidders should include innovative, sustainable employer partnerships in their WIA Youth program implementation plan. These connections should lead to increased youth placements in employment and post secondary education as well as meaningful exposure to the world of work with measurable skill gains. These experiences must be increasingly challenging over the course of a given youth's participation and be linked to recognized career pathways.

LEVERAGED FUNDING AND SERVICE COORDINATION

Bidders will leverage community resources (e.g., Pell Grant, OIG, College grants) to create a seamless network of services that are easily accessible and relevant to youth. To have a meaningful impact on the quality and breadth of the youth services system, bidders must be able to draw upon a resource base that extends beyond WIA funding. Bidders should describe connections to other funding sources that will benefit participants and increase the cost-effectiveness of federal funds. Bidders must provide Memoranda of Agreement with organizations that are donating resources (both monetary and non-monetary) in support of the WIA youth program.

INNOVATIONS: INCORPORATING NATIONAL BEST PRACTICES

Bidders are encouraged to be aware of national best practices (examples are available through select websites, a partial list of which is listed on *Attachment N* of this RFP) into their program implementation plans in ways that enhance youth achievement and promote development of the regional youth services system.

B. HURON COUNTY

- Scope of Work and Deliverables
 - Minimum number of customers to be served is 125
 - Specify any portion of the contract to be subcontracted and by whom
 - Specify how services to Out of School Youth will be delivered to ensure that a minimum of 30% of youth dollars is expended on Out of School Youth
 - Specify how Customer Satisfaction survey of families and youth served will be delivered and results disseminated
 - Submit billing information to the Huron County Department of Job and Family Services within 30 days of the monthly billing cycle
 - Provide regular reports documenting the number of customers being served, the elements being utilized, and other data as requested by the agency and/or WIA Board

- Elements to be provided
 - Occupational skill training (a minimum of \$20,000.00 must be budgeted for this element)
 - Leadership development
 - Tutoring, study skills, and dropout prevention
 - Alternative Secondary school offerings
 - Adult mentoring for at least 12 months
 - Comprehensive guidance and counseling

- Goals
 - Continue quality youth programs in conjunction with Huron County Department of Job and Family Services staff
 - Increase the number of high school graduates and reduce dropout rates
 - Reduce acts of delinquent behavior in youth
 - Increase secondary school success
 - Provide outstanding case management to assist in making customer's Individual Service Strategy (ISS) successful
 - Maintain a presence in the Huron County Job Store
 - Exceed the WIA negotiated Youth Common Performance Measures*

*Huron County Department of Job and Family Services reserves the right to terminate this contract if the provider fails to meet the negotiated performance measures.

C. OTTAWA COUNTY

- Minimum number to be served, not including carry-over customers, is 50.
- Reduce acts of delinquent behavior in youth
- Increase secondary school success.

- A minimum of twenty percent (20%) of program budget must be utilized to provide specific follow up services to youth who have already exited the program, in order to meet referenced performance standards

All young people have basic needs that are critical to survival and healthy development.

These needs include, but may not be limited to:

- A sense of safety and structure;
- Belonging and membership
- Self-worth and ability to contribute
- Independence and control over one's life;
- Closeness and several good relationships; and
- Competency and mastery.

In order to succeed as adults, youth must acquire positive attitudes and appropriate behaviors and skills in six areas:

- Health;
- Personal/social;
- Knowledge
- Reasoning and creativity;
- Vocation; and
- Citizenship.

Ottawa County has determined that youth who need additional assistance to be successful, will have demonstrated that need by any of the following criteria:

- Have poor attendance in school (as defined by the home school), or has lost a job due to attendance; **OR**
- Are structurally unemployed, demonstrated through an inability to retain employment through a probationary period; **OR**
- Have not passed at least one high school proficiency test; **OR**
- Have a history of substance abuse; **OR**
- Have been referred to or enrolled in the Alternative Learning Educational Center (ALEC) **OR**
- Have spent at least twelve months during their life in Foster Care, or are likely to age out of the foster care system

Services for In School Youth (ISY) will be geared toward completion of high school and preparation for post-secondary education and/or employment. Services for Out of School Youth (OSY) will be geared toward attachment to the labor force with career development planning and opportunities.

The Youth Program will be part of a One-Stop system of service delivery in workforce development, which emphasizes strengths and assets of youth, as well as implements a system to overcome barriers to success.

- A. Administration and interpretation of comprehensive individual needs assessment for each youth enrolled. Assessment should take into consideration risk factors, protective factors and assets that youth and their families possess.
- B. Development of Individual Service Strategy (ISS) for each youth enrolled, with clear, attainable goals, in conjunction with performance outcomes for youth, required under the Workforce Investment Act, and proposed common measures. Services should provide preparation and guidance for youth to meet WIA and Proposed Common Measures outcomes, as well as promote county goal of reducing delinquent behavior in youth.
- C. Preparation for post-secondary education and/or employment in local demand occupations, and on career ladders within those demand occupations.
- D. Linkages between academic and occupational learning.
- E. Administration or coordination of the ten required program elements, making each of the elements available to youth throughout the County. Youth services must be designed to facilitate the provision of a menu of services that will be provided in combination or alone, at different times during a youth's development. Program offerings should provide emphasis on career guidance toward demand occupations and career progression. Emphasis will also be placed on developing a firm understanding of employer expectations and on anger and conflict management. In addition, program elements will be utilized with an emphasis on quality direct placement into unsubsidized employment for older youth, and for retention in secondary education or placement into post-secondary education for younger youth.
- F. A strong information and referral system for in school and out of school youth.
- G. Strong integration with One-Stop services delivery system, including smooth transitions for OSY who wish to co-enroll in Adult WIA Title I funded activities.

Compliance with state mandated performance outcomes for youth services operated through WIA Title I services for Youth, as well as Common Performance Measures (see TEGL 17-05, United States Department of Labor). Youth Program Operator will have thorough understanding of relationship between program enrollment, service delivery structure, and performance outcomes. Proposals will need to demonstrate how design and delivery of services will lead to successful performance measures on Common Measures, as well as the county specific goals of reducing acts of delinquency, and increasing secondary school success.

Bidder will demonstrate in the Proposal, how entity, as a Sub-recipient of WIA funds, will ensure delivery of each of the items outlined in the *Objectives* section, along with each of the following deliverables:

- A. Integrate Youth Program with One-Stop services delivery system.
- B. Conduct recruitment, orientation, and intake of eligible youth into the Youth Program to meet or exceed goal of customers to be served. This includes completion of the required paperwork, documentation of eligibility, and data entry into the State's customer tracking system.
- C. Establish an enrollment plan with number of in school youth and out of school youth enrollments per month, for the contract period. Plan should also estimate expenditures by

month, quarter, and for the full contract, for all youth in the program. At the time of the release of the Request for Proposals, there were 75 youth who would continue to receive services through the WIA Youth program, under the new contract.

- D. Provide seamless transition of youth and youth services from former Youth Program Operator to new system (if applicable). This includes, but is not limited to: informing training and work experience sites of any policy changes, updating service plans, honoring and continuing service strategies, entering required data into state tracking mechanism, providing performance data, and conducting required five quarters of follow up activities (which fall during contract period) on youth who have exited the program.
- E. Administer and interpret comprehensive individual needs assessment for each youth enrolled. Demonstrate that assessment will take into consideration youth assets, protective factors and risk factors, as they relate to reducing delinquency and to career guidance and planning. Assessment will include measurements which have been standardized as reliable and valid predictors of the elements being assessed.
- F. Ensure a physical presence in the County throughout the operation of the Youth Program, including providing each of the 10 program elements within the County.
- G. Develop Individual Service Strategy (ISS) for each youth enrolled, with clear attainable goals. Goals and services identified in ISS should be individualized to each youth, based on assessment results, and lead to successful attainment of referenced performance outcome goals for program. Provider will update ISS, as appropriate for individual youth.
- H. Coordinate with existing youth service programs (i.e., Wrap Around, educational services, legal system, etc.) to provide holistic and integrated service delivery.
- I. Monitor customer progress in reaching workforce development related goals specified in Individual Service Strategy.
- J. Administer and coordinate each of the ten required program elements, and make each element available to youth alone or in combination. Demonstrate how each program element will be delivered. Program design should reflect an emphasis on career guidance, understanding employer expectations, anger/conflict management, and the development of quality work history.
- K. Identify specific plans and activities to be provided through Follow Up services, as they relate to increasing the probability of youth meeting the referenced performance standards. A minimum of twenty percent (20%) of program budget must be utilized to provide specific follow up services to youth who have already exited the program, in order to meet referenced performance standards.
- L. Ensure that youth enrolled under the "Income Eligibility Window" never exceeds 5% of the total enrolled youth population.
- M. Provide a seamless referral system for OSY who wish to access Adult WIA Title I Training Services.
- N. Implement tracking system to document number enrolled, number enrolled per program activity, hours spent in each program element, timely fiscal data, and performance outcome statistics, as referenced in Objectives Statement of this RFP, for youth enrolled in program.
- O. Submit billing information to the Ottawa County Department of Job and Family Services within 30 days of the monthly billing cycle.

- P. Monitor progress of any memorandums of understanding or sub-contracts established to provide any of the ten required program elements.
- Q. Ensure that all customers are treated fairly, without regard to race, color, religion, sex, national origin, age, disability, political affiliation or belief.
- R. Continuous quality improvement system for the delivery and follow up of services delivered through the Youth Program.
- S. Youth Program Operator will ensure that a minimum of 40% of youth dollars expended are spent on Out of School Youth (OSY).
- T. Cooperate with all contract monitoring activities and any necessary corrective action plans.
- U. Become a full partner in supporting the Ottawa County One-Stop MOU, both financially and in partner shared hours.

In addition to the required eleven youth program elements cited above (Section 2, D, III), the Ottawa County Workforce Investment System will promote further youth systems collaboration and development during the upcoming contract year. The Ottawa County Regional Workforce Investment System has identified four priority areas of collaboration for WIA youth programs:

SYSTEM COLLABORATIONS: WIA YOUTH AND ADULT SYSTEMS

The WIA youth program can serve young people who are 14-21 years of age. The WIA adult program can serve any qualifying adult from the age of 18. Although not all young people are a good fit in the WIA adult system, bidder will collaborate with the DJFS for the WIA adult services for older youth.

Bidders must state how they will: (1) assess the appropriateness of transitioning older youth into the WIA adult program; (2) transition appropriate youth seamlessly into the WIA adult funding stream while maintaining consistent case management contact, as necessary; (3) develop plans, processes, and procedures to ensure better WIA youth and WIA adult program collaboration, and (4) estimate the percentage of older WIA youth enrollees that might transition into WIA Adult services during the 2011 program year.

Bidders should keep in mind that although One-Stop Program Services are required to offer universal access, WIA youth services are restricted to eligible youth. Integration of these services must address these different philosophies of access and service delivery.

Provided that the need can be clearly demonstrated, it is acceptable to co-enroll eligible youth (18-21 year olds) in both WIA youth and adult programs. This might mean, for example, that a young person would continue to receive case management support from her WIA youth program, while attending job-search workshops or pursuing training program tuition assistance through the WIA adult program. Bidders are encouraged to use the resources and structure of the WIA youth system (e.g., the mandated follow-up period) to support older youth during their transition to the adult system.

D. SANDUSKY COUNTY

Pertaining to Section 1 C. Sandusky County is adding this additional program element:
11) Financial literacy/money management skills is a new element in the proposed changes to WIA that Sandusky Regional Workforce Investment System is incorporating into the required program elements under this RFP.

For Program Year (PY) 2011, Sandusky Regional Workforce Investment System anticipates a maximum 60% In-School and a minimum 40% Out-of-School funding split between the In-School and Out-of-School Year-Round WIA Youth Program Services. This distribution may change for PY 2012 and/or PY 2013 depending on the requirements of the WIA Reauthorization and/or based on the review of proposals received as a result of this procurement.

The goals for the Youth Program are provided below.

- Maximize funds through effective partnerships, thereby serving as many youth as possible.
- Increase the role of business and industry in work-based learning.
- Create and maintain quality youth programs that exceed performance goals.
- Ensure that high school students are prepared for entry into the workforce.
- Increase the number of high school graduates and reduce dropout rates.
- Increase the number of youth who obtain a job that provides a living wage (200% of poverty level or greater - \$1,805 per month, \$21,660 per year for family of 1 or \$10.41/hr.)

These local goals, together with the youth development principles inherent in the Workforce Investment Act, guide the Sandusky Regional Workforce Investment System's approach to administering WIA youth programs in Sandusky County. Strong proposals will incorporate youth development strategies into programs supporting skill acquisition, gainful employment and productive citizenship for young people.

The Sandusky Regional Workforce Investment System desires innovative proposals that address key youth workforce issues in our community for low income and at risk youth. Therefore, we have developed a more targeted approach to the design of youth programs than in the past in an effort to utilize our limited funding in the most effective manner. We are mindful of the need for flexibility and creativity for youth providers and partner agencies and have provided latitude within the specifications.

WIA Reauthorization proposals are mixed on the required expenditure of in-school versus out-of-school programming. Since the Sandusky Regional Workforce Investment System's mission is workforce preparation and since no other entity actively recruits and serves out-of-school youth, a minimum amount of 40% of the funds will be allotted for

education, training and placement of out-of-school youth. Goals are to assist dropouts in receiving a GED or high school diploma, becoming work ready, and receiving work experience or job training and placement. Employer relationships should be established to allow for possible skills upgrading at a later time through the WIA adult program. A maximum amount of sixty percent (60%) of funds will be allotted for in-school youth programs. More information is provided on each category below.

The Sandusky Regional Workforce Investment System will target in-school youth dollars to occupational skills training programs offered in a high school or alternative setting. The goal of these programs is to help youth stay in school and graduate, achieve a skills training certificate and enter employment or post secondary training upon graduation. These programs should be in high demand areas as defined by the Sandusky Workforce Policy Board (*SEE ATTACHMENT M*).

Bidders should note that programming offered in alternative schools is currently defined as “In-School” under WIA but may be defined as “Out-of-School” in the WIA Reauthorization. In addition, the WIA Reauthorization may prohibit WIA-funded activities from being provided during the school day, which would jeopardize the in-school, occupational training skills model. Therefore, the Sandusky Regional Workforce Investment System reserves the right to modify or amend the RFP, contract(s), or this procurement as needed if the current rules change.

The target population for this program is school dropouts and high school graduates who are unemployed or underemployed. Within that group, youth aging out of foster care, teen parents and court ordered youth are some other key populations the Sandusky Regional Workforce Investment System would like to reach. The long-term goals for these youth are obtaining a high school diploma or a GED, becoming work ready certified, completing occupational skills training and/or placement in a job with a living wage/career ladder. If placed directly without the benefit of skills training, a relationship should be established with the employer for future training as an employed worker, if applicable, with WIA adult funds. These programs should be in high demand areas as defined by the Sandusky Workforce Policy Board (*SEE ATTACHMENT M*).

The Sandusky Regional Workforce Investment System is particularly interested in cost-efficient collaborative efforts that result in better, more comprehensive, effective services to youth. Effective programs require the involvement of local groups providing input on program design, and coordinating the delivery of the proposed youth services with other youth services already in the community. Providers must submit, with this proposal, MOAs signed by partners to address issues that affect the provider’s ability to deliver the program and the roles of all partners. These agreements are collaborative in nature and if contractual, then a subcontract must be executed. In the event that a collaborative involves subcontract arrangements, a lead proposing agency/organization must be identified to take fiscal responsibility. For example, if a bidder is partnering with the School District, the agreement

should be signed by the Superintendent and include information, including costs incurred (either in-kind or paid from WIA funds) to the program for:

- 1) Coordination with the summer school or regular school program;
- 2) Use of facilities;
- 3) Transportation;
- 4) Staffing;
- 5) Dates and location of program;
- 6) Restrictions on students attending program;
- 7) Student Recruitment, and
- 8) Identity of lead fiscal agent.

The foregoing list is an example only and is not intended to be an exhaustive list of information to be included in the collaborative description.

Bidders who develop and document collaborative partnerships with additional organizations (such as CBOs or FBOs) or businesses (public or private) that will provide jobs, in-kind services, and/or additional funds to the youth program will receive additional consideration.

Collaborative proposals involving subcontractors must also provide the same required documentation and certifications, including contract format, licensure and insurance for all subcontractors as are required of the lead proposing agency/organization.

In addition to the required eleven youth program elements cited above (Section 2, D, III), the Sandusky Regional Workforce Investment System will promote further youth systems collaboration and development during the upcoming contract year. The Sandusky Regional Workforce Investment System has identified four priority areas of collaboration for WIA youth programs:

SYSTEM COLLABORATIONS: WIA YOUTH AND ADULT SYSTEMS

The WIA youth program can serve young people who are 14-21 years of age. The WIA adult program can serve any qualifying adult from the age of 18. Although not all young people are a good fit in the WIA adult system, bidder will collaborate with the DJFS for the WIA adult services for older youth.

Bidders must state how they will: (1) assess the appropriateness of transitioning older youth into the WIA adult program; (2) transition appropriate youth seamlessly into the WIA adult funding stream while maintaining consistent case management contact, as necessary; (3) develop plans, processes, and procedures to ensure better WIA youth and WIA adult program collaboration, and (4) estimate the percentage of older WIA youth enrollees that might transition into WIA Adult services during the 2011 program year.

Bidders should keep in mind that although One-Stop Program Services are required to offer universal access, WIA youth services are restricted to eligible youth. Integration of these services must address these different philosophies of access and service delivery.

Provided that the need can be clearly demonstrated, it is acceptable to co-enroll eligible youth (18-21 year olds) in both WIA youth and adult programs. This might mean, for example, that a young person would continue to receive case management support from her WIA youth program, while attending job-search workshops or pursuing training program tuition assistance through the WIA adult program. Bidders are encouraged to use the resources and structure of the WIA youth system (e.g., the mandated follow-up period) to support older youth during their transition to the adult system.

EMPLOYER CONNECTIONS

Sandusky Regional Workforce Investment System seeks an increase in career development experiences that demonstrate meaningful employer involvement. Many youth programs have built connections to a wide range of local employers. Youth are placed in subsidized summer jobs or internships with area businesses and community-based organizations, while other employers participate as job-shadow hosts and mentors for young people. However, few initiatives exist to engage specific employers in comprehensive youth-serving partnerships—i.e., partnerships that use employer resources to support youth as they explore or progress upon a career pathway.

Bidders should include innovative, sustainable employer partnerships in their WIA Youth program implementation plan. These connections should lead to increased youth placements in employment and post secondary education as well as meaningful exposure to the world of work with measurable skill gains. These experiences must be increasingly challenging over the course of a given youth's participation and be linked to recognized career pathways.

LEVERAGED FUNDING AND SERVICE COORDINATION

Bidders will leverage community resources (e.g., Pell Grant, OIG, College grants) to create a seamless network of services that are easily accessible and relevant to youth. To have a meaningful impact on the quality and breadth of the youth services system, bidders must be able to draw upon a resource base that extends beyond WIA funding. Bidders should describe connections to other funding sources that will benefit participants and increase the cost-effectiveness of federal funds. Bidders must provide Memoranda of Agreement with organizations that are donating resources (both monetary and non-monetary) in support of the WIA youth program.

INNOVATIONS: INCORPORATING NATIONAL BEST PRACTICES

Bidders are encouraged to be aware of national best practices (examples are available through select websites, a partial list of which is listed on *Attachment N* of this RFP) into their program implementation plans in ways that enhance youth achievement and promote development of the regional youth services system.

ADDITIONAL CONTRACT GOALS AND OBJECTIVES: Because many of the WIA performance standards are long-term measures that will not be known during the period of this contract, the Sandusky Regional Workforce Investment System typically incorporates additional contract goals and objectives, including the following:

- a) Maintain a minimum of 75 ISY and 35 OSY for Sandusky County.
- b) Additional program goals and objectives as appropriate to the funding program will be “Participation Rate” which means of all of the enrolled youth for a given month, 75% participate in one or more youth services for that month.
- c) Each provider is responsible for documenting its results with regard to goal achievements (in cooperation with the Provider) to the Sandusky Regional Workforce Investment System on a regular basis.

E. SENECA COUNTY

Pertaining to Section 1 C. Seneca County is adding this additional program element: 11) Financial literacy/money management skills is a new element in the proposed changes to WIA that Sandusky Regional Workforce Investment System is incorporating into the required program elements under this RFP.

For Program Year (PY) 2011, Seneca Regional Workforce Investment System anticipates a maximum 60% In-School and a minimum 40% Out-of-School funding split between the In-School and Out-of-School Year-Round WIA Youth Program Services. This distribution may change for PY 2012 and/or PY 2013 depending on the requirements of the WIA Reauthorization and/or based on the review of proposals received as a result of this procurement

The goals for the Youth Program are provided below.

- Maximize funds through effective partnerships, thereby serving as many youth as possible.
- Increase the role of business and industry in work-based learning.
- Create and maintain quality youth programs that exceed performance goals.
- Ensure that high school students are prepared for entry into the workforce.
- Increase the number of high school graduates and reduce dropout rates.

- Increase the number of youth who obtain a job that provides a living wage (200% of poverty level or greater - \$1,805 per month, \$21,660 per year for family of 1 or \$10.41/hr.)

These local goals, together with the youth development principles inherent in the Workforce Investment Act, guide the Seneca Regional Workforce Investment System's approach to administering WIA youth programs in Seneca County. Strong proposals will incorporate youth development strategies into programs supporting skill acquisition, gainful employment and productive citizenship for young people.

The Seneca Regional Workforce Investment System desires innovative proposals that address key youth workforce issues in our community for low income and at risk youth. Therefore, we have developed a more targeted approach to the design of youth programs than in the past in an effort to utilize our limited funding in the most effective manner. We are mindful of the need for flexibility and creativity for youth providers and partner agencies and have provided latitude within the specifications.

WIA Reauthorization proposals are mixed on the required expenditure of in-school versus out-of-school programming. Since the Seneca Regional Workforce Investment System's mission is workforce preparation and since no other entity actively recruits and serves out-of-school youth, a minimum amount of 40% of the funds will be allotted for education, training and placement of out-of-school youth. Goals are to assist dropouts in receiving a GED or high school diploma, becoming work ready, and receiving work experience or job training and placement. Employer relationships should be established to allow for possible skills upgrading at a later time through the WIA adult program. A maximum amount of sixty percent (60%) of funds will be allotted for in-school youth programs. More information is provided on each category below.

The Seneca Regional Workforce Investment System will target in-school youth dollars to occupational skills training programs offered in a high school or alternative setting. The goal of these programs is to help youth stay in school and graduate, achieve a skills training certificate and enter employment or post secondary training upon graduation. These programs should be in high demand areas as defined by the Seneca County DJFS (*SEE ATTACHMENT M*).

Bidders should note that programming offered in alternative schools is currently defined as "In-School" under WIA but may be defined as "Out-of-School" in the WIA Reauthorization. In addition, the WIA Reauthorization may prohibit WIA-funded activities from being provided during the school day, which would jeopardize the in-school, occupational training skills model. Therefore, the Seneca Regional Workforce Investment System reserves the right to modify or amend the RFP, contract(s), or this procurement as needed if the current rules change.

The target population for this program is school dropouts and high school graduates who are unemployed or underemployed. Within that group, youth aging out of foster care, teen parents and court ordered youth are some other key populations the Seneca Regional Workforce Investment System would like to reach. The long-term goals for these youth are obtaining a high school diploma or a GED, becoming work ready certified, completing occupational skills training and/or placement in a job with a living wage/career ladder. If placed directly without the benefit of skills training, a relationship should be established with the employer for future training as an employed worker, if applicable, with WIA adult funds. These programs should be in high demand areas as defined by the Seneca County DJFS (*SEE ATTACHMENT M*).

The Seneca Regional Workforce Investment System is particularly interested in cost-efficient collaborative efforts that result in better, more comprehensive, effective services to youth. Effective programs require the involvement of local groups providing input on program design, and coordinating the delivery of the proposed youth services with other youth services already in the community. Providers must submit, with this proposal, MOAs signed by partners to address issues that affect the provider's ability to deliver the program and the roles of all partners. These agreements are collaborative in nature and if contractual, then a subcontract must be executed. In the event that a collaborative involves subcontract arrangements, a lead proposing agency/organization must be identified to take fiscal responsibility. For example, if a bidder is partnering with the School District, the agreement should be signed by the Superintendent and include information, including costs incurred (either in-kind or paid from WIA funds) to the program for:

- 1) Coordination with the summer school or regular school program;
- 2) Use of facilities;
- 3) Transportation;
- 4) Staffing;
- 5) Dates and location of program;
- 6) Restrictions on students attending program;
- 7) Student Recruitment, and
- 8) Identity of lead fiscal agent.

The foregoing list is an example only and is not intended to be an exhaustive list of information to be included in the collaborative description.

Bidders who develop and document collaborative partnerships with additional organizations (such as CBOs or FBOs) or businesses (public or private) that will provide jobs, in-kind services, and/or additional funds to the youth program will receive additional consideration. Collaborative proposals involving subcontractors must also provide the same required documentation and certifications, including contract format, licensure and insurance for all subcontractors as are required of the lead proposing agency/organization.

In addition to the required eleven youth program elements cited above (Section 2, D, III), the Seneca Regional Workforce Investment System will promote further youth systems collaboration and development during the upcoming contract year. The Seneca Regional Workforce Investment System has identified four priority areas of collaboration for WIA youth programs:

SYSTEM COLLABORATIONS: WIA YOUTH AND ADULT SYSTEMS

The WIA youth program can serve young people who are 14-21 years of age. The WIA adult program can serve any qualifying adult from the age of 18. Although not all young people are a good fit in the WIA adult system, bidder will collaborate with the DJFS for the WIA adult services for older youth.

Bidders must state how they will: (1) assess the appropriateness of transitioning older youth into the WIA adult program; (2) transition appropriate youth seamlessly into the WIA adult funding stream while maintaining consistent case management contact, as necessary; (3) develop plans, processes, and procedures to ensure better WIA youth and WIA adult program collaboration, and (4) estimate the percentage of older WIA youth enrollees that might transition into WIA Adult services during the 2011 program year.

Bidders should keep in mind that although One-Stop Program Services are required to offer universal access, WIA youth services are restricted to eligible youth. Integration of these services must address these different philosophies of access and service delivery.

Provided that the need can be clearly demonstrated, it is acceptable to co-enroll eligible youth (18-21 year olds) in both WIA youth and adult programs. This might mean, for example, that a young person would continue to receive case management support from her WIA youth program, while attending job-search workshops or pursuing training program tuition assistance through the WIA adult program. Bidders are encouraged to use the resources and structure of the WIA youth system (e.g., the mandated follow-up period) to support older youth during their transition to the adult system.

EMPLOYER CONNECTIONS

Seneca Regional Workforce Investment System seeks an increase in career development experiences that demonstrate meaningful employer involvement. Many youth programs have built connections to a wide range of local employers. Youth are placed in subsidized summer jobs or internships with area businesses and community-based organizations, while other employers participate as job-shadow hosts and mentors for young people. However, few initiatives exist to engage specific employers in comprehensive youth-serving partnerships—i.e., partnerships that use employer resources to support youth as they explore or progress upon a career pathway.

Bidders should include innovative, sustainable employer partnerships in their WIA Youth program implementation plan. These connections should lead to increased youth placements in employment and post secondary education as well as meaningful exposure to the world of work with measurable skill gains. These experiences must be increasingly challenging over the course of a given youth's participation and be linked to recognized career pathways.

LEVERAGED FUNDING AND SERVICE COORDINATION

Bidders will leverage community resources (e.g., Pell Grant, OIG, College grants) to create a seamless network of services that are easily accessible and relevant to youth. To have a meaningful impact on the quality and breadth of the youth services system, bidders must be able to draw upon a resource base that extends beyond WIA funding. Bidders should describe connections to other funding sources that will benefit participants and increase the cost-effectiveness of federal funds. Bidders must provide Memoranda of Agreement with organizations that are donating resources (both monetary and non-monetary) in support of the WIA youth program.

INNOVATIONS: INCORPORATING NATIONAL BEST PRACTICES

Bidders are encouraged to be aware of national best practices (examples are available through select websites, a partial list of which is listed on *Attachment N* of this RFP) into their program implementation plans in ways that enhance youth achievement and promote development of the regional youth services system.

ADDITIONAL CONTRACT GOALS AND OBJECTIVES: Because many of the WIA performance standards are long-term measures that will not be known during the period of this contract, the Seneca Regional Workforce Investment System typically incorporates additional contract goals and objectives, including the following:

- a) Additional program goals and objectives as appropriate to the funding program will be "Participation Rate" which means of all of the enrolled youth for a given month, 75% participate in one or more youth services for that month.
- b) Each provider is responsible for documenting its results with regard to goal achievements (in cooperation with the Provider) to the Seneca Regional Workforce Investment System on a regular basis.

SECTION 4: PROPOSAL GUIDELINES

- A. For actual proposal format requirements, please refer to Section 7: Proposal Format of this Request for Proposals. **All proposals must remove all identifying information from Sections 3 and 4 of the proposals.** Identifying information and qualifications will be included in Sections 1 and 2 of the proposals.

- B. Proposals must clearly delineate specific goals and performance standards. Contract for services will be required and will include measurable benchmarks of the program.
- C. Technical support, regarding information on local and statewide workforce development programs can be obtained through the following websites: <http://www.jfs.ohio.gov/owd/> (Ohio Department of Job and Family Services, Office of Workforce Development), <http://www.doleta.gov> (United States Department of Labor), <http://nyec.modernsignal.net/page.cfm?pageID=110> (National Youth Employment Coalition, promising and effective practices network), www.aypf.org/subcats/ycd.htm (American Youth Policy Forum), and http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195 (TEGL 17-05/ United States Department of Labor).
- D. Partnering and collaboration are essential in order to ensure the most effective services and the greatest community impact. All proposals must demonstrate collaboration with the One-Stop system.
- E. Proposals must address **all components** of the Youth Services Program listed in the Sections of this Proposal. Proposals that only address specific aspects of the Youth Services Program will not be considered for funding.
- F. Proposals providing one or more elements of the RFP through partnership or contract, require a completed and signed Memorandum of Understanding with each non-proposal entity, which includes:
- Name and contact information of collaborating agency(ies)
 - Description of what customer services will be provided by each partner
 - How costs of services and operating costs of the partnerships will be funded
 - Method of referral between partners
 - Duration of the memorandum and procedures for amending it
 - Signature by participating agency (ies) to acknowledge proposed relationship.

Provider will be responsible for performance of any sub-contracted activities, including proper procurement, provision of information for audit, performance levels, and quality of work provided.

Letters of support do NOT constitute a “completed and signed Memorandum of Understanding” for this proposal. Letters of support will not be considered through this Proposal Process.

- G. Describe how organization will staff this program. Include the skills, training and experience required of staff, as well as any required staff support functions. Describe system to be used for supervising and assessing the effectiveness of staff assigned to this program, including assurance of high quality service to youth and each specific County

Department of Job and Family Services. Utilize attached budget worksheet to identify percentage of time staff will spend on this contract's services.

- H. Failure to clearly address how each of the *Purpose, Objectives, and Scope of Work and Deliverables* will be provided by entity or sub-contract may result in immediate dismissal of consideration.
- I. Budget outlined in proposal will follow attached Budget Worksheet (Attachment A), and must clearly delineate that the administrative costs for the said program will not exceed 10% of the total service expenditures [WIA Regulation 20 CFR 667.220 (b-c)] [TEGL 1-00]. Outline the feasibility of providing the services of the Youth Program on a cost reimbursement structure. The contract period will run from July 1, 2011 through June 31, 2012, with the option to renew for the period of July 1, 2012 through June 30, 2013 and further from July 1, 2013 through June 30, 2014, depending upon funding availability and contractor performance. **An estimated unit cost per participant is also required, with appropriate assumptions noted.**

Bidder will submit an operational budget for the WIA Youth Program, using the attached budget worksheets (Attachment A), or a pre-approved equivalent format that details all costs identified in the Budget Summary, and allows for an equitable comparison across proposals.

Explanation of budget summary in proposal should include the following:

- a. Personnel: Include number of staff, breakdown of salaries and benefits; indicate direct services staff or support staff, list personnel who will provide service for this program, including their credentials.
- b. Equipment: List any equipment that may be purchased to support this program, and anticipated cost. Note: if purchase of equipment will not be incorporated into unit cost for this contract, please identify that cost as such.
- c. Supplies: List of consumable goods that may be used to support the program.
- d. Travel: List travel projected in miles, and cost per mile. Note: this does not represent actual service miles, rather reimbursement to staff for travel expenses incurred.
- e. Facilities: List anticipated rent, utilities, and telephone costs associated with program.
- f. Indirect Costs (also known as Administrative Costs): Identify any cost allocation method and amounts used to allocate Indirect Costs associated with the operation of this program.

- g. Other: List any other specific items and cost used to operate this program.

SECTION 5: CONTRACT TERMS, REIMBURSEMENT, INVOICING

- A. Proposals may be written and submitted for the period of July 1, 2011 through June 30, 2012, with the option to renew for the period of July 1, 2012 through June 30, 2013 and July 1, 2013 through June 30, 2014, depending upon funding availability and contractor performance. All contract services are contingent upon funding availability.
- B. Providers will submit invoices for actual services they have provided, on a cost-reimbursement method. Invoices are to be submitted by the 10th day of the month for services provided in the previous month, unless specified differently in Article 3(B). The provider will only be paid for services authorized by the contract as reimbursable expenses.
- C. The provider will be expected to submit written reports, on a monthly basis, as defined in the contract, regarding fiscal, programmatic activities, and performance outcomes.
- D. Each provider awarded a contract and/or contracts shall be subject to applicable audits of the contracted services as described in the Workforce Investment Act of 1998, Workforce Development Agency Contract Monitoring Policy, and OMB Circular A133 for all awarded contracts. Provider will be responsible for any audit findings and fines associated with delivery of this contract.
- E. Organizations receiving Federal funds for services are not permitted to duplicate Federal funds for services proposed in this RFP

SECTION 6: COMPLETING AND SUBMITTING PROPOSALS

- A. Bidders are responsible for any, and all, costs related to preparing and submitting proposals to be considered for the Youth Program Operator.
- B. The closing date and time for receipt of bids is *Tuesday, February 17, 2011, at 9:30 a.m.* Any proposal not received by the Sandusky County Board of Commissioners by that time and date, will not be considered. Information submitted after that time and date, either new, or supplemental to original bids, will not be considered. Faxed or emailed proposals will not be accepted.
- C. All proposals must be submitted in the format of **ONE original hard copy and TWO CD-ROMs (see “SECTION 7: PROPOSAL FORMAT” for more specific information)**. **All proposals must be submitted to the Sandusky County Board of Commissioners, Sandusky County Courthouse, 622 Croghan St., Fremont, Ohio 43420.** Proposals and all supporting documentation must be contained in sealed

envelopes marked “**Proposal for Northcoast Regional One-Stop System Year-Round WIA Youth Program Services.**” The Board of Sandusky County Commissioners will accept, on behalf of all five Boards of County Commissioners, sealed proposals including supporting documentation, until **Tuesday, February 17, 2011, at 9:30 a.m.** at which time the Request for Proposals will be opened publicly and read aloud. Request for Proposals must be submitted timely and in the stated format. The proposals may either be submitted via regular mail or in person. **Faxed or E-mail applications will NOT be accepted.** Failure to follow the format may result in immediate exclusion from consideration. Request for Proposals will be subject to the general requirements and general terms as set forth by The Northcoast Regional One-Stop System and the Workforce Investment Act of 1998.

- D. Proposals must be submitted in a sealed package. The entity submitting a proposal assumes full responsibility for the selection of method delivery for the proposal package. All proposals will be marked with the date and time of receipt. A receipt of delivery will be provided to the entity submitting a proposal, only up on request. Proposals shall be accepted unconditionally, and without alteration or correction. **All proposals must be received on or before Tuesday, February 17, 2011, at 9:30 a.m at:**

**Sandusky County Board of Commissioners
622 Croghan St
Fremont, OH 43420**

- E. A Pre-Bid Opening Bidder’s Conference will be held at **Thursday, February 3, 2011, at 10:00 a.m.**, in conference rooms 3 & 4 at the Sandusky County Department of Job and Family Services. While attendance is not mandatory, it is highly recommended that each Bidder have a representative attend the Conference. The purpose of the Conference is to receive and answer questions related to the RFP. Prior to the Bidder’s Conference, questions on this RFP may be faxed to 419-332-2156 **Attention: Rating Committee c/o Michael Fuller** or e-mailed to fullem@odjfs.state.oh.us using the subject line **Attention: Rating Committee**. All questions and answers will be addressed at the bidder’s conference and will be posted on the Sandusky County DJFS website (<http://www.sanduskycountydjfs.org/bid.htm>) on or before **Thursday, February 10, 2011, at 4:30 p.m.** Bidders are encouraged to attend the bidder’s conference. **Questions will not be accepted after 12:00 p.m. on Thursday, February 3, 2011.**

Reservations for attendance at the Pre-Bid Conference must be made before 4:00 p.m. on **Wednesday, February 2, 2011**, by contacting Sheri Rumschlag, Sandusky County Department of Job and Family Services, 2511 Countryside Drive, Fremont, Ohio, 43420, 419-334-3891 or by e-mail at rumscl@odjfs.state.oh.us with subject “Bidders Conference.”

- G. All responses to Request for Proposals must follow Proposal Format, listed below.
- H. Bidders who disagree with the procurement process followed by the Board, Youth Council, or Commissioners may file an appeal, after the selection decision has been made, using the appeal process outlined in Attachment J. No other appeals will be considered.

SECTION 7: PROPOSAL FORMAT

The **ORIGINAL HARD COPY** should be on white 8 ½ x 11 inch paper, with font in “Times New Roman” 12 point, single spaced and single sided with all originally signed pages, assurances and certifications. The proposal packet must be assembled according to the following outline and format. The forms necessary to provide the referenced information are included in the Request for Proposal Response Section. **Failure to follow the outline will result in rejection of the proposal.**

Section 1:

1. Request for Proposal Response Cover Page (Attachment C), with name of entity submitting proposal, address, contact person, telephone number, number of youth to serve, total amount requested for contract, and unit rate per youth.
2. Entity qualifications and staff qualifications for this program
3. Memoranda of Understanding (if applicable)

Section 2:

1. Competitive Proposal Affidavit (Attachment E)
2. Representations, Assurances and Certifications (Attachment F)
3. Certificate of Liability Insurance
4. Declaration Regarding Material Assistance/ Non Assistance forms (Attachment G)
5. Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code: Campaign Contributions (Attachment K)

Section 3:

1. Checklist for Submitting Proposal (Attachment D)
2. Program Narrative

Section 4:

1. Budget Summary, associated worksheets and any budget narrative (Attachment A)
2. Planned Enrollment and Expenditures for Program (Attachment B)

One CD-ROM should contain **ALL** documents of the **ORIGINAL HARD COPY** in electronic format. Narrative documents should be in Microsoft Word. The Budget may be in Microsoft Word or Microsoft Excel; however, if the Excel format is used, the document shall have the same appearance and layout as the Budget Sheet attached as Attachment #2. All supporting

documents, including signature documents shall be scanned or created in Tagged Image File (*.tif) or Acrobat Reader (*.pdf).

The **second CD-ROM** shall contain **ALL** documents of the **ORIGINAL HARD COPY** in electronic format as stated in the previous paragraph. **HOWEVER, ALL IDENTIFYING INFORMATION OF THE PROPOSER MUST BE REDACTED OR REPLACED WITH NON-IDENTIFYING VERBAGE (i.e., “PROPOSER,” “COMPANY,” “AGENCY,” etc.)** All supporting documents, including signature documents shall be scanned or created in Tagged Image File (*.tif) or Acrobat Reader (*.pdf) **without** identifying information of the Proposer. **Failure to redact all identifying information will result in rejection of the proposal**

SECTION 8: EVALUATION AND AWARD OF CONTRACT

The review process will be conducted in two stages, with the option of a third stage in the process (See Attachment H). Stage 1 will consist of a preliminary review by Sandusky County Department of Job and Family Services staff, to determine if the proposal materials adhere to the minimum requirements and mandatory conditions specified in the RFP. A qualitative review will also be conducted by SCDJFS staff, through a cost-price analysis (Attachment I), and a review of the organization’s experience and qualifications to operate the WIA Youth program. Proposals which adhere to minimum requirements (Part 1 of Attachment H) will be deemed “Qualified,” while those which do not will be deemed “Non-Qualified.” “Non Qualified” proposals will be rejected. Partial submissions or proposals submitted after the deadline will be determined to be non-responsive and “non-qualified.”

“Qualified” proposals and the results of the cost-price analysis and qualitative review of experience and qualifications, will be labeled (e.g., Proposal 1, Proposal 2, etc.), and given to Rating Committee members who do not have a vested interest in the selection/ award of the contract and/or contracts, for review and evaluation.

Though it is hoped and expected that provider(s) will be selected after completing the entire process, Area 7, the Northcoast Regional One-Stop System, or any County Department of Job and Family Services within the five counties, reserves the right to discontinue the selection process at any time and begin the entire RFP process anew. Area 7, the Northcoast Regional One-Stop System, or any County Department of Job and Family Services within the five counties also reserve the right to waive any formalities in the selection process and continue to Stage 2 of the review. Additionally, in the event that only one proposal is received, it will be reviewed for appropriateness, and a decision will be made at the discretion of Area 7, the Northcoast Regional One-Stop System, or any County Department of Job and Family Services within the five counties, with or without the use of this rating scale.

- A. Stage 1 Review
 - 1.) Conducted by Sandusky County DJFS personnel

- 2.) Qualified proposals must meet the minimum requirements outlined in Attachment H, Part I, to be considered “qualified,” and proceed to Stage 2 Review.
 - 3.) Upon receipt of the bids, the Sandusky County Department of Job and Family Services will conduct a Cost/Price Analysis (Attachment I) of each bid, and a qualitative review of the experience and qualifications of the organization, regarding the operation of the WIA Youth program. The results of these analyses will be included in the review packets for Stage 2 of the Review process.
- B. Stage 2 Review
- The proposals, results of the Cost-Price Analysis, and Experience Evaluation, will be independently rated by appropriate members of the Rating Committee, against a total value of 100 possible points, using the WIA Youth Proposal Rating Sheet, Part II (*Attachment H*). If applicable, contract monitoring results of similar programs with a provider, will be taken into consideration when reviewing and selecting bidder.
- C. A consensus of independent scores will then be reached at the meeting of the Rating Committee for recommendation to the Area 7 Youth Council and the Area 7 Workforce Investment Board. The WIA Youth Program Operator or Operators will be selected based on the review results, to that of the lowest and best proposal. Upon approval of the Area 7 WIB, each set of County Commissioners will have the final decision power in authorizing the contract for services.

Attachment A

Northcoast Regional One-Stop System - RFP Budget Template

Bidder:

Program:

Federal ID Number:

Classification of Expenditures				Actual Expenses
I. Personnel				
A.	Salaries			\$-
B.	Payroll related expenses			\$-
			Total Personnel Costs	\$-
II. Operations				
A.	Travel and Short-Term Training			\$-
B.	Consumable Supplies			\$-
C.	Occupancy Costs			\$
D.	Indirect Costs			\$-
E.	Contract and Professional Services			\$-
F.	Other Miscellaneous			\$-
			Total Operational Costs	\$
III. Equipment				
A.	Depreciation			\$-
B.	Purchases			\$-
C.	Leased and Rented			\$-
			Total Equipment Cost	\$-
Total Proposed Budget				
1	Total Program Expenses			\$
2	Minus Contractor Program Income			\$-
3	Total Proposal Amount			\$
4	Total Proposed Units			0
5	Proposed Unit Rate			#DIV/0!

Contract Proposal Budget Worksheet, Continued

STAFF COSTS

Program/ Project Name:

Bidder Name:

A. Salaries

Position Title	Number of Positions Requested	Annual Salary	Percent Allocated to Contract	Reimbursable Salary
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total Reimbursable Salaries				0

B. Payroll-Related Expenses

Item				Payroll-Related Expenses
PERS or Social Security				0
Worker's Compensation/ Unemployment Insurance				0
Retirement Expense				0
Hospitalization Insurance Premium				0
Other (specify)				0
				0
				0
				0
				0
Total Payroll-Related Expenses				0

**Contract Proposal Budget Worksheet, Continued
OPERATIONAL COSTS**

Program/ Project Name:
Bidder Name:

A. Travel and Short-Term Training

Mileage Reimbursement (specify mileage rate)	
Short-term Training	
Total Travel and Short-Term Training	0

B. Consumable Supplies

Type	Consumable Supply Cost
Office Supplies	
Cleaning Supplies	
Other (specify)	
Total Consumable Supplies	0

C. Occupancy Costs

If renting facility: Rental @ \$ _____ per square foot	
If own facility: Usage allowance/ depreciation at _____ % rate of original acquisition cost of \$ _____ by Program Square Footage Percentage (Program Square Footage of _____ divided by total Provider Square Footage of _____ = _____)	
Maintenance and Repairs	
Utilities (if not included in rental agreement)	
Heat and Light \$	
Telephone \$	
Water/ Sewer \$	
Total Occupancy Costs	

D. Indirect Costs

Identify Categories in Indirect Cost Allocation Plan and summary of cost allocation methodology	Amount
Total Indirect Costs	0

**Contract Proposal Budget Worksheet, Continued
OPERATIONAL COSTS, Continued**

Program/ Project Name:
Bidder Name:

E. Contract & Professional Services

Identify Each Contract or Service	Cost
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
Total Contract & Service Costs	0

F. Other/ Miscellaneous

Identify Each Cost Listed Under this Category	Cost
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
Total Miscellaneous Costs	0

Northcoast Regional One-Stop System - RFP Invoice Template

Bidder:
Month/ Year:

Program:
Federal ID Number:

Classification of Expenditures							Actual Expenses
I. Personnel							
	A.	Salaries					
	B.	Payroll related expenses					
Total Personnel Costs						\$-	
II. Operations							
	A.	Travel and Short-Term Training					
	B.	Consumable Supplies					
	C.	Occupancy Costs					
	D.	Indirect Costs					
	E.	Contract and Professional Services					
	F.	Other Miscellaneous					
Total Operational Costs						\$-	
III. Equipment							
	A.	Depreciation					
	B.	Purchases					
	C.	Leased and Rented					
Total Equipment Cost						\$-	
1	Total Program Expenses for this month (total personnel, operational and equipment expenses)					\$-	
2	Minus Contractor Program Income					\$-	
3	Total Program Expenses for this Month					\$-	
4	Total Units Produced					0	
5	Justified Unit Rate (total contract expenses / total number of units produced)					#DIV/0!	
7	Number of Units Produced					0	
8	Total Actual Contract Cost for this Month (justified Unit Rate x number of units produced)					#DIV/0!	
9	Unit Rate is Stated in Contract					\$-	
CONTRACT EXPENSE MONITORING:							
10	Total Contract Value					\$-	
11	Total Contract Value Remaining at End of Previous Month					\$-	
12	Minus Actual Contract Cost for this Month					#DIV/0!	
13	Equals: Total Remaining Contract Value					#DIV/0!	

I certify that the above information is correct and in accordance with the terms of the contract.

Contractor Representative
Signature

Date _____

CDJFS Representative's
Signature

Date _____

**Attachment B
Workforce Investment Act (WIA) Youth Program
Planned Performance Plan**

Instructions: The purpose of this table is to illustrate your annual performance capacity in providing services and meeting performance targets for the period of July 1, 2011 through June 30, 2012.

WIA Services Plan Levels (new enrollments)	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - Jun.	Total
Younger Youth (14-18)					
Older Youth (19-21)					
In School Youth					
Out of School Youth					
Non Low-Income Registrants <i>No more than 5% of total enrollment</i>					
Planned Expenditure Rate (Note: for new enrollment as well as for carry-over participants)	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - Jun.	Total
Tutoring					
Alternative Secondary School					
Summer Employment Opportunities					
Paid and Unpaid Work Experience					
Occupational Skills Training					
Leadership Development					
Supportive Services					
Adult Mentoring					
Comprehensive Guidance & Counseling					
Follow Up Services					
Case Management					
Intake/ Eligibility of Clients					
Outreach					
Total					
Common Measures Performance Goals	Older Youth	Younger Youth	Total Youth		
Employed (including military) at first quarter after exit					
Enrolled in post-secondary education, advanced training or occupational skills training at first quarter after exit					
Attain diploma, GED, certificate or degree by end of third quarter after exit					
Numeracy/ Literacy Gains, after one year of participation in WIA Youth program (OSY only)					
Total					

Attachment C:

**WIA Youth Program
Sub-recipient Contract, CFDA#17.259**

Proposal

Name of Bidder: _____

Address of Bidder: _____

Telephone Number: _____

Contact Person: _____

Number of New Youth Proposed for Enrollment: _____

Estimated Number of "Carry-Over Youth": _____

Total Number of Youth to Be Served: _____

Total Dollar Amount Requested for Contract: \$ _____

Amount for In-School Services \$ _____

Amount for Out-of-School Services \$ _____

Unit Rate for Services: \$ _____ *per Youth*

Attachment D:
Checklist for Submitting Proposals

All proposals responding to the *WIA Youth Program Contract* Request for Proposals must include the following:

Section 1:

Completed Response Cover Page (Attachment C)
Entity Qualifications and Staff Qualifications for this Program
Memoranda of Understanding (if applicable)

Section 2:

Completed Competitive Proposal Affidavit (Attachment E)
Completed Representations, Assurances and Certifications (Attachment F)
Declaration Regarding Material Assistance/ Non-assistance to a Terrorist Organization (Attachment G)
Certificate of Liability Insurance
Affidavit in Compliance with ORC Section 3517.13 (Attachment K)

Section 3:

Checklist for Submitting Proposal (Attachment D)
Program Narrative

Section 4:

Budget Summary and Supporting Worksheets and Narrative (Attachment A)
Planned Enrollment and Expenditures (Attachment B)

Attachment E:
COMPETITIVE PROPOSAL AFFIDAVIT
State of Ohio

I, _____, _____,
(Name of person signing affidavit) (Title)

swear that _____
(Name of Individual, Corporation, or Organization)

(NON-COLLUSION AFFIDAVIT) its agents, officers, or employees have not directly, nor indirectly, entered into any agreements, participated in any collusion, nor taken any action to restrain free competition in connection with this proposal.

(NON-DISCRIMINATION AFFIDAVIT) its agents, officers or employees will not discriminate in the hiring of employees for work under this proposal or in providing services sent forth in this proposal on the basis of race, color, religion, sex, age, disability, national origin or ancestry, or political affiliation or belief.

(FINDINGS FOR RECOVERY WITH STATE OF OHIO AUDITOR) does not currently have any unresolved audit findings for recovery with the State of Ohio Auditor.

(PERSONAL PROPERTY TAX DELINQUENCY STATEMENT) The organization is not now charged with any delinquent personal property taxes on the general tax list of personal property of the county. If such delinquency is now charged, a statement setting forth the unpaid delinquent taxes and any due and unpaid penalties and interest now follows:

(CERTIFICATION). The information contained in this proposal fairly represents the organization and its proposed operating plans and price for the Scope of Services and Deliverables described in the Request for Proposals of the WIA Youth Program Contract. I acknowledge that I have read and understand the requirements and provisions of this Request for Proposals, and this organization is prepared to provide the Scope of Services and Deliverables, as specified in this proposal.

I further certify that all information contained in this proposal is true and correct, and shall be open to verification, should Northcoast Regional One-Stop System or any entity affiliated with the System choose to do so.

I certify that I am authorized to sign the attached proposal, and to commit this organization to the

provisions described in the Scope of Services and Deliverables, and other provisions contained in the Request for Proposals. Furthermore, I can and do certify that this is a firm offer to complete the items outlined in the Request for Proposals.

Finally, I do certify that this organization is not currently involved in any state of formal bankruptcy proceedings.

Signature _____ Date _____

Sworn to and subscribed before me this _____ day of _____

(Notary Public)

My Commission Expires: _____

_____, Ohio.

Attachment F:

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

1. Company Name: _____
2. Company Address: _____
3. Telephone Number: _____ FAX: _____
4. The name and telephone number of the person(s) who has the authority to submit proposals:

5. The name and telephone number of the person(s) who has the authority to sign contracts:

6. The legal status of the bidder's organization (e.g. corporation, sole proprietor ship, post-secondary education institution, etc.)

7. Date of establishment/ incorporation: _____
8. Federal Employer Identification Number (FEIN): _____
9. Worker's Compensation Account Number: _____
10. Unemployment Insurance Account Number: _____
11. Is the company co-owned or controlled by a parent company? ___Yes ___No
If yes, name of parent company: _____
12. Is the bidder authorized/ licensed to do business in the state of Ohio? ___No ___Yes
13. Is the bidder bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? ___Yes ___No
If yes, has the company filed all required EEO reports to the necessary agencies? ___Yes ___No
14. The company certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. ___Yes ___No
15. Does the company have current or future plans for a buyout or sale? ___Yes ___No

16. The company certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this Request for Proposals. Yes No
17. The company certifies it will not use the contract funds to lobby? Yes No
18. The company certifies it is a drug-free work place? Yes No
19. The company certifies it is not delinquent on any Federal debt? Yes No



Attachment G:
Ohio Department of Public Safety
Division of Homeland Security
<http://www.homelandsecurity.ohio.gov>

GOVERNMENT BUSINESS AND FUNDING CONTRACTS

In accordance with section 2909.33 of the Ohio Revised Code

DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION

This form serves as a declaration of the provision of material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List (see the Ohio Homeland Security Division website for a reference copy of the Terrorist Exclusion List).

Any answer of “yes” to any question, or the failure to answer “no” to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, “material support or resources” means currency, payment instruments, other financial securities, funds, transfer of funds, and financial services that are in excess of one hundred dollars, as well as communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

LAST NAME		FIRST NAME		MIDDLE INITIAL
HOME ADDRESS				
CITY		STATE	ZIP	COUNTY
HOME PHONE ()		WORK PHONE ()		

COMPLETE THIS SECTION ONLY IF YOU ARE A COMPANY, BUSINESS OR ORGANIZATION

BUSINESS/ORGANIZATION NAME				
BUSINESS ADDRESS				
CITY		STATE	ZIP	COUNTY
PHONE NUMBER ()				

DECLARATION

In accordance with division (A)(2)(b) of section 2909.32 of the Ohio Revised Code

For each question, indicate either “yes,” or “no” in the space provided. Responses must be truthful to the best of your knowledge.

1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?

Yes No

2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?

Yes No

3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?
 Yes No
4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List?
 Yes No
5. Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List?
 Yes No
6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism?
 Yes No

In the event of a denial of a government contract or government funding due to a positive indication that material assistance has been provided to a terrorist organization, or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List, a review of the denial may be requested. The request must be sent to the Ohio Department of Public Safety's Division of Homeland Security. The request forms and instructions for filing can be found on the Ohio Homeland Security Division website.

CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced on page 1 of this declaration.

X

Signature

Date

Ohio Department of Public Safety
Ohio Homeland Security

U.S. Department of State Terrorist Exclusion List

As of April 21, 2006

Terrorist Exclusion List Designees (alphabetical listing)

- Afghan Support Committee (a.k.a. Ahya ul Turas; a.k.a. Jamiat Ayat-ur-Rhas al Islamia; a.k.a. Jamiat Ihya ul Turath al Islamia; a.k.a. Lajnat el Masa Eidatul Afghania)
- Al Taqwa Trade, Property and Industry Company Ltd. (f.k.a. Al Taqwa Trade, Property and Industry; f.k.a. Al Taqwa Trade, Property and Industry Establishment; f.k.a. Himmat Establishment; a.k.a. Waldenberg, AG)
- Al-Hamati Sweets Bakeries
- Al-Ittihad al-Islami (AIAl)
- Al-Manar
- Al-Ma'unah
- Al-Nur Honey Center
- Al-Rashid Trust
- Al-Shifa Honey Press for Industry and Commerce
- Al-Wafa al-Igatha al-Islamia (a.k.a. Wafa Humanitarian Organization; a.k.a. Al Wafa; a.k.a. Al Wafa Organization)
- Alex Boncayao Brigade (ABB)
- Anarchist Faction for Overthrow
- Army for the Liberation of Rwanda (ALIR) (a.k.a. Interahamwe, Former Armed Forces (EX-FAR))
- Asbat al-Ansar
- Babbar Khalsa International
- Bank Al Taqwa Ltd. (a.k.a. Al Taqwa Bank; a.k.a. Bank Al Taqwa)
- Black Star
- Communist Party of Nepal (Maoist) (a.k.a. CPN(M); a.k.a. the United Revolutionary People's Council, a.k.a. the People's Liberation Army of Nepal)
- Continuity Irish Republican Army (CIRA) (a.k.a. Continuity Army Council)
- Darkazanli Company
- Dhamat Houmet Daawa Salafia (a.k.a. Group Protectors of Salafist Preaching; a.k.a. Houmat Ed Daawa Es Salafiya; a.k.a. Katibat El Ahoual; a.k.a. Protectors of the Salafist Predication; a.k.a. El-Ahoual Battalion; a.k.a. Katibat El Ahouel; a.k.a. Houmate Ed-Daawa Es-Salafia; a.k.a. the Horror Squadron; a.k.a. Djamaat Houmat Eddawa Essalafia; a.k.a. Djamaatt Houmat Ed Daawa Es Salafiya; a.k.a. Salafist Call Protectors; a.k.a. Djamaat Houmat Ed Daawa Es Salafiya; a.k.a. Houmate el Da'awaa es-Salafiyya; a.k.a. Protectors of the Salafist Call; a.k.a. Houmat ed-Daoua es-Salafia; a.k.a. Group of Supporters of the Salafiste Trend; a.k.a. Group of Supporters of the Salafist Trend)
- Eastern Turkistan Islamic Movement (a.k.a. Eastern Turkistan Islamic Party; a.k.a. ETIM; a.k.a. ETIP)
- First of October Antifascist Resistance Group (GRAPO) (a.k.a. Grupo de Resistencia Anti-Fascista Premero De Octubre)
- Harakat ul Jihad i Islami (HUJI)
- International Sikh Youth Federation
- Islamic Army of Aden
- Islamic Renewal and Reform Organization
- Jamiat al-Ta'awun al-Islamiyya
- Jamiat ul-Mujahideen (JUM)
- Japanese Red Army (JRA)

Ohio Department of Public Safety
Ohio Homeland Security

- Jaysh-e-Mohammed
- Jayshullah
- Jerusalem Warriors
- Lashkar-e-Tayyiba (LET) (a.k.a. Army of the Righteous)
- Libyan Islamic Fighting Group
- Loyalist Volunteer Force (LVF)
- Makhtab al-Khidmat
- Moroccan Islamic Combatant Group (a.k.a. GICM; a.k.a. Groupe Islamique Combattant Marocain)
- Nada Management Organization (f.k.a. Al Taqwa Management Organization SA)
- New People's Army (NPA)
- Orange Volunteers (OV)
- People Against Gangsterism and Drugs (PAGAD)
- Red Brigades-Combatant Communist Party (BR-PCC)
- Red Hand Defenders (RHD)
- Revival of Islamic Heritage Society (Pakistan and Afghanistan offices -- Kuwait office not designated) (a.k.a. Jamia Ihya ul Turath; a.k.a. Jamiat Ihia Al- Turath Al-Islamiya; a.k.a. Revival of Islamic Society Heritage on the African Continent)
- Revolutionary Proletarian Nucleus
- Revolutionary United Front (RUF)
- Salafist Group for Call and Combat (GSPC)
- The Allied Democratic Forces (ADF)
- The Islamic International Brigade (a.k.a. International Battalion, a.k.a. Islamic Peacekeeping International Brigade, a.k.a. Peacekeeping Battalion, a.k.a. The International Brigade, a.k.a. The Islamic Peacekeeping Army, a.k.a. The Islamic Peacekeeping Brigade)
- The Lord's Resistance Army (LRA)
- The Pentagon Gang
- The Riyadus-Salikhin Reconnaissance and Sabotage Battalion of Chechen Martyrs (a.k.a. Riyadus-Salikhin Reconnaissance and Sabotage Battalion, a.k.a. Riyadh-as-Saliheen, a.k.a. the Sabotage and Military Surveillance Group of the Riyadh al-Salihin Martyrs, a.k.a. Riyadus-Salikhin Reconnaissance and Sabotage Battalion of Shahids (Martyrs))
- The Special Purpose Islamic Regiment (a.k.a. the Islamic Special Purpose Regiment, a.k.a. the al-Jihad-Fisi-Sabilillah Special Islamic Regiment, a.k.a. Islamic Regiment of Special Meaning)
- Tunisian Combat Group (a.k.a. GCT, a.k.a. Groupe Combattant Tunisien, a.k.a. Jama'a Combattante Tunisien, a.k.a. JCT; a.k.a. Tunisian Combatant Group)
- Turkish Hizballah
- Ulster Defense Association (a.k.a. Ulster Freedom Fighters)
- Ummah Tameer E-Nau (UTN) (a.k.a. Foundation for Construction; a.k.a. Nation Building; a.k.a. Reconstruction Foundation; a.k.a. Reconstruction of the Islamic Community; a.k.a. Reconstruction of the Muslim Ummah; a.k.a. Ummah Tameer I-Nau; a.k.a. Ummah Tameer E-Nau; a.k.a. Ummah Tameer-I-Pau)
- Youssef M. Nada & Co. Gesellschaft M.B.H.

Attachment H: Part I of Evaluation Process

Proposal Period: 2011-2012

Assigned Proposal Number:

Criteria	Pass	Fail
Complete proposal and attachments received by Thursday, February 17, 2011, at 9:30 a.m. , at the Sandusky County Board of Commissioners.		
Bidder submitted One (1) original hard copy of proposal and two CDs, using the format of Microsoft Word for text and budget or Microsoft Excel for budget information, One CD with all information and One CD with all identifying information of the bidder was absent from the proposal, and from the media used to submit the copies.		
Proposals are submitted using no less than 12-point Times New Roman font, single sided, single-spaced, on standard 8 1/2 X 11 inch plain white paper.		
Proposal cover page included all requested information, and the signature of authorized representative to enter into contractual agreements on behalf of the bidding organization.		
Proposal addresses all components of WIA Youth program listed in Objectives and Scope of Work and Deliverables.		
Proposal plans to serve in and out of school youth.		
Proposal plans to provide for each of the 10 mandated program elements.		
Any sub-contracted or coordinated program elements have signed Memorandum of Understanding between bidder and other agency, included with proposal.		
Checklist for submitting bids is attached and completed.		
Project information is included with proposal.		
Competitive Proposal Affidavit is signed and included in proposal.		
Representations, Assurances and Certifications is signed and included in proposal.		
Declaration Regarding Material Assistance/ Non-Assistance to a Terrorist Organization is signed and included in proposal.		
Budget Worksheet (Attachment #A) is completed and included in bid.		
Planned Enrollment Summary (Attachment #B) is completed and included in bid.		
Certificate of Liability Insurance included in proposal.		
Campaign Contribution Affidavit is signed and included in proposal		
<i>Experience in Operating Similar Program(s)</i>		
Written description of past experience in administering year round youth programs, including program goals and outcomes achieved. Consider performance on past contracts with this Provider for similar services.		
Years in Business	5	
Experience with Similar Projects	5	
Numbers Served in Past	5	
Goals versus Actual Performance Achieved	5	
Qualified Staff to Operate Program	5	

Total:

**Request for Proposals for Workforce Investment Act Youth Program
Attachment H - Part II: Rating Sheet for Youth Program Proposals**

Proposal Period: 2011-2012

Proposal Number: _____

Criteria	Points Available	Points Earned
<i>Planned Enrollment</i>		
Number Proposed to Enroll for Program Year is realistic and reasonable, and identifies planned enrollment and expenditures for in and out of school youth, entire contract.	5	
Entity ensures that all youth services will be available to enrolled youth, within Northcoast Regional One-Stop System, and/or each County.	2	
<i>Service Delivery</i>		
Use of assessment to identify risk factors, protective factors, and assets of youth.	5	
Linkage of assessment results, goals, and services identified in Individual Service Strategy to WIA Performance Measures, Common Performance Measures, and County Goals.	15	
Program/ Services listed have strong connection to career guidance toward demand occupations and career progression.	5	
Program/ Services emphasize development a firm understanding of employer expectations and on anger and conflict management.	5	
Program/ Services integrate with One-Stop system.	5	
Description of Follow Up Activities provides enough detail to increase the probability of success of youth in meeting performance criteria.	15	
Memoranda of Understanding exist where services are proposed to be coordinated or contracted with other entities (does not include attendance at post-secondary educational institutions, as these will be on an individual basis with client). MOU's include required data elements (party names, contact information, description of services and referral process, costs, duration, and participating party signatures).	15	
<i>Data Management and Fiscal Information</i>		
Bidder demonstrates understanding of data elements necessary for collection, and ability to document and report services, activities, and performance statistics required for program.	2	
Bidder completed budget summary and associated worksheets accurately.	2	
Administrative and indirect costs of the proposal do not exceed 10% of the total proposed amount.	2	
Follow Up Services are planned for a minimum of 20% of overall budget expenses.	2	
Review of budget worksheets and Cost-Price Analysis indicate that proposed total cost and unit cost are reasonable.	20	
TOTAL POINTS FOR PROPOSAL	100	

Percentage of Points Available Awarded _____

Attachment #1
COST/PRICE ANALYSIS TOOL

Name of Deliverable:

Name of Bidder:

Contract Period:

Part I – General

Bid computations checked and verified

Yes No

Bidder supporting documentation and justification complete

Yes No

Problems/Comments:

Part II - Specific Costs

Cost Element	Necessary/ Reasonable		Basis for Judgment (at least one)				
	Yes	No	Independent Agency Estimate	Compared/ Other Current Offers	Compared/ Past Offers	Verified Market Price/Quote	Other (List)
Staff Costs							
Equipment							
Supplies							
Travel							
Facilities							
Communications							
Subcontracts							
Other							

Part III - Profit/ Fee

Bidder is (circle one): For Profit Not for Profit
 If not-for-profit, no profit allowable.

If for-profit, amount of profit proposed: \$ _____
 Profit listed as percent of total other costs in proposal: _____ %
 Profit is (circle one): Reasonable Not Reasonable/
Excessive

If profit is deemed reasonable, describe basis for judgment:

If profit is deemed excessive, list profit objective to be negotiated: \$ _____
 OR _____ %

Part IV - Signature(s)

Attachment #J

Dispute Resolution Process

Definitions:

For this section the following definitions will be utilized:

Interested Party -- an actual or prospective bidder, provider, contractor or offeror whose direct economic interest would be affected by the award of a contract or by the failure to award a contract.

Intervenor – An awardee if the award has been made or, if no award has been made, all bidders or offerors who appear to have a substantial prospect of receiving an award if the dispute is denied.

Agency – The Sandusky County Department of Job and Family Services.

Days – Calendar days. In computing any period of time, the day from which the period begins to run is not counted, and when the last day of the period is a Saturday, Sunday, or holiday, the period extends to the next day that is not a Saturday, Sunday, or holiday. Similarly, when the Agency, where a submission is due, is closed for all or part of the last day, the period extends to the next day on which the agency is open.

Adverse Agency Action – Any action or inaction by the Agency that is prejudicial to the position taken in a Dispute filed with the Director or Designee of the Agency, including a decision on the merits of a Dispute; the opening of bids or receipt of proposals, the award of a contract, or the rejection of a bid or proposal despite a pending Dispute; or Agency acquiescence in continued and substantial contract performance.

Filed – A document is considered filed on a particular day when it is received by the Agency by 4:00 p.m., eastern standard time, on that day. Disputes and other documents may be filed by hand delivery, mail, commercial carrier, or facsimile transmission. Hand delivery and other means of delivery may not be practicable during certain periods due, for example, to security concerns or equipment failures. The filing party bears the risk that the delivery method chosen will not result in timely receipt at the Agency.

General Information:

Prior to submission of an agency protest, all parties shall use their best efforts to resolve concerns raised by an interested party at the bid contact person level through open and frank discussions. The Agency should provide for inexpensive, informal, procedurally simple, and expeditious resolution of protests. Where appropriate, the use of alternative dispute resolution techniques, third party neutrals, and another

agency's personnel are acceptable protest resolution methods. The following procedures are established to resolve agency protests effectively, to build confidence in the acquisition system, and to reduce protests outside of the agency:

Filing Disputes:

- A. An interested party may dispute a solicitation or other request by the Agency for offers for a contract; for the procurement of property or services; the cancellation of such a solicitation or other request; an award or proposed award of such a contract; and a termination of such a contract, if the dispute alleges that the termination was based on improprieties in the award of the contract.
- B. Disputes must be in writing and addressed as follows: Director, Sandusky County Department of Job and Family Services, 2511 Countryside Drive, Fremont, Ohio 43420, Attention: Dispute Resolution Request.
- C. The filed dispute shall include:
 - 1. The name, street address, electronic mail address, and telephone and facsimile numbers of the interested party,
 - 2. Be signed by the interested party or its representative,
 - 3. Identify the solicitation title and/or contract in dispute,
 - 4. Set forth a detailed statement of the legal and factual grounds of the dispute including copies of relevant documents,
 - 5. Set forth all information establishing the purpose of filing a dispute,
 - 6. Set forth all information establishing the timeliness of the dispute,
 - 7. Specifically request a ruling, and if desired a hearing, by the Director or Designee of the Department of Job and Family Services, and
 - 8. State the form of relief requested,
 - 9. Attach any documents to support the dispute.
- D. All dispute documents, once received by the Agency, are considered public record, unless the information provided is protected by Federal, State or local confidentiality laws and rules. If confidential information is contained in the dispute information, it shall be indicated by cover letter with the filed dispute.
- E. Upon receipt of a properly filed dispute:
 - 1. before a bid award, a contract may not be awarded, pending Agency resolution of the dispute, unless a contract award is justified, in writing, for urgent and compelling reasons or is determined, in writing, to be in the best interest of the Agency, Federal, State or Local Governments. Such justification or determination

shall be approved by the Sandusky County Prosecutor. If the bid award is withheld pending agency resolution of the dispute, the bid contact person will inform the offerors whose offers might become eligible for award of the contract.

2. within 10 days after notice of a contract award, the Agency shall immediately suspend performance, pending resolution of the dispute within the Agency, including any review by an independent higher level official, unless continued performance is justified, in writing, for urgent and compelling reasons or is determined, in writing, to be in the best interest of the Agency, Federal, State or Local Governments. Such justification or determination shall be approved by the Sandusky County Prosecutor.

Filing Timeframes:

- A. Disputes based upon alleged improprieties in a solicitation which are apparent prior to bid opening or the time set for receipt of initial proposals shall be filed prior to the date of the bid opening.
- B. Disputes other than those covered by paragraph (A) of this section shall be filed not later than 10 days after the basis of the dispute is known.
- C. Untimely filed disputes will be denied and not considered.

Dispute issues not for consideration:

- A. Contract administration. The administration of an existing contract is within the discretion of the contracting agency. Disputes between a contractor and the agency are resolved pursuant to the clauses of the contract.
- B. Disputes which lack a detailed statement of the legal and factual grounds of dispute, or which fail to clearly state legally sufficient grounds of dispute.
- C. Subcontract disputes. The Agency will not consider a dispute of the award or proposed award of a subcontract.
- D. Suspensions and debarments. Challenges to the Federal or State Government suspension or debarment of contractors will not be reviewed by the Agency.

Hearings:

- A. At the request of an interested party or on its own initiative, the Director or Designee of the Agency may conduct a hearing in connection with a dispute. The request shall set forth the reasons why a hearing is needed to resolve the dispute.

- B. Prior to the hearing, the Director or Designee of the Agency may hold a pre-hearing conference to discuss and resolve matters such as the procedures to be followed, the issues to be considered, and the witnesses, if any, who will testify.
- C. Hearings generally will be conducted as soon as practicable. Although hearings ordinarily will be conducted at the Agency, hearings may, at the discretion of the Director or Designee of the Agency, be conducted at other locations, or by telephone or other electronic means.
- D. All parties participating in the dispute shall be invited to attend the hearing. In order to prevent the improper disclosure of protected information at the hearing, the Director or Designee of the Agency may restrict attendance during all or part of the proceeding.
- E. Hearings shall normally be recorded and/or transcribed. If a recording and/or transcript is made, any party may obtain copies at its own expense.
- F. If a witness whose attendance has been requested by the Director or Designee of the Agency fails to attend the hearing or fails to answer a relevant question, the Director or Designee of the Agency may draw an inference unfavorable to the party for whom the witness would have testified.
- G. If a hearing is held, each party shall file comments with the Director or Designee of the Agency within 5 days after the hearing was held or as specified by the Director or Designee of the Agency. If the interested party has not filed comments by the due date, the Director or Designee of the Agency shall dismiss the dispute.
- H. In post-hearing comments, the parties should reference all testimony and admissions in the hearing record that they consider relevant, providing specific citations to the testimony and admissions referenced.

Resolution:

- A. If the Director or Designee of the Agency determines that a solicitation, cancellation of a solicitation, termination of a contract, proposed award, or award does not comply with statute or regulation, it shall recommend that the Agency implement any combination of the following remedies:
 - (1) Refrain from exercising options under the contract;
 - (2) Terminate the contract;
 - (3) Re-negotiate the contract;
 - (4) Issue a new solicitation;
 - (5) Award a contract consistent with statute and regulation; or

(6) Such other recommendation(s) as the Director or Designee of the Agency determines necessary to promote compliance.

- B. In determining the appropriate recommendation(s), the Director or Designee of the Agency shall, except as specified in paragraph (C) of this section, consider all circumstances surrounding the procurement or proposed procurement including the seriousness of the procurement deficiency, the degree of prejudice to other parties or to the integrity of the competitive procurement system, the good faith of the parties, the extent of performance, the cost to the Agency, Federal, State or Local Governments, the urgency of the procurement, and the impact of the recommendation(s) on the Agency's mission.
- C. If the Director or Designee of the Agency determines that performance of the contract notwithstanding a pending protest is in the Agency's or Federal, State or Local Government's best interest, the Director or Designee of the Agency shall make its recommendation(s) under paragraph (A) of this section without regard to any cost or disruption from terminating, re-negotiating, or re-awarding the contract.
- D. The Director or Designee of the Agency shall issue a written decision on a dispute within 65 days after it is filed.

Judicial Remedy:

- A. An interested party must immediately advise the Director or Designee of the Agency of any court proceeding which involves the subject matter of a pending protest and must file with the Director or Designee of the Agency copies of all relevant court documents.
- B. The Director or Designee of the Agency will dismiss any case where the matter involved is the subject of litigation before, or has been decided on the merits by, a court of competent jurisdiction.

**ATTACHMENT K
AFFIDAVIT IN COMPLIANCE WITH
SECTION 3517.13 OF THE OHIO REVISED CODE:
CAMPAIGN CONTRIBUTIONS**

State of Ohio, County of Erie SS:
State of Ohio, County of Huron SS:
State of Ohio, County of Ottawa SS:
State of Ohio, County of Sandusky SS:
State of Ohio, County of Seneca SS:

Personally appeared before me the undersigned, as an individual or as a representative of

_____ for a contract for _____.
(Name of Entity) (Type of Product or Service)

to be let by the Boards of County Commissioners of Erie, Huron, Ottawa, Sandusky and Seneca Counties, Ohio, on behalf of The Northcoast Regional One-Stop System, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under the Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the business entity:

- 1.) That none of the following has **individually** made within the two previous calendar years and that, if awarded a contract for the purchase of goods or services in excess of \$500, none of the following **individually** will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions totaling in excess of \$1,000, to any member of the Erie, Huron, Ottawa, Sandusky and Seneca County Boards of Commissioners or their individual campaign committees:
 - a. myself;
 - b. any partner or owner or shareholder of the partnership (if applicable);
 - c. any owner of more than 20% of the corporation or business trust (if applicable);
 - d. each spouse of any person identified in (a) through (c) of this section;
 - e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section (only applicable to contributions made on or after January 1, 2007).
- 2.) That none of the following have **collectively** made since January 1, 2007, and that, if awarded a contract for the purchase of goods or services in excess of \$500, none of the following **collectively** will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions totaling in excess of \$2,000, to any member of the Erie, Huron, Ottawa, Sandusky and Seneca County Boards of Commissioners or their individual campaign committees:
 - a. myself;

- b. any partner or owner or shareholder of the partnership (if applicable);
- c. any owner of more than 20% of the corporation or business trust (if applicable);
- d. each spouse of any person identified in (a) through (c) of this section;
- e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section;
- f. any political action committee affiliated with any person identified in divisions (a) through (c) of this section.

Signature of Vendor

Title

Sworn to before me and subscribed in my presence this _____ day of _____, 2008.

Notary Public _____

My Commission Expires: _____

ATTACHMENT L

**Huron County Workforce Investment Policy Board Demand Occupations
for Huron County Approved July 25, 2007**

- Education Positions
- Social Workers/Counselors/Psychologists
- All skilled Trades (electrical, plumbing, electronics)
- Legal Services
- Motor Vehicle Operations
- Safety Services
- Regulatory Assurance/Inventory Control
- General Managers/Executives
- Architects
- Engineers/Surveyors
- Scientists
- Health Practitioners & Service
- Food & Beverage Occupations
- Sales
- Laborers
- Wait Staff/Services Staff
- Food Preparation
- IT Professionals
- Maintenance Workers/Tool & Die
- Production Scheduling
- Assemblers
- Office Technology

ATTACHMENT M

Sandusky-Seneca Workforce Policy Board								
High Demand Occupations List								
Occupations paying \$10.00 or more an hour & having at least 6 annual openings								
Code	Occupational Title**	Employment		Change in Employment		Total	Average	Education
		2002 Annual	2012 Projected	2002 - 2012	Percent	Annual Openings	Wage 2004	Training Level+
13-2011	Accountants and Auditors	3,000	3,630	630	21.0%	120	\$25.04	5
11-3011	Administrative Services Managers	570	640	70	12.3%	18	\$27.39	4
41-3011	Advertising Sales Agents	360	380	20	5.6%	9	\$19.95	10
13-2021	Appraisers and Assessors of Real Estate	130	160	30	23.1%	6	\$24.10	7
17-1011	Architects, Except Landscape and Naval	150	190	40	26.7%	6	\$30.65	5
17-3011	Architectural and Civil Drafters	210	230	20	9.5%	8	\$16.89	7
49-3021	Automotive Body and Related Repairers	850	920	70	8.2%	24	\$17.19	9
49-3023	Automotive Service Technicians and Mechanics	3,260	3,650	390	12.0%	126	\$14.57	7
43-3011	Bill and Account Collectors	880	1,070	190	21.6%	36	\$13.81	11
43-3021	Billing & Posting Clerks & Machine Operators	2,130	2,230	100	4.7%	46	\$12.84	10
51-5011	Bindery Workers	220	180	-40	-18.2%	6	NA	11
43-3031	Bookkeeping, Accounting, and Auditing Clerks	6,090	6,160	70	1.1%	121	\$13.54	10
47-2021	Brickmasons and Blockmasons	390	450	60	15.4%	12	\$25.14	9
49-3031	Bus & Truck Mechanics & Diesel Engine Spec.	1,020	1,160	140	13.7%	40	\$17.31	7
53-3022	Bus Drivers, School	1,340	1,460	120	9.0%	41	\$12.89	11
51-3021	Butchers and Meat Cutters	560	510	-50	-8.9%	12	\$13.19	9
51-7011	Cabinetmakers and Bench Carpenters	380	390	10	2.6%	10	\$12.27	9
29-2031	Cardiovascular Technologists and Technicians	190	240	50	26.3%	9	\$19.74	6
47-2031	Carpenters	3,500	3,950	450	12.9%	102	\$17.39	9
47-2041	Carpet Installers	620	710	90	14.5%	19	NA	10
47-2051	Cement Masons and Concrete Finishers	380	470	90	23.7%	17	\$18.36	10
35-1011	Chefs and Head Cooks	300	340	40	13.3%	13	\$13.52	8
51-9011	Chemical Equipment Operators and Tenders	190	190	0	0.0%	6	\$16.12	10
19-2031	Chemists	180	200	20	11.1%	8	\$23.99	5
11-1011	Chief Executives	1,260	1,430	170	13.5%	41	\$70.35	4
21-1021	Child, Family, and School Social Workers	970	1,090	120	12.4%	29	\$15.31	5
17-2051	Civil Engineers	400	450	50	12.5%	11	\$27.44	5
13-1031	Claims Adjusters, Examiners, and Investigators	240	280	40	16.7%	7	\$24.44	9
53-7061	Cleaners of Vehicles and Equipment	420	470	50	11.9%	20	\$10.07	11
51-9121	Coating/Painting/Spraying Machine Setters, O/T	460	480	20	4.3%	14	\$12.53	10
15-1032	Comp. Software Engineers, Systems Software	170	250	80	47.1%	10	\$28.14	5
13-1072	Comp., Benefits, & Job Analysis Specialists	240	300	60	25.0%	10	\$24.84	5
13-1041	Compl. Off., Ex. Agric, Con, Hlth/Safety, & Trans.	320	380	60	18.8%	14	\$21.64	9
11-3021	Computer and Information Systems Managers	410	510	100	24.4%	17	\$38.53	4
43-9011	Computer Operators	430	380	-50	-11.6%	9	\$13.50	10
15-1021	Computer Programmers	680	730	50	7.4%	21	\$25.18	5
15-1031	Computer Software Engineers, Applications	400	550	150	37.5%	19	\$29.95	5
15-1041	Computer Support Specialists	780	940	160	20.5%	26	\$17.32	6
15-1051	Computer Systems Analysts	510	630	120	23.5%	18	\$27.23	5
49-2011	Computer, ATM, & Office Machine Repairers	460	500	40	8.7%	10	\$16.48	7
51-4011	Computer-Controlled Machine Tool Oper., M/P	1,500	1,470	-30	-2.0%	25	\$14.01	10
47-4011	Construction and Building Inspectors	250	270	20	8.0%	8	\$20.37	8
47-2061	Construction Laborers	2,830	3,200	370	13.1%	75	\$15.41	10
11-9021	Construction Managers	720	820	100	13.9%	23	\$39.32	5
53-7011	Conveyor Operators and Tenders	270	260	-10	-3.7%	8	\$15.21	11
33-3012	Correctional Officers and Jailers	670	770	100	14.9%	24	\$15.59	10
13-1051	Cost Estimators	700	800	100	14.3%	26	\$25.71	8

21-9099	Counselors, Social, & Religious Work., All Other	1,220	1,440	220	18.0%	45	NA	5
41-2021	Counter and Rental Clerks	1,450	1,840	390	26.9%	94	\$10.32	11
43-4031	Court, Municipal, and License Clerks	810	920	110	13.6%	29	\$13.57	11
53-7021	Crane and Tower Operators	370	380	10	2.7%	9	\$22.40	10
51-9021	Crushing/Grinding/Polishing Machine S/O/T	230	200	-30	-13.0%	6	\$15.08	10
43-4051	Customer Service Representatives	4,970	5,880	910	18.3%	165	\$12.70	10
51-4031	Cutting/Punching/Press Machine S/O/T, M/P	2,550	2,500	-50	-2.0%	59	\$14.78	10
51-9032	Cutting/Slicing Mach. Setters/Operators/Tenders	860	900	40	4.7%	22	\$12.94	10
43-9021	Data Entry Keyers	970	900	-70	-7.2%	23	\$10.10	10
15-1061	Database Administrators	200	260	60	30.0%	8	\$27.75	5
31-9091	Dental Assistants	760	1,050	290	38.2%	50	\$13.64	10
29-2021	Dental Hygienists	470	650	180	38.3%	22	\$26.64	6
51-9081	Dental Laboratory Technicians	370	350	-20	-5.4%	8	\$13.72	9
33-3021	Detectives and Criminal Investigators	340	390	50	14.7%	14	\$20.43	8
29-1031	Dietitians and Nutritionists	230	240	10	4.3%	7	\$22.57	5
21-2021	Directors, Religious Activities and Education	390	440	50	12.8%	9	NA	5
43-5032	Dispatchers, Except Police, Fire, & Ambulance	540	560	20	3.7%	14	\$16.21	10
51-4032	Drilling & Boring Machine Tool Setters, O/T, M/P	530	520	-10	-1.9%	16	\$16.93	10
53-3031	Driver/Sales Workers	2,110	2,220	110	5.2%	45	\$10.68	11
17-3023	Electrical & Electronic Engineering Technicians	370	400	30	8.1%	11	\$22.86	6
51-2022	Electrical & Electronic Equipment Assemblers	280	240	-40	-14.3%	7	\$13.61	11
17-2071	Electrical Engineers	410	420	10	2.4%	9	\$33.94	5
49-9051	Electrical Power-Line Installers and Repairers	280	280	0	0.0%	9	\$25.43	9
47-2111	Electricians	3,170	3,700	530	16.7%	116	\$25.54	9
51-2023	Electromechanical Equipment Assemblers	250	190	-60	-24.0%	6	\$11.85	11
25-2021	Elementary School Teachers, Ex.Special Ed.	5,450	6,010	560	10.3%	176	\$38,403++	5
43-4061	Eligibility Interviewers, Government Programs	400	340	-60	-15.0%	11	\$16.17	10
29-2041	Emergency Medical Technicians & Paramedics	1,030	1,340	310	30.1%	43	\$11.23	7
13-1071	Empl., Recruitment, & Placement Specialists	340	380	40	11.8%	9	\$20.66	5
11-9041	Engineering Managers	540	570	30	5.6%	14	\$43.59	4
17-3025	Environmental Engineering Technicians	120	170	50	41.7%	8	\$17.59	6
19-2041	Environmental Scientists/Specialists, Inc. Health	320	370	50	15.6%	11	\$22.24	3
53-7032	Excavating & Loading Machine & Dragline Oper.	170	200	30	17.6%	8	\$16.11	10
43-6011	Executive Secretaries & Admin. Assistants	3,450	3,570	120	3.5%	78	\$16.21	10
51-9041	Extrud/Form/Pressing/Compacting Mach. S/O/T	460	430	-30	-6.5%	12	\$14.33	10
51-4021	Extruding & Drawing Machine Setters, O/T, M/P	480	440	-40	-8.3%	16	\$15.57	10
11-3031	Financial Managers	960	1,100	140	14.6%	28	\$39.07	4
33-2011	Fire Fighters	580	690	110	19.0%	28	\$17.27	9
41-1012	First-Line Sup./Mgrs of Non-Retail Sales Workers	1,400	1,510	110	7.9%	37	\$31.56	8
47-1011	First-Line Sup/Mgrs of Con. Trades/Extract. Work	1,590	1,790	200	12.6%	47	\$27.56	8
43-1011	First-Line Sup/Mgrs of Office & Admin. Support	3,710	3,920	210	5.7%	101	\$18.40	8
39-1021	First-Line Sup/Mgrs of Personal Serv. Workers	1,240	1,280	40	3.2%	35	\$14.07	8
33-1012	First-Line Superv./Mgrs of Police & Detectives	260	290	30	11.5%	12	\$23.82	8
41-1011	First-Line Superv./Mgrs of Retail Sales Workers	5,660	6,250	590	10.4%	161	\$17.37	8
39-9031	Fitness Trainers and Aerobics Instructors	790	980	190	24.1%	37	\$11.26	7
53-1031	FL Sup/Mgr of Trans/Mat.-Mov. Mach & Veh Op	720	790	70	9.7%	24	\$22.92	8
33-1021	FL Sup/Mgrs of Fire Fighting & Prev. Workers	120	130	10	8.3%	6	\$25.16	8
35-1012	FL Sup/Mgrs of Food Prep. & Serving Workers	3,320	3,740	420	12.7%	121	\$11.94	8
53-1021	FL Sup/Mgrs of Help/Labor/Mat. Movers, Hand	720	810	90	12.5%	26	\$18.94	8
37-1011	FL Sup/Mgrs of Housekeeping & Janitorial Workers	640	710	70	10.9%	22	\$15.89	8
37-1012	FL Sup/Mgrs of Lndscap./Lawn Ser/Groundskp	330	380	50	15.2%	8	\$18.60	8
49-1011	FL Sup/Mgrs of Mechanics/Installers/Repairers	1,680	1,850	170	10.1%	59	\$24.43	8
51-1011	FL Sup/Mgrs of Production/Operating Workers	3,930	4,100	170	4.3%	99	\$22.90	8
27-1023	Floral Designers	260	310	50	19.2%	9	\$10.05	10
51-3092	Food Batchmakers	400	380	-20	-5.0%	10	\$11.62	11
11-9051	Food Service Managers	930	1,030	100	10.8%	25	\$20.20	8
51-4022	Forging Mach. Setters/Operators/Tenders, M/P	1,290	1,230	-60	-4.7%	19	\$16.10	10
39-4021	Funeral Attendants	280	310	30	10.7%	9	\$10.04	11
51-9051	Furnace/Kiln/Oven/Drier/Kettle Oper./Tenders	260	230	-30	-11.5%	6	\$16.02	10
11-1021	General and Operations Managers	5,750	6,480	730	12.7%	181	\$40.29	4
47-2121	Glaziers	180	210	30	16.7%	7	\$13.68	9

27-1024	Graphic Designers	640	730	90	14.1%	18	\$16.26	5
51-4033	Grind/Lapping/Polish/Buff Mach. Tool S/O/T, M/P	720	670	-50	-6.9%	14	\$15.97	10
51-9022	Grinding and Polishing Workers, Hand	240	250	10	4.2%	7	\$12.82	10
51-4191	Heat Treating Equip. Setters, O/T, M/P	340	320	-20	-5.9%	11	\$18.93	10
49-9021	Heating, AC, & Refrigeration Mechanics/Installers	590	780	190	32.2%	27	\$21.38	9
47-3013	Helpers--Electricians	100	120	20	20.0%	6	\$13.13	11
49-9098	Helpers--Installation/Maintenance/Repair Workers	280	350	70	25.0%	16	\$11.20	11
51-9198	Helpers--Production Workers	3,030	2,970	-60	-2.0%	85	\$11.41	11
47-4051	Highway Maintenance Workers	720	770	50	6.9%	15	\$15.19	10
43-4161	Human Resources Assis., Ex. Payroll & Timekp	440	490	50	11.4%	14	\$15.84	11
17-3026	Industrial Engineering Technicians	370	400	30	8.1%	11	\$20.78	6
17-2112	Industrial Engineers	950	980	30	3.2%	26	\$29.63	5
49-9041	Industrial Machinery Mechanics	1,150	1,200	50	4.3%	28	\$22.47	9
11-3051	Industrial Production Managers	750	770	20	2.7%	16	\$35.50	5
53-7051	Industrial Truck and Tractor Operators	3,430	3,430	0	0.0%	65	\$17.03	11
51-9061	Inspectors/Testers/Sorters/Samplers/Weighers	3,720	3,640	-80	-2.2%	85	\$18.58	10
43-9041	Insurance Claims and Policy Processing Clerks	410	430	20	4.9%	9	\$14.46	10
41-3021	Insurance Sales Agents	1,140	1,340	200	17.5%	47	\$26.90	5
27-1025	Interior Designers	210	250	40	19.0%	7	\$19.59	5
43-4111	Interviewers, Except Eligibility and Loan	960	1,030	70	7.3%	32	\$12.73	11
37-2011	Janitors & Cleaners, Ex. Maids/Hsekpng Clean.	8,300	9,260	960	11.6%	254	\$10.98	11
51-5021	Job Printers	370	420	50	13.5%	14	\$16.17	9
25-2012	Kindergarten Teachers, Ex. Special Education	500	540	40	8.0%	10	\$38,355++	5
53-7062	Laborers/Freight/Stock/Material Movers, Hand	10,700	10,870	170	1.6%	367	\$11.43	11
51-4034	Lathe & Turning Machine Tool Setters, O/T, M/P	580	560	-20	-3.4%	11	\$15.60	10
43-6012	Legal Secretaries	1,250	1,340	90	7.2%	33	\$12.30	7
25-4031	Library Technicians	440	500	60	13.6%	22	\$13.94	11
29-2061	Licensed Practical & Licensed Vocat. Nurses	3,090	3,350	260	8.4%	93	\$16.71	7
13-2072	Loan Officers	570	690	120	21.1%	21	\$22.98	5
53-7063	Machine Feeders and Offbearers	470	430	-40	-8.5%	13	\$13.55	11
51-4041	Machinists	2,840	2,860	20	0.7%	68	\$16.20	9
43-9051	Mail Clerks & Mail Machine Op., Ex. Postal Serv.	290	270	-20	-6.9%	9	\$11.21	11
49-9042	Maintenance and Repair Workers, General	6,360	6,890	530	8.3%	175	\$17.66	10
49-9043	Maintenance Workers, Machinery	570	600	30	5.3%	16	\$18.35	11
13-1111	Management Analysts	420	540	120	28.6%	18	\$42.49	4
11-2021	Marketing Managers	280	300	20	7.1%	7	\$43.31	4
17-3013	Mechanical Drafters	410	390	-20	-4.9%	12	\$21.04	7
17-3027	Mechanical Engineering Technicians	390	390	0	0.0%	8	\$19.56	6
17-2141	Mechanical Engineers	1,030	1,020	-10	-1.0%	28	\$27.18	5
29-2012	Medical and Clinical Laboratory Technicians	320	340	20	6.3%	11	\$15.57	6
29-2011	Medical and Clinical Laboratory Technologists	580	620	40	6.9%	20	\$22.88	5
11-9111	Medical and Health Services Managers	810	990	180	22.2%	34	\$33.20	4
21-1022	Medical and Public Health Social Workers	490	590	100	20.4%	18	\$18.67	5
31-9092	Medical Assistants	1,390	2,120	730	52.5%	99	\$11.74	10
29-2071	Medical Records & Health Info. Technicians	760	990	230	30.3%	34	\$13.85	6
43-6013	Medical Secretaries	1,620	1,810	190	11.7%	50	\$12.19	7
31-9094	Medical Transcriptionists	520	560	40	7.7%	14	\$14.14	7
25-2022	Middle School Teachers, Ex. Special & Voc. Ed.	2,130	2,350	220	10.3%	69	\$43,037++	5
49-9044	Millwrights	880	850	-30	-3.4%	21	\$27.42	9
51-9023	Mixing/Blending Mach. Setter/Operator/Tenders	820	740	-80	-9.8%	21	\$15.02	10
49-3042	Mobile Heavy Equip. Mechanics, Ex. Engines	330	360	30	9.1%	10	\$20.59	7
51-4072	Molding/Coremaking/Casting Mach. S/O/T, M/P	1,810	1,860	50	2.8%	50	\$13.73	10
15-1071	Network and Computer Systems Administrators	620	810	190	30.6%	26	\$26.29	5
15-1081	Network Systems & Data Comm. Analysts	260	370	110	42.3%	14	\$27.71	5
43-4141	New Accounts Clerks	200	220	20	10.0%	7	\$10.92	8
31-1012	Nursing Aides, Orderlies, and Attendants	5,990	6,860	870	14.5%	165	\$10.65	11
31-2011	Occupational Therapist Assistants	240	360	120	50.0%	15	\$18.89	6
29-1122	Occupational Therapists	320	440	120	37.5%	16	\$27.32	5
43-9061	Office Clerks, General	7,710	8,290	580	7.5%	229	\$10.89	11
43-9071	Office Machine Operators, Except Computer	270	230	-40	-14.8%	7	\$14.55	11
47-2073	Operating Engineers & Other Con. Equip. Op.	1,130	1,180	50	4.4%	34	\$23.31	10

29-2081	Opticians, Dispensing	670	760	90	13.4%	21	\$13.18	9
43-4151	Order Clerks	890	790	-100	-11.2%	20	\$12.88	11
51-9111	Packaging & Filling Machine Operators/Tenders	1,900	2,060	160	8.4%	54	\$13.02	11
53-7064	Packers and Packagers, Hand	5,480	5,680	200	3.6%	123	\$10.26	11
47-2141	Painters, Construction and Maintenance	1,580	1,730	150	9.5%	39	\$16.21	10
51-9123	Painting, Coating, and Decorating Workers	120	150	30	25.0%	6	\$11.87	11
23-2011	Paralegals and Legal Assistants	420	470	50	11.9%	8	\$17.99	6
41-2022	Parts Salespersons	720	710	-10	-1.4%	21	\$13.38	10
47-2071	Paving, Surfacing, & Tamping Equip. Operators	190	230	40	21.1%	7	\$17.74	10
43-3051	Payroll and Timekeeping Clerks	710	720	10	1.4%	20	\$13.89	10
13-2052	Personal Financial Advisors	260	360	100	38.5%	13	\$41.37	5
29-2052	Pharmacy Technicians	490	610	120	24.5%	18	\$12.53	10
31-2021	Physical Therapist Assistants	540	780	240	44.4%	33	\$17.55	6
47-2152	Plumbers, Pipefitters, and Steamfitters	1,750	2,020	270	15.4%	67	\$23.87	9
33-3051	Police and Sheriff's Patrol Officers	1,960	2,370	410	20.9%	92	\$20.60	9
43-5031	Police, Fire, and Ambulance Dispatchers	340	380	40	11.8%	11	\$14.58	10
43-5051	Postal Service Clerks	250	230	-20	-8.0%	7	\$20.38	11
43-5052	Postal Service Mail Carriers	1,210	1,130	-80	-6.6%	38	\$21.48	11
43-5053	Postal Service Mail Sorters/Proc/Proc Mach. Op.	440	370	-70	-15.9%	12	\$17.74	11
51-5022	Prepress Technicians and Workers	260	240	-20	-7.7%	6	\$14.93	9
51-5023	Printing Machine Operators	630	660	30	4.8%	18	\$14.57	10
21-1092	Probation Officers & Correct. Treatment Spec.	350	390	40	11.4%	10	\$16.28	5
43-5061	Production, Planning, and Expediting Clerks	990	1,030	40	4.0%	28	\$19.02	11
11-9141	Property, Real Estate, & Community Assn Mgrs	180	210	30	16.7%	6	\$27.69	5
27-3031	Public Relations Specialists	380	460	80	21.1%	14	\$18.83	5
13-1023	Purchasing Agents, Ex. Whole., Retail, & Farm	720	760	40	5.6%	22	\$22.48	8
29-2034	Radiologic Technologists and Technicians	720	790	70	9.7%	20	\$19.73	6
53-7081	Refuse and Recyclable Material Collectors	200	220	20	10.0%	7	\$14.00	11
29-1111	Registered Nurses	8,700	9,940	1,240	14.3%	306	\$24.24	6
43-4181	Reservation/Trans. Ticket Agents & Travel Clerks	260	300	40	15.4%	11	\$12.46	11
39-9041	Residential Advisors	200	240	40	20.0%	8	\$10.99	10
29-1126	Respiratory Therapists	550	670	120	21.8%	30	\$20.56	6
41-2031	Retail Salespersons	12,190	14,180	1,990	16.3%	642	\$10.94	11
51-4023	Rolling Machine Setters/Operators/Tenders, M/P	400	370	-30	-7.5%	9	\$16.47	10
47-2181	Roofers	410	470	60	14.6%	16	\$20.44	10
41-9031	Sales Engineers	210	250	40	19.0%	10	\$31.85	5
11-2022	Sales Managers	670	860	190	28.4%	31	\$38.86	4
41-4011	Sales Rep., Wholesale & Mfg, Tech./Sci. Prod.	810	940	130	16.0%	34	\$44.24	10
41-4012	Sales Rep., Wholesale/Mfg, Ex. Tech./Sci. Prod.	5,110	5,960	850	16.6%	219	\$25.61	10
25-2031	Secondary Sch. Teachers, Ex. Spec. & Voc. Ed.	3,530	3,890	360	10.2%	135	\$45,266++	5
43-6014	Secretaries, Ex. Legal, Medical, & Executive	6,290	6,080	-210	-3.3%	121	\$12.46	10
41-3031	Securities/Commodities/Fin. Serv. Sales Agents	470	550	80	17.0%	13	\$38.67	5
33-9032	Security Guards	450	470	20	4.4%	12	\$10.52	11
25-3021	Self-Enrichment Education Teachers	860	1,040	180	20.9%	29	\$12.92	8
51-6031	Sewing Machine Operators	300	340	40	13.3%	8	\$10.87	10
47-2211	Sheet Metal Workers	860	980	120	14.0%	33	\$24.07	10
43-5071	Shipping, Receiving, and Traffic Clerks	2,420	2,450	30	1.2%	53	\$12.62	11
11-9151	Social and Community Service Managers	380	440	60	15.8%	13	\$25.32	5
21-1093	Social and Human Service Assistants	840	1,060	220	26.2%	37	\$12.34	10
25-2041	Special Ed. Teachers, Pre./Kinder./Elem. Sch.	650	720	70	10.8%	23	\$44,401++	5
25-2042	Special Education Teachers, Middle School	330	370	40	12.1%	12	\$44,069++	5
25-2043	Special Education Teachers, Secondary School	490	540	50	10.2%	17	\$45,603++	5
43-5081	Stock Clerks and Order Fillers	5,760	5,330	-430	-7.5%	213	\$10.46	11
47-2221	Structural Iron and Steel Workers	340	390	50	14.7%	12	\$24.30	9
51-2041	Structural Metal Fabricators and Fitters	290	280	-10	-3.4%	7	\$15.85	10
29-2055	Surgical Technologists	230	260	30	13.0%	6	\$17.47	7
17-3031	Surveying and Mapping Technicians	180	230	50	27.8%	12	\$14.90	10
17-1022	Surveyors	160	180	20	12.5%	8	\$24.55	5
43-2011	Switchboard Operators, Inc. Answering Service	640	610	-30	-4.7%	16	\$10.93	11
47-2082	Tapers	150	180	30	20.0%	6	\$18.06	10
25-9041	Teacher Assistants	2,180	2,440	260	11.9%	68	\$23,325++	11

51-2092	Team Assemblers	7,030	6,400	-630	-9.0%	182	\$15.89	10
49-2022	Telecomm. Equip. Install/Repair, Ex. Line Install	540	570	30	5.6%	14	\$20.60	9
49-9052	Telecommunications Line Installers & Repairers	310	370	60	19.4%	15	\$17.75	9
43-3071	Tellers	2,280	2,630	350	15.4%	147	\$10.03	11
49-3093	Tire Repairers and Changers	150	160	10	6.7%	8	\$11.42	11
51-4111	Tool and Die Makers	1,500	1,360	-140	-9.3%	34	\$24.79	9
13-1073	Training and Development Specialists	530	650	120	22.6%	20	\$22.55	5
11-3071	Transportation, Storage, & Distribution Managers	220	260	40	18.2%	8	\$33.79	8
53-3032	Truck Drivers, Heavy and Tractor-Trailer	7,930	9,410	1,480	18.7%	278	\$18.03	10
53-3033	Truck Drivers, Light or Delivery Services	3,080	3,720	640	20.8%	92	\$13.77	11
25-1194	Vocational Education Teachers, Postsecondary	220	250	30	13.6%	8	\$24.04	8
25-2032	Vocational Education Teachers, Secondary Sch.	530	580	50	9.4%	20	\$54,521++	4
51-8031	Water/Liquid Waste Treatment Plant/System Op.	400	420	20	5.0%	16	\$18.27	9
51-4121	Welders, Cutters, Solderers, and Brazers	1,830	1,960	130	7.1%	65	\$17.37	9
51-4122	Welding/Soldering/Brazing Machine Setters, O/T	390	360	-30	-7.7%	11	\$15.31	10
13-1022	Wholesale & Retail Buyers, Ex. Farm Products	400	420	20	5.0%	12	\$22.75	8
43-9022	Word Processors and Typists	550	370	-180	-32.7%	12	\$12.96	10
17-0000	Architecture and Engineering Occupations	7,130	7,520	390	5.5%	207	NA	NA
27-0000	Arts, Design, Entertainment, Sports, & Media Occ.	6,700	7,270	570	8.5%	181	NA	NA
37-0000	Building & Grounds Cleaning & Maintenance Occup.	16,860	19,020	2,160	12.8%	553	NA	NA
13-0000	Business and Financial Operations Occupations	13,270	15,820	2,550	19.2%	498	NA	NA
21-0000	Community and Social Services Occupations	8,020	9,220	1,200	15.0%	271	NA	NA
15-0000	Computer and Mathematical Occupations	4,020	5,020	1,000	24.9%	155	NA	NA
47-0000	Construction and Extraction Occupations	22,090	24,950	2,860	12.9%	709	NA	NA
25-0000	Education, Training, and Library Occupations	24,760	27,470	2,710	10.9%	802	NA	NA
35-0000	Food Preparation and Serving Related Occupations	40,550	45,730	5,180	12.8%	2,092	NA	NA
29-0000	Healthcare Practitioners and Technical Occupations	26,260	30,290	4,030	15.3%	900	NA	NA
31-0000	Healthcare Support Occupations	13,660	17,180	3,520	25.8%	566	NA	NA
49-0000	Installation, Maintenance, and Repair Occupations	21,600	23,640	2,040	9.4%	688	NA	NA
23-0000	Legal Occupations	2,760	2,990	230	8.3%	55	NA	NA
19-0000	Life, Physical, and Social Science Occupations	2,920	3,270	350	12.0%	106	NA	NA
11-0000	Management Occupations	26,350	27,980	1,630	6.2%	574	NA	NA
43-0000	Office and Administrative Support Occupations	68,440	71,060	2,620	3.8%	1,877	NA	NA
39-0000	Personal Care and Service Occupations	13,420	15,460	2,040	15.2%	537	NA	NA
51-0000	Production Occupations	63,030	60,990	-2,040	-3.2%	1,517	NA	NA
33-0000	Protective Service Occupations	6,340	7,310	970	15.3%	288	NA	NA
41-0000	Sales and Related Occupations	45,370	51,110	5,740	12.7%	2,103	NA	NA
53-0000	Transportation and Material Moving Occupations	40,790	43,810	3,020	7.4%	1,220	NA	NA

+ Education/Training Levels	**Abbreviations
1 First Professional Degree	AO = All Other
2 Doctor's Degree	FL Sup/Mgrs = First-Line Supervisors/Managers
3 Master's Degree	M/P = Metal and Plastic
4 Work Experience plus Degree	O/T = Operators and Tenders
5 Bachelor's Degree	S/O/T = Setters, Operators and Tenders
6 Associate Degree	PS = Postsecondary
7 Postsecondary Vocational Training	
8 Work Experience in a Related Occupation	
9 Long-Term On-The-Job Training	
10 Moderate-Term On-The-Job Training	
11 Short-Term On-The-Job Training	
NA Not Available/Applicable	

Source: Ohio Department of Job and Family Services, Bureau of Labor Market Information, July 2005.

**ATTACHMENT N
REFERENCE MATERIALS**

INTERNET LINKS:

USEFUL INTERNET WEBSITES	
Ohio Workforce: This site is the state's main workforce website with a youth section and links to other related websites.	http://www.jfs.ohio.gov/owd/
Workforce Investment Act of 1998 WIA Final Rules and Regulations	http://www.doleta.gov/usworkforce/wia/act.cfm or http://www.jfs.ohio.gov/owd/wia/index.stm
National Youth Employment Coalition: A non-partisan national organization dedicated to promoting policies and initiatives that help youth succeed in becoming lifelong learners, productive workers and self-sufficient citizens. WIA Reauthorization updates and other legislative issues are available at this site. It is a good location to research and find examples of national best practices.	http://www.nyec.org
U.S. Dept. of Labor-Employment & Training	http://www.doleta.gov
Federal Laws and Regulations	http://thomas.loc.gov/
National Youth Development Information Center	http://www.nydic.org/nydic/index.html
American Youth Policy Forum	http://www.aypf.org/index.htm

The foregoing is not intended to be a complete or exhaustive listing of resources that may be helpful in completing your proposal and is offered only as an example of such resources. The Northcoast Regional Workforce Investment System does not warrant or represent that the internet links are accurate, up-to-date or even available. The Northcoast Workforce Investment System is not responsible for the accuracy, availability or timeliness of information contained on any non-Northcoast Regional Workforce Investment System links.