



"Empower, Support, Protect"

Human Services Department
COUNTY OF SONOMA

Employment & Training Division

Youth Education & Employment Services

Including the

Sonoma County Youth Ecology Corps (SCYEC)

Request for Proposals

Mandatory Bidders' Conference: December 15, 2011

For services beginning June 1, 2012

**Proposals are due by 5:00 p.m. on
Thursday, January 19, 2012**

Sonoma County Human Services Department
Employment & Training Division
Youth Education & Employment Services
Request for Proposals

SIGNIFICANT DATES	1
PART ONE – GENERAL INFORMATION	2
I. Introduction and Overview	2
II. Bonus Points	3
III. Funding	3
IV. Eligible Proposers	5
V. Program Participants	5
PART TWO – PROGRAM DESIGN.....	8
I. Program Model.....	8
II. Sonoma County Youth Ecology Corps (SCYEC).....	11
III. Program Administration	15
IV. Collaboration	17
PART THREE – CONTRACTING REQUIREMENTS.....	18
I. Contractor Responsibilities	18
II. Reporting.....	18
III. Monitoring	19
IV. Record Keeping.....	19
V. Legal Requirements to Contract with Sonoma County.....	20
PART FOUR – PROPOSAL DEVELOPMENT	21
I. Requesting an RFP	21
II. Mandatory Bidders’ Conference	21
III. Mandatory Notice of Intent.....	22
IV. Proposal Deadline	22

PART FIVE – INSTRUCTIONS FOR PROPOSAL PREPARATION.....	23
I. Notice of Intent (Mandatory)	23
II. Proposal Submission Requirements	23
III. Proposal Checklist.....	24
IV. Proposal Narrative.....	24
VI. Resolution of Alignment with Upstream Investments	26
VII. Budget Instructions and Forms.....	26
VIII. Agency Exhibit Packet.....	26
PART SIX – PROPOSAL REVIEW.....	27
I. Proposal Review and Grant Award Process Overview	27
II. Minimum Qualifications	27
III. Proposal Review Committee	27
IV. Evaluation and Scoring.....	28
PART SEVEN – FORMS AND ATTACHMENTS.....	31
I. Proposal Forms	31
II. Budget Forms.....	31
III. Attachments	31
Errata	52

Sonoma County Human Services Department
Employment & Training Division
Youth Education & Employment Services
Request for Proposals Schedule

SIGNIFICANT DATES

Release of RFP	Thursday, December 8, 2011
Bidders' Conference *MANDATORY* 2227 Capricorn Way Santa Rosa	Thursday, December 15, 2011 9:00 a.m. – 11:00 a.m. Santa Rosa Room
Notice of Intent to Submit a Proposal *MANDATORY*	5:00 p.m. Tuesday, January 3, 2012
Proposal Submission Deadline	5:00 p.m. Thursday, January 19, 2012
Proposal Review	January 20, 2012 to February 10, 2012
Release of Funding Recommendations	February 10, 2012
Youth Council Executive Committee acts on Funding Recommendations	Thursday, February 23, 2012
Workforce Investment Board Executive Committee acts on Funding Recommendations	Wednesday, March 14, 2012
Contract Negotiations	March 15, 2012 to April 1, 2012
Board of Supervisors Action	Tuesday, April 24, 2012
Services Begin	Friday, June 1, 2012

***With the exception of the proposal submission deadline
and the date services begin, all dates are subject to change.***

PART ONE – GENERAL INFORMATION

I. Introduction and Overview

This Request for Proposals (RFP) is being issued by the Sonoma County Human Services Department, Employment & Training Division (County), which offers employment and training services to residents of Sonoma County. The County is the designated administrative entity and fiscal agent for the Sonoma County Workforce Investment Board (WIB) for services funded by the federal Workforce Investment Act (WIA) and other funding sources.

The Youth Education & Employment Services program is based on the Workforce Investment Act of 1998 to make available 10 required program elements to youth who are served by the WIA funds. These program elements are designed to fill the gaps in the lives of youth who may lack the family, educational, and/or social framework to prepare them in making a successful transition to adulthood and further education and employment opportunities. The Youth Education & Employment Services (YEES) program also includes the Sonoma County Youth Ecology Corps (SCYEC).

The WIB, in coordination with its Youth Council, is seeking proposals from qualified agencies to administer the Youth Education & Employment Services program that includes the targeted focus of work experience opportunities. This RFP combines the former year-round WIA youth program and the Sonoma County Youth Ecology Corps (SCYEC) into one continuous program supported by a blend of funding sources.

Due to the program being funded in part by WIA funds, proposals and subsequent agreements must be consistent with WIA requirements. Non-WIA funding is being provided by the Sonoma County Water Agency for the SCYEC program to increase work experience opportunities to a larger number of youth than would otherwise be available using WIA funding alone.

SCYEC is a workforce training and ecosystem education program aimed at employing youth and young adults while teaching environmental stewardship. The coalitions of public organizations who support the SCYEC include the WIB, Sonoma County Human Services Department, Sonoma County Water Agency, and the Sonoma County Office of Education. For more information on SCYEC, please visit the following website: <http://youthecologycorps.org/>

The goal of the Youth Education & Employment Services program is to assist both in-school and out-of-school youth and young adults to obtain long-term academic and employment success and to provide a means to develop the potential of youth as citizens, employees and leaders in the community.

Goals of the Youth Education & Employment Services program include:

1. Prepare youth for post-secondary educational opportunities, including advanced training or occupational skills training.
2. Provide strong connections between academic and occupational learning.
3. Provide services to older and out-of-school youth to promote and achieve gains in educational functioning levels.
4. Prepare youth for paid or unpaid employment opportunities.

The Youth Education & Employment Services program strives to be based on activities, practices, services, or programs (hereafter referred to as services) that have proven to be effective. Effective services are those that can show a link between the service and the desired outcome. Evidence of effectiveness can include:

1. Evidence-based approach as documented by literature or experts.
2. Local data on short-term participant outcomes.
3. Local data on changes in participant knowledge, skills, attitude, or behavior.
4. Literature documenting a sound underlying principle – in other words, no hard data but based on principles that have been proven effective.
5. Other evidence, with a full explanation of how the evidence demonstrates effectiveness.

II. Bonus Points

Bonus scoring points will be awarded to local service providers to align with the Board of Supervisors Local Preference Policy adopted on September 13, 2011. This policy was put in place to help retain local dollars within the community and strengthen local employment. A local service provider is defined as a business or consultant who has a valid physical address located within Sonoma County from which they operate or performs business on a day-to-day basis, and holds a valid business license, if required, within the jurisdiction of Sonoma County. For more information visit the website at: <http://www.sonoma-county.org/purchasing/selling.htm>

Bonus scoring points will also be awarded for alignment with the Sonoma County Upstream Investments Policy. Proposers are encouraged to review the Sonoma County Upstream Investments website at <http://www.sonomaupstream.org/>. The Upstream Investment Policy is sponsored by the Sonoma County Board of Supervisors and is a prevention-focused model that targets the factors that lead to societal problems by intervening early with evidence-based programs and policies to reduce the occurrence of these problems before they require more drastic and expensive services. Bonus scoring points will be awarded for evidence based practices, promising practices, and emerging practices which are included in the Portfolio of Model upstream Programs. Proposers may contact info@SonomaUpstream.org or 707-565-5800 for assistance in submitting the services to the Portfolio that they intend to include in their response.

III. Funding

Current estimated commitments for funding for Youth Education & Employment Services include WIA and Sonoma County Water Agency funding.

Funds will be awarded for the Youth Education & Employment Services program (including the SCYEC) beginning June 1, 2012 through June 30, 2013. It is estimated that \$1.47 million of WIA and non-WIA funding will be available in the 2012-13 program. Expansion of the program may be made possible as additional funding is identified and received.

Proposers must have the capacity to provide the services outlined in this RFP beginning June 1, 2012. There will be no start-up costs or advanced funds provided. Proposers must also demonstrate that they have the capacity to increase their service levels if additional funding is identified.

No obligation or commitment of funds will be allowed beyond this initial agreement period. Agreements may be renewed for up to two program years after the first year, depending on funding availability and satisfactory contractor performance.

Funding sources for the Youth Education & Employment Services program may have differing rules and requirements for the use of funds. Selected service provider(s) must comply with all requirements attached to the funding source including federal, state, and county regulations; policies; procedures; and non-WIA contributors' requirements.

State, federal, and local funding levels are uncertain and subject to change, therefore all awards are subject to funding availability. The actual funding allocation may be increased or reduced, and the service provider(s) selected through this RFP may be required to increase or reduce program expenditures accordingly.

In the event a current Youth Education & Employment service provider is not awarded the contract for services beginning June 1, 2012, all on-going responsibilities of the current WIA youth program will be transferred to the awarded service provider. The current service provider will be responsible for working with the awarded provider to ensure a smooth transition for the youth enrolled in the program.

A. WIA Funding

WIA funds are federal U.S. Department of Labor funds received by the Sonoma County Board of Supervisors and are administered by the Sonoma County Human Services Department (HSD) under the policy direction of the Sonoma County WIB and its Youth Council through contractual agreements with the selected provider(s). For more information about WIA, please visit the following website: <http://www.doleta.gov/usworkforce/wia/act.cfm>.

WIA funds are used to provide comprehensive youth education and employment services mandated by WIA regulations, which include the targeted focus of paid work experience opportunities.

1. It is estimated that \$900,000 in WIA funding will be available in the 2012-13 program year to deliver all WIA components.
2. A portion of the estimated \$900,000 WIA allocation must be targeted for the SCYEC employment component. Proposals shall include amount of funding and number of proposed youth to be served with WIA funds for SCYEC employment opportunities.
3. WIA funds are subject to state and federal oversight requirements.

B. Non-WIA funding

SCYEC includes the use of non-WIA funds contributed by outside agencies or organizations and are administered by the County under the policy direction of the WIB and its Youth Council through contractual agreements with the selected proposer(s).

Non-WIA funds are used exclusively for the SCYEC program as leveraged funds in order to provide paid work experience opportunities to a larger number of youth than would be available using WIA funding alone.

1. It is estimated that \$572,000 in funding from the Sonoma County Water Agency will be available in the 2012-13 program year for SCYEC.
2. Non-WIA funds are subject to requirements set by the contributing funding agency or organization.

IV. Eligible Proposers

Eligible proposers include private for-profit, and public or private non-profit agencies, including federally-recognized tribes. Services must be available county-wide for youth participants in the Youth Education & Employment Services program. Proposers may submit a proposal to provide services to a specific geographic region of the county, multiple geographic regions, or for county-wide services.

Agencies may choose to deliver services alone or establish partnerships with other organizations and submit a single proposal as a consortium.

If multiple agencies submit a proposal as a consortium, a single agency must serve as the lead agency. The lead agency will function as the fiscal agent and as a coordinator of services among agencies, ensuring that all services are available to youth in the region(s) and providing oversight, information exchange, and administrative and fiscal support. A lead agency is required to establish formal agreements with the other service providers included in the proposal. A lead agency must demonstrate its capacity to oversee collaborative projects by either showing past success or clearly outlining a plan for oversight. If a proposal includes a consortium, a written agreement outlining a partnership plan between all participating agencies must be submitted with the proposal and is subject to approval by County prior to agreement finalization.

V. Program Participants

Program participants will consist of WIA eligible youth who are or will be enrolled in the WIA program, which includes the SCYEC, as well as Non-WIA youth who are or will be enrolled in only the SCYEC program.

Eligibility requirements and age criteria will differ depending on the funding source. All enrollees in the comprehensive WIA services program must be eligible based on WIA regulations and requirements. At this time, only the SCYEC program is funded by both WIA and non-WIA sources. SCYEC will have separate age and eligibility criteria that differ from WIA. All participants must be tracked according to funding source. County staff will approve final eligibility for all youth participants enrolled in the Youth Education & Employment Services program.

Selected service provider(s) must ensure that any applicant who does not meet the eligibility criteria of either WIA and/or SCYEC, or for other reasons cannot be served, is referred to other appropriate programs or services that can assist the youth.

A. Targeted Groups

Targeted groups are youth that are economically disadvantaged 14-24 year olds, especially:

1. Youth in the justice system.
2. Youth with disabilities or an Individualized Education Plan (IEP).
3. Pregnant or parenting teens.
4. Current or former foster youth.

5. Youth in CalWORKs.

Other populations to be served will be considered based on strategies outlined in the proposal. Proposers must also have the ability to serve participants who are not fluent in English.

B. Eligibility for WIA Services

Youth are eligible for WIA services if they meet all of the following criteria:

1. Are 14–21 years of age at the time of application.
2. Are low-income as determined by state and federal guidelines.
3. Provide right to work documentation. Please refer to Attachment A.
4. Obtain one letter of recommendation from teacher, employer or other adult who is not a family member.
5. Males 18 years old or older who have registered for Selective Service.
6. Youth has at least one of the following barriers:
 - a. Deficient in basic literacy skills.
 - b. School dropout.
 - c. Unemployed or underemployed.
 - d. Homeless, runaway, or foster child.
 - e. Pregnant or parenting youth.
 - f. Offender.
 - g. Have aged out of the foster care system.
 - h. Referred or being treated for substance abuse issues.
 - i. Have left education system with an active IEP.
 - j. Potential school drop-out, defined as:
 - i. Two grade levels below his/her age group.
 - ii. Referral from school for:
 1. Attendance problems.
 2. Behavior problems (suspension or detentions).
 3. Court-ordered placement.
 4. Individualized Educational Plan (IEP).
 5. Problems completing graduation requirements.
 6. On school D or F list.
 7. Did not pass High School Proficiency Test.

C. Eligibility for Non-WIA funded SCYEC

Eligibility may vary due to requirements set forth by funding source. Requirements may include meeting specific age requirements. All youth must provide right to work documents. Please refer to Attachment A.

1. The Sonoma County Water Agency (SCWA) has set the following eligibility requirements for youth funded with SCWA dollars.
 - a. Youth are 16-24 years old.
 - b. Youth must obtain at least one letter of recommendation from a teacher, employer or adult who is not a family member.
 - c. Preference is given to past participation in SCWA Community Service days.

D. Census Data

Census data has been provided and shows the distribution of low-income youth in Sonoma County. This information is being provided to show the approximate distribution of potential Youth Education & Employment Services in Sonoma County. Please refer to Attachment B.

E. VOS (Virtual One Stop) Data System

VOS is a web-based data and case management tracking system used by the County to track WIA participants. However, all youth participants (WIA and non-WIA) served by the YEES program are to be entered into the VOS data system by the service provider. Requirements for VOS utilization may vary by funding source, however, all WIA youth services and activities shall be entered, updated and maintained by the service provider. Please see the following link for access to VOS: <https://www.joblinksonomacounty.com/>

PART TWO – PROGRAM DESIGN

I. Program Model

Youth Education & Employment Services is a comprehensive program based on the 10 required elements for youth who are served by the WIA youth system. Non-WIA youth may be enrolled solely in the SCYEC program.

Proposed programs should provide youth with experiences that teach the relationship between academic learning, its application to the workplace, and its connection to careers. Design of programs must stress the importance of youth learning, practicing and demonstrating work maturity skills important to local employers (sometimes known as “soft skills”), such as:

1. Punctuality - Showing up to work, meetings and appointments on time.
2. Dependability - Showing up to work regularly every day.
3. Appropriate grooming - Arriving to work clean and dressed appropriate to the work place.
4. Ability to work independently and as part of a team - Can demonstrate ability to contribute to work goals independently or as a contributing team member; and demonstrate initiative and ability to solve problems.
5. Ability to communicate and listen actively – Can demonstrate improved communication skills and the ability to apply critical listening skills when learning work tasks.

A. WIA Required 10 Elements

The following 10 elements *must be made available to every WIA youth participant*, however referrals can be made to other resources to fulfill this requirement. The most effective programs are those that connect these elements through a collaboration of community resources.

Provision for each of the 10 elements must be addressed in all proposals.

1. Tutoring, study skills training, and instruction that lead to the completion of secondary school and include dropout-prevention strategies and basic skills instruction. This will include instructional services that assist out-of-school youth to show gains in Literacy and Numeracy under the WIA Youth Performance Measures (please refer to Attachment C).
2. Alternative secondary school services that include referral services and development of linkages to ensure coordination with the YEES program.
3. Summer employment opportunities that are directly linked to academic and occupational learning. The SCYEC is the primary mechanism for summer employment. It is expected that the majority of summer employment opportunities are to be crew-based.
4. Paid or unpaid work experience opportunities are structured opportunities, which occur in the workplace for a specific period, connect with individual plans of service, and support goal achievement. Paid and unpaid work experience opportunities may include internships, job shadowing, and short term employment. The SCYEC is the primary mechanism for paid and unpaid employment.

NOTE: The SCYEC program is comprised of paid summer employment opportunities and paid or unpaid work experience opportunities program elements, however, the SCYEC program design includes leadership development, occupational skill training, and mentoring opportunities.

5. Occupational skills training including apprenticeship programs. In the case of older and out-of-school youth, additional occupational skills training services may be provided at Job Link, Sonoma County One-Stop Career Center. These services include access to vocational assessments, workshops pertaining to identifying appropriate career opportunities, and securing employment. Also, if deemed necessary for securing gainful employment, funding for short term vocational training may be available through WIA funding. However, service providers must first seek non-WIA occupational skills training and other financial resources to assist youth before accessing WIA funds.
6. Leadership development opportunities including community service and peer-centered activities encouraging responsibility and other positive social behaviors. Leadership activities should take place during non-school hours, may be coordinated with local schools or other existing leadership opportunities, and may include:
 - a. Exposure to post-secondary educational opportunities.
 - b. Peer mentoring and peer tutoring.
 - c. Organizational and team work training.
 - d. Service learning projects.
 - e. Involvement with local non-profit boards looking for youth participation, including the Youth Council.
 - f. Training in decision-making and prioritizing.
 - g. Citizenship training in areas such as life skills, budgeting, parenting, appropriate work behavior, and social responsibility, including the importance of preventing out-of-wedlock pregnancies.
 - h. Training in positive social behavior, including positive attitude development, self-esteem building, cultural diversity, work simulation activities, and other soft skills development.
7. Supportive services to reduce the barriers to success in school and work, including referrals to other agencies in the community to assist youth with specific needs. Supportive services may include:
 - a. Linkage to social, medical, and housing services, education assistance, and other needed services.
 - b. Assistance with uniforms, appropriate work attire, and work-related tool costs.
 - c. Assistance with transportation costs, including bus passes to ensure youth are able to participate in work experience opportunities.
8. Mentoring to match youth with adults who have similar interests and backgrounds and will continue the relationship for a minimum of twelve months. Work-based mentoring may take place in conjunction with a job or internship activity. Mentoring may begin before the youth exits the program and continue beyond exit and can be part of the required follow-up services.

9. Mandatory follow-up services for 12 months after the completion of participation. All WIA youth participants must receive follow-up services for a minimum of twelve months after exiting the Youth Education & Employment Services program. Follow-up services must consist of case management services combined with other services, depending on the individual needs of the youth. Examples of follow-up services include:
 - a. Leadership development and supportive services, as described above.
 - b. Work-related peer-support groups.
 - c. Periodically scheduled group or individual meetings to discuss educational and career goals.
 - d. Assistance in obtaining or retaining jobs, career development, and in pursuing further educational opportunities.
 - e. Monthly contact including but not limited to phone calls, e-mails, and in-person visits.
 - f. Regular contact with a youth's employer and assistance in addressing work-related problems.
 - g. Adult mentoring.
 - h. Tutoring or school-based study groups.
 - i. Any other appropriate activities necessary to support the participant.
10. Comprehensive guidance and counseling which may include drug and alcohol abuse counseling and referral, as appropriate.

B. WIA Youth Performance Measures and Outcomes

The selected service provider(s) will be expected to meet the WIA Youth Performance Measures for WIA youth. WIA measures are fully explained in Attachment C. These performance measures are subject to change based on guidance received from the California Employment Development Department.

At a glance, the WIA Youth Performance Measures and levels of expected engagement are:

- | | |
|---|-----|
| 1. Placement in employment or education | 65% |
| 2. Attainment of degree or certificate | 61% |
| 3. Literacy and Numeracy gains | 40% |

Other performance measures and outcomes may include those from the Youth Council Logic Model for the Youth Education & Employment Services program (please refer to Attachment D) and the following:

1. Number of youth served who attained high school diplomas or equivalents.
2. Youth progress in attainment of work ready certificate.
3. Cost per youth served.
4. Demonstrated improvement of basic academic and employment skill competencies, including literacy gains, of youth enrolled.
5. Effectiveness of youth engagement and youth development.
6. Matching youth to job opportunities.

7. Development of effective connections to employers that lead to paid and unpaid employment opportunities.
8. Assessment of service provider's case management data and documentation in the VOS data system.

C. WIA Out-of School Youth Participant Requirement

At a minimum, 30% of WIA funds must be used to provide activities to out-of-school WIA eligible youth. The selected service provider(s) will also be required to have a minimum of 30% WIA youth enrollments who are defined as out-of-school youth. Both the 30% expenditure and the 30% enrollment requirements must be met.

The WIA defines an out-of-school youth as:

1. A youth who is a school drop-out; or
2. A youth who has graduated from high school or holds a GED, but is basic-skills deficient, unemployed, or underemployed.

Please note: A youth who is attending an alternative school is not considered a drop-out under WIA Title I.

II. Sonoma County Youth Ecology Corps (SCYEC)

Sonoma County is targeting the work experience components (called SCYEC) of the required WIA 10 elements as the focus of the Youth Education & Employment Services program. SCYEC includes both paid and unpaid work opportunities. SCYEC will be funded by both WIA and non-WIA sources.

In the SCYEC, youth participants will work in crews to complete quality projects which benefit the community and provide instruction on environmental stewardship. Participation in SCYEC will lead youth to a sense of accomplishment, instill a strong work ethic, encourage the return to school, increase and/or reinforce the youth participants' awareness of the relationship between educational and vocational skills acquisition, and enhance the future employability of youth participating in the program.

Selected service provider(s) will be the employer of record for youth participating in SCYEC. Proposer(s) must have a payroll system with the capacity to support the temporary employment of youth participants.

Work sites must be with public or non-profit agencies. The County works with project partners that either identify project worksites (host sites) where work can be completed, contribute funding to complete projects that benefit the contributing agency, or both.

Examples of desirable SCYEC project activities include, but are not limited to:

1. Building of playground equipment, picnic tables, park benches, footbridges, trails, and community gardens.
2. Repair of and improvements to public buildings, landmarks, parks, and waterways.
3. Complete ecology-based projects such as creek and habitat restoration.

Crew-based projects are the focus of the SCYEC. However, on a limited basis, youth can be placed in a non-profit or public organization in an individual paid or unpaid internship.

It is expected that selected service provider(s) will also identify project host sites and develop work crew sites and/or individual sites in public and/or non-profit organizations as SCYEC options. Priority will be given to County-identified worksites.

A. WIA Funded Paid SCYEC

1. Participants must be WIA eligible and be between 14-21 years of age.
2. Number of worksite placements (or slots) to be determined by proposer(s).
3. Priority is given to crew work, however, limited individual placements can be proposed. A crew is defined as 6-8 youth with an adult crew leader.
4. Compensation will be provided in the form of youth wages (minimum \$8 per hour).
5. Participants under 18 years of age must obtain a work permit (please refer to Attachment E).

B. Non-WIA Funded Paid SCYEC

Funders may set eligibility, including age, wage, and other criteria.

C. Sonoma County Water Agency Host Site Projects

The SCWA is providing an estimated \$572,000 in funding in FY 2012-13 for paid work in the SCYEC. SCWA sites use a crew based model with 8 youth and 1 crew leader. Water Agency crew work will provide youth with the opportunity to develop their work skills and progress to higher level work with more responsibility. The SCWA crew model envisions a progressive system where younger youth in entry level crews learn skills and move on to "senior" level crews or crew leaders in the future.

For further detail of work crew structure beyond what is listed below, please refer to Attachment F.

1. Participants must be between 16-24 years of age.
2. Entry Level Crew: 16-17 year olds will be placed on entry level crews, however 18-24 year olds can also be in entry level crews. Youth will be paid \$8 per hour and are 50% funded by SCWA and 50% by WIA, therefore, at least 50% of the crew members must be WIA eligible. Entry level crew members will gain valuable experience and have the opportunity to advance into "senior" crews. Entry level crews will work 6 hours per day, 4 days per week. SCWA will provide tools, but not transportation.
3. Senior level crews: 18 to 24 years old and are paid \$10 per hour due to the use of power tools and other higher levels of responsibility required. These crews are 100% funded by SCWA funds, but should include WIA-eligible youth. Senior crews will work 7 hours a day, 4 days per week. SCWA will provide the required tools and transportation to and from worksites.

D. SCYEC Unpaid Work Experience Opportunities

Unpaid work experience must be made available to youth participants as needed. Unpaid work experience may include community service projects, such as the SCWA's Community Service days, or allowing low-risk older youth offenders (18-21) to work off hours of debt as an alternative to incarceration.

Participants under 18 year of age do not need a work permit for unpaid work experience, but do require a "Request for Volunteer/Unpaid Trainee Authorization for California Minors" (Attachment G - CDE Form B1-6) to inform the parent or guardian, and the local education agency of the minor's placement.

E. SCYEC Work Experience Administration

1. Participant Assessment

The selected service provider(s) is expected to conduct a participant orientation to the activities planned and conduct an assessment to match the participants to the SCYEC projects based on their interests in exploring occupational areas, or their need for work readiness skills training.

2. Work Permit

School districts issue work permits. Service provider(s) should make timely arrangements with the school district in their region so that participants that require work permits will have their permits prior to beginning their paid SCYEC activity. Work permits must list the worksite and be available for review at the service provider's office. Please refer to Attachment E for information on work permits and who is required to obtain one.

3. Work-Ready Certificate

All youth enrolled in SCYEC must be introduced to the Sonoma County Office of Education's Work-Ready certificate program developed by the Youth Council and the Sonoma County Office of Education (please refer to Attachment H). Youth must be encouraged to complete the requirements to improve their work-readiness skills. For more information regarding the Sonoma County Work-Ready Certificate, go to the Sonoma County Office of Education Web site at <http://www.scoe.org/pub/htdocs/work-ready.html>.

4. Safety

Service provider(s) are responsible for providing a safety orientation to their participants, and other appropriate staff members.

Crew leaders will be required to attend all safety and orientation trainings provided by the County or project funders.

Service provider(s) must provide workers' compensation coverage for paid and unpaid work experience.

Any injury sustained at the work experience sites that require a doctor or emergency room visit must be reported immediately to the Employment & Training Director on the day of the injury, followed by a written injury report.

6. Staffing for Crew Work

Service provider(s) must provide a minimum of one adult crew leader for each participant crew at all times. It is not the responsibility of the host work site to provide supervision; it is the responsibility of the selected service providers.

Crew size may vary dependent on the projects' needs, but is expected to be in the range of 6-8 participants. SCWA crews are 8 members.

7. Program Management

The County requires that each worksite be monitored by the contracted service providers at least once per week to ensure a safe, sanitary, and quality program is being provided.

8. Project Costs

In most cases, costs for materials and equipment will not be provided through the awarded funds. The expectation is that the required materials and equipment will be provided by the project host, or alternate funding will be sought by providers. Cost of transportation, small tools, protective clothing, raingear, first-aid needs, and miscellaneous supplies may be budgeted in your proposal. The County will provide T-shirts for SCYEC project crews.

Other than SCWA senior crews, agencies may have to provide transportation for crew members to and from work sites.

9. Evaluations

Various evaluations will be performed for the SCYEC program, both at the provider level and for the overall program.

- a. The County is conducting a longitudinal study of participants in the SCYEC component. Service providers will be required to gather data for youth participating in SCYEC, which will aid the County and service providers in evaluation efforts. Contract agreements will delineate what data will be collected.
- b. Written evaluations for individual participants are to be completed at the beginning, after 2 weeks, after four weeks, and monthly thereafter with a final evaluation at the end of the project. Copies of all evaluations will be provided to the participant.
- c. Youth shall have the opportunity to provide feedback about the program by completing a survey at the end of each project.
- d. Service providers are required to enter and maintain youth application data in the VOS data system. Providers will also retain a hard copy application for all youth not enrolled in SCYEC, along with documentation for non-selection.
- e. Service provider(s) shall provide information about their performance measures. These measures may include, but are not limited to, the following:
 1. Number of youth enrolled in SCYEC and funding source
 2. Number of youth in unpaid SCYEC positions
 3. Number of youth in paid SCYEC positions
 4. Attendance of all youth by location
 5. Number of youth who successfully complete the SCYEC program
 6. Youth participants demographics
 7. Other information as identified by the County or other funder

III. Program Administration

The County will provide training and document templates to administer the program to selected service providers. The selected service providers will be responsible for the following administrative services:

A. For All Youth (including WIA and non-WIA).

1. Outreach and Recruitment

Providers have the primary, but not the sole, responsibility for conducting outreach and recruitment to identify program participants. Funding agencies may have targeted populations that will be referred to agencies for mandatory consideration.

2. Screening and Eligibility

Providers will screen applicants for suitability for program participation. Eligibility for program participation may vary depending on the requirements set by the funder. Providers are encouraged to enroll youth referred by SCYEC funding agencies. Reasons for non-enrollment shall be documented by the provider and kept with the application.

3. VOS Data Requirements

Applications for all youth who are enrolled must be entered into the VOS data system.

4. Referral to Services

Ensure that any youth who express or identify a need, are referred to appropriate services or agencies for assistance.

B. For WIA-Funded Youth

1. Documentation of Eligibility

Providers will complete a fully documented eligibility determination packet. County will provide final approval of WIA eligibility before any services are provided to youth participants. The County has the sole authority to approve final eligibility of applicants under relevant laws and regulations. All data must be entered in the VOS data system prior to final eligibility approval.

The WIA Eligibility Guide can be found on the web at:

http://www.edd.ca.gov/Jobs_and_Training/pubs/rwiad04-18.pdf.

2. Assessment

Conduct an in-depth objective assessment for each WIA participant that includes pre and post-testing for basic literacy skills; a review of occupational skills, prior work experience, employability, interests and aptitudes; an evaluation of support service needs; and the developmental needs of the participant.

WIA youth must be tested for basic skills using the Comprehensive Adult Student Assessment System (CASAS) assessment tool within 30 days of the enrollment date or provide documentation that testing occurred no more than six months prior to enrollment; and pre-test for Literacy and Numeracy skill level no later than 60 days after the youth's initial enrollment date. Service providers may administer any other form of assessment that is either a part of

the program or viewed as necessary to assist with employability enhancement.

2. Individual Service Strategy (ISS)

Develop an Individual Service Strategy (ISS) to address each WIA participant's unique needs and barriers as identified in the objective assessment. The ISS will specify a delivery method to meet those needs or overcome the barriers identified. The level of services needed by a participant will determine the program elements to be included in the ISS.

3. Skill Goals

Skill goals may be included in the ISS and used as a tool for measuring youth objectives. Skill goals are categorized as basic skills, work readiness skills, or occupational skills. If a WIA participant is basic skills deficient, a basic skills goal must be set. Skill goal attainment will be measured one year from the time the goal was set.

Skill attainment must be documented by using generally accepted and recognized assessment and measurement techniques. The following criteria must be met:

- a. Pre-assessment that determines that the skill goal chosen had not yet been attained at the time of program enrollment.
- b. Post-assessment that shows that the skill goal was attained within one year of setting the goal.
- c. Documentation that shows attainment of the skill goal is due to program intervention.

4. Literacy and Numeracy

WIA participants who are out-of-school and are determined to be basic skills deficient (as a result from taking the CASAS assessment), are required to receive training to increase literacy and/or numeracy skills. Participants must be pre-tested within 60 days of the initial participation date and must be post-tested (using the same test as was used for the pre-test) by the end of one year of participation. In order to be considered successful, the participant must advance one or more Adult Basic Education (ABE) functioning levels, which is equivalent of two grade levels. If a participant continues to be basic skills deficient after the first 12 months of participation, they are to continue receiving training in literacy and/or numeracy skills. Participants should be post-tested again at the completion of the second year.

5. Case Management

Contractors shall provide case management for all WIA youth to coordinate service delivery and quality assurance. The case manager must work in partnership with the youth to implement their ISS plan. The case manager will connect youth to program components, track the progress of each youth to ensure the quality of the services provided, and ensure that each youth achieves the planned outcome goals. Services must be documented in the VOS case management system.

IV. Collaboration

WIA places emphasis on serving youth within a comprehensive workforce development system and requires establishing connections with other organizations serving youth. Service providers will be expected to demonstrate collaboration with other entities to expand services for youth and to promote program sustainability. Each agency selected to operate this program must be able to:

- A. Create partnerships to organizations that serve youth, particularly the target populations, and create a referral system to connect youth to service organizations and/or programs that provide targeted services to youth.
- B. Connect with Voice Our Independent Choices for Emancipation Support (VOICES), a One-Stop for emancipating foster youth, and provide co-located staff hours at VOICES for a mutually agreed upon commitment of time.
- C. Identify programmatic resources and/or leveraged funding to broaden the program and delivery of youth services.
- D. Establish effective connections with employers for both paid and unpaid SCYEC sites.
- E. Coordinate services with the Sonoma County One-Stop system, Job Link.

PART THREE – CONTRACTING REQUIREMENTS

I. Contractor Responsibilities

Service provider(s) selected will be responsible for the following:

- A. Providing services specified in this RFP to WIA-eligible and non-WIA youth.
- B. Ensuring safety requirements, such as OSHA regulations and CPR certified staff are implemented and provided at work sites.
- C. Maintaining a skilled workforce with on-going training to address the needs of the population and service delivery.
- D. Coordinating with County staff to ensure that required reports and fiscal claims are submitted in entirety, accurately, and on time.
 - 1. This includes timely input of data into the web-based VOS data system and other web-based data systems that may be identified by the County with complete and accurate information on all youth participating in SCYEC and WIA comprehensive services.
- E. Ongoing coordination with County staff and attendance at both County and funder-required meetings or training sessions and regularly scheduled operator meetings.
- F. Tracking and documenting program outcomes, goals, objectives and youth demographic data as required by WIA or other funding sources or as requested by the County.
- H. Providing culturally and linguistically competent services.
- I. Ensuring all locations at which services are provided meet the following conditions:
 - 1. Must be adequately supervised.
 - 2. Maintained in a safe and sanitary condition.
 - 3. Accessible to disabled individuals.
 - 4. Compliant with federal and state laws.
 - 5. Nonsectarian.
 - 6. Located within reasonable walking distance to public transportation.

II. Reporting

A. Program Reporting

Service provider(s) will be responsible for submitting accurate documents, forms and reports on time and in the manner prescribed by the County. This will include Management Information Systems (MIS) input of participant information into the VOS data system and includes enrollment, progress reports, and other information needed by the County to monitor provider performance.

B. Fiscal Reporting

Service provider(s) will receive reimbursement for costs by submitting monthly cost statements together with a request for payment by the tenth day of the following month. Service provider(s) will be responsible for monthly breakout of costs for both WIA and non-WIA participants. Additionally, costs expended on out-of-school WIA youth will be tracked to ensure that the 30% minimum funding condition is being met.

Payments may be withheld if monthly and quarterly reports are not provided timely and/or accurately. Payments may also be withheld if documentation in VOS or provided by the service provider for use by County in determining eligibility is inaccurate, incomplete, or lacks other supporting documentation or evidence.

III. Monitoring

Routine monitoring of programs may be conducted by county, state, or federal staff. Service provider(s) may be visited at any time by representatives of the Youth Council, the WIB, the Human Services Department, Sonoma County Water Agency, the County of Sonoma, the State of California, the Department of Labor, or contractors of these units of government, and others who have a direct concern in administration of WIA projects.

All agency records must be available for inspection. All areas of the program will be subject to examination, which may include, but not be limited to, inspection of participants' case files and applications and inspection of financial bookkeeping records. Youth participants may be interviewed to verify eligibility to ensure that proper personnel procedures required under the WIA are being followed and to ensure provision of adequate services as prescribed by agreement.

In addition, monitoring may include interviews with employers, supervisors, instructors, and staff of agencies partnering with the contractor to ensure provision of agreed-upon services. If after all other corrective action fails to improve provider's compliance with agreement requirements or performance goals, the County reserves the right to discontinue contract renewal during the 3 year RFP cycle.

IV. Record Keeping

Service provider(s) will be expected to maintain complete, up-to-date and accurate records and management controls.

- A. WIA individual case management data must be entered, updated and maintained in the VOS data and case management system. The individual case file must contain, at a minimum, all WIA required eligibility, case management, and appropriate back up documentation as needed. Other documentation requirements may be included as determined by the County or other funders.
- B. For SCYEC case files, the following documents are required:
 - 1. Sonoma County Youth Ecology Corps Program Case File Cover Sheet.
 - 2. Sonoma County Youth Ecology Corps Program Youth Applicant Information including parent/guardian signature if youth is under 18 years old.
 - 3. Copy of signed VOS application.
 - 4. Sonoma County Youth Ecology Corps Authorization for Release of Confidential Information including parent/guardian signature if youth is under 18 years old.
 - 5. Sonoma County Youth Ecology Corps Grievance and Complaint Procedure including parent/guardian signature if youth is under 18 years old.
 - 6. Sonoma County Youth Ecology Corps Non-Discrimination and Equal Opportunity Notice including parent/guardian signature if youth is under 18 years old.
 - 7. Right to Work documents.
 - 8. Letter of Recommendation(s).

9. Any other documentation required by the County or funder.

C. Fiscal Documentation

Service provider(s) will be expected to maintain complete fiscal and accounting records including, but not limited to, backup documentation to the agreement budget, demonstration of acceptable accounting methods to disburse costs, WIA and non-WIA costs, and demonstration of the 30% minimum expenditure rate for WIA out-of-school youth.

V. Legal Requirements to Contract with Sonoma County

Service providers will sign an agreement with the Sonoma County Human Services Department to provide the services and activities indicated in this RFP.

In order to contract with the County, service providers must:

- A. Be legally capable of entering into an agreement and be able to provide proof of the ability to administer WIA programs.
- B. Provide documentation of current fiscal and compliance audits, as required by law.
- C. Provide Articles of Incorporation and evidence of current corporate status, as filed with the California Secretary of State.
- D. Be an Affirmative Action/Equal Opportunity Employer. If selected for funding, agencies will be required to meet EEO requirements.
- E. Be in compliance with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA).
- F. Comply with applicable state and federal requirements for the Clean Air Act, the Clean Water Act, and the Energy Conservation Act.
- G. Comply with requirements for lobbying, debarment, non-discrimination and drug-free workplace certification.
- H. File required insurance documentation with the County of Sonoma Human Services Department. The insurance requirements are as follows:
 1. Comprehensive General Liability in the amount no less than \$1,000,000. Combined Single Limit for each occurrence or \$2,000,000 General Aggregate for bodily injury, personal injury and property damage.
 2. Workers' Compensation as required by state law.
 3. Automobile liability in an amount not less than \$1,000,000 combined single limit per accident for bodily injury and property damage covering owned, non-owned, and hired vehicles.
 4. The County of Sonoma and its officers, employees, and agents are to be covered as additional insured.
 5. Notice of Cancellation must ensure that each insurance policy must be endorsed to state that the coverage must not be suspended, voided, or canceled except after 30 days prior written notice has been given to the County of Sonoma.
 6. Agree to indemnify the County of Sonoma from liabilities and damages arising from the performance of the agreement, unless otherwise negotiated.

PART FOUR – PROPOSAL DEVELOPMENT

I. Requesting an RFP

To request an RFP, please contact:

Donna Irizary

PHONE : (707) 565-8507

FAX: (707) 565-8515

E-mail: dirizary@schsd.org

An RFP is available on the Sonoma County Workforce Investment Board website www.sonomawib.org under Funding Opportunities.

II. Mandatory Bidders' Conference

A **Mandatory** Bidders' Conference to discuss criteria and proposal completion is scheduled for Thursday, December 15, 2011 from 9:00 a.m. to 11:00 a.m. The Bidders' Conference will be held in the Santa Rosa Room, 2227 Capricorn Way, Santa Rosa. A map to the location can be found at the Workforce Investment Board's web site, <http://www.sonomawib.org>.

Attendance at the Bidders' Conference is **MANDATORY**. Information will be provided at the conference which could facilitate the preparation of your proposal. The Bidders' Conference is intended to be the primary source of information for all potential proposers. **No questions about the development of proposals will be answered after the Bidders' Conference**, additionally, County staff cannot assist in the preparation of proposals.

The purpose of the Bidders' Conference is to inform all interested parties of the specific requirements and allowable activities under the RFP and to answer questions about the services requested.

All proposers are encouraged to review RFP materials prior to attending the Bidders' Conference. Please bring your copy of the RFP to the conference.

So that County staff may prepare answers in advance, we ask that questions about this RFP be submitted prior to the Bidders' Conference. Please specify that the question is about the Youth Education & Employment Services RFP.

Questions regarding this RFP should be faxed or e-mailed by 12:00 noon on Wednesday, December 14, 2011 to:

Sonoma County Human Services Department

Attn: Tracy Repp, Program Planning Analyst

Fax: (707) 565-8515

E-mail: trepp@schsd.org

After the Bidders' Conference, a summary of the questions and answers discussed at the Bidders' Conference will be available on the Internet at www.sonomawib.org, under Funding Opportunities.

III. Mandatory Notice of Intent

If you intend to submit a proposal, you are required to complete a Notice of Intent to Submit a Proposal and return it no later than **Tuesday, January 3, 2012**.

Submission of this form will not obligate your organization to submit a proposal. The submission of the Notice of Intent form provides the County with the information necessary to prepare for the evaluation and scoring process.

IV. Proposal Deadline

Proposals must be received by **5:00 p.m. Thursday, January 19, 2012**.

One signed original and eight (8) copies of the proposal, plus an electronic copy in Microsoft Word and Excel formats (**no PDF documents**) on CD or other electronic media, should be mailed or delivered to the attention of:

Kathy Halloran, Program Development Manager
Sonoma County Human Services Department/WIB
2227 Capricorn Way, East Entrance (enter lobby and ring bell at door to right)
Santa Rosa, CA 95407

Up to the closing date, the County will accept hand-delivered, mailed, and courier-delivered proposals between 8:00 a.m. and 5:00 p.m. daily, excluding Saturdays, Sundays, and holidays. Receipts for hand-delivered proposals will be provided.

Due to the need for original signatures, proposals may not be faxed, or electronically transmitted.

We recommend that all proposals sent through the US Postal Service be sent by certified registered mail, return receipt requested. A postmark is not adequate to demonstrate that submission deadlines were met, and any proposal mailed must be **received**, regardless of when it was postmarked, **by 5:00 p.m. Thursday, January 19, 2012**. There is no basis for a dispute of disqualification for not meeting the deadline.

Late proposals will not be accepted.

PART FIVE – INSTRUCTIONS FOR PROPOSAL PREPARATION

I. Notice of Intent (Mandatory)

Potential proposers are required to complete the Notice of Intent to Submit a Proposal (Proposal Form A) and return no later than Tuesday, January 3, 2012.

II. Proposal Submission Requirements

Proposers must submit nine (9) separate hard copies and one (1) electronic copy of their proposal.

1. One (1) copy with original signatures, and be identified as the original.
2. Eight (8) reproductions of the original, and be identified as a copy.
3. One (1) complete copy in Microsoft Office formats (no PDF documents) on CD or other electronic media.

The proposal must include a Table of Contents and be formatted as follows:

1. 12 point font
2. Single spaced
3. Single sided
4. Sequentially numbered pages (i.e., Page 1 of 17)
5. Binder clipped; do not use staples, binders or section dividers
6. Three-hole punched

Additionally, the proposal must be no more than 20 pages in total length as shown below:

Proposal Documents	Maximum Number of Pages
Proposal Cover Sheet	1
Proposal Checklist Form	1
Table of Contents	1
Proposal Narrative	12
Miscellaneous Attachments	5
Maximum Number of Pages	20
Resolution of Alignment with Upstream Investments OR submits Resolution of Alignment prior to Agreement approval	<i>not included in page count</i>
Budget Forms	<i>not included in page count</i>
Agency Exhibit Packet	<i>not included in page count</i>

III. Proposal Checklist

Complete the Proposal Checklist as indicated on Proposal Form C.

IV. Proposal Narrative

Please provide information as requested below. Your response should be specific, complete, and concise.

A. Program Design

1. Provide the proposed name of your program and the geographic region(s) of the County that your program will serve.
2. Program Design - Describe your service delivery system.
 - a. Describe your methods and/or strategies that will be used for outreach and recruitment to attract target populations.
 - b. Describe your process for screening, documentation of eligibility, assessment and development of an Individual Service Strategy for WIA youth that assists them in meeting their goals.
 - c. Provide the number of youth to be served and how will you provide each of the 10 WIA elements.
 - d. Describe in detail the design of the comprehensive WIA program and the SCYEC program and how your agency will implement these programs. Please include number of youth served, funding, crew worksites, individual worksites, and the projects they may be working on, as well as coordination of the different sites.
 - e. How does your agency connect or partner with other agencies for needed services? How will you collaborate with and make referrals to these agencies and services?
 - f. Describe how your agency will address barriers and needs of youth, including language, transportation, and any other identified issues to ensure that youth can be successful in the program.
 - g. Describe short-term outcomes for program activities. Identify the methods and strategies that will be used to achieve stated short term outcomes. Provide realistic estimates of your success rates based on your experience or the results of programs that are judged to be effective.
 - h. Describe how your program will result in positive long-term outcomes as required under WIA Youth Performance Measures.

BONUS POINTS: Note if your program contains services or programs which have been accepted on the Portfolio of Model Upstream programs; include date approved and tier level.

NOTE: A logic model is encouraged for further illustrating how your agency will deliver services and achieve goals. The logic model can be one of the designated attachments to your proposal.

B. Staffing

1. Describe staff qualifications to provide the services described in your proposal.
2. Describe your agency's staff development and training plan to ensure a highly trained staff.

C. Participant Tracking Systems

1. Describe the system that you will use to track and document participants, funding source and their activities. Also describe how you will ensure that required data elements and outcomes are recorded timely and accurately.
2. Describe in detail how performance will be monitored, documented and reported.

D. Agency Experience

1. Describe agency's experience in providing similar services to youth or similar targeted populations, especially at-risk, low-income, and out-of-school youth. Describe your agency's experience in working with multi-cultural clientele.
2. Describe your agency's proficiency and past experience in providing services and achieving successful outcomes for similar programs. Include how your measured success, citing outcomes achieved and program model used.

E. Agency Fiscal and Management Plan

1. Provide a narrative description of your budget structure and how the funding in this RFP will be maximized for greatest benefit. Include a description of in-kind services or leveraged funds that will be utilized in your program, if any. Also provide a break out of SCYEC direct costs (crew leader salary and benefit costs, youth wage and benefit costs, and other costs such as transportation, tools and equipment).
2. Give a general description of fiscal capabilities and organizational structure including a brief description of the accounting system and your payroll system.
3. Include a brief description of your fiscal management plan.
 - a. Financial Reports: Describe internal financial reports and frequency.
 - b. Fiscal Staffing: Name the staff member responsible for each of the following functions: fiscal contact for the Human Services Department, check signing, bank reconciliation, financial reports, payroll tax reports, and posting accounting records.
 - c. Accounting System: Briefly describe the accounting system of the agency. Describe the cost allocation methodology used by your agency to apportion costs to multiple funding sources, include the type and description of accounting records and books of entry. For information on regulations, please refer to Office of Management and Budget (OMB) Circular A-87: Cost Principles and Guidelines.
 - d. Program Management: Indicate self-evaluation and internal monitoring system reports and frequency, including the mechanism to take appropriate corrective action.

- e. Describe your system for separate tracking of non-WIA youth, and the 30% expenditures for out-of-school WIA youth.
- f. Leverage of Funds: If this funding will be used to leverage additional funding, name the source of leveraged funds and any match requirements.
- g. Indirect Costs: If claiming indirect costs, provide the annual indirect cost plan or current negotiated rate letter, approved by a cognizant federal agency, for the agreement year, in accordance with Federal OMB Circular A-122, Cost Principles for Non-Profit Organizations.

VI. Resolution of Alignment with Upstream Investments

To demonstrate your agency's commitment to upstream, the County is mandating that agencies provide a resolution of alignment.

VII. Budget Instructions and Forms

Proposers must submit separate detailed line-item budgets using the budget forms provided in Part Seven of this RFP. Instructions for completing these forms are also included in this section. Final budgets for selected service providers are subject to negotiation.

Budgets submitted in response to the RFP will be negotiated on a line item basis. Line items will be evaluated for their necessity and importance in the provision of services.

VIII. Agency Exhibit Packet

Additionally, **one copy** of an Agency Exhibit Packet will be required with the proposal for services. The following documents must be included in the Agency Exhibit Packet and submitted to the county, regardless of whether they were submitted in a previous year:

- A. Job descriptions/qualifications of agency staff.
- B. Agency Personnel Policy.
- C. Copies of current certificates of insurance and endorsements.
- D. One copy of latest completed agency audit report or financial statement and the accompanying management letter from the auditor.
- E. Agency organizational chart.
- F. Cost allocation methodology or plan.
- G. Indirect Cost Rate Plan or current negotiated rate letter approved by a cognizant federal agency if claiming an indirect cost rate.

PART SIX – PROPOSAL REVIEW

I. Proposal Review and Grant Award Process Overview

The evaluation and scoring of proposals for the Youth Education & Employment Services program will consist of two phases:

- A. A review conducted by County staff to ensure that each proposal meets the minimum qualifications for proposal acceptance outlined below.
- B. Evaluation and scoring of each proposal by a review committee.

Upon completion of the proposal review process, recommendations for funding will be forwarded to the Sonoma County Youth Council and the Sonoma County Workforce Investment Board (WIB) Executive Committees for approval. The funding recommendations of the WIB Executive Committee will then be submitted to the Sonoma County Human Services Department Director who will make recommendations to the Sonoma County Board of Supervisors for approval and authority to execute agreements.

II. Minimum Qualifications

County staff will evaluate all proposals received for the following minimum qualifications on a “pass/fail” basis.

- A. The proposal was submitted before the closing time and date.
- B. The proposal was prepared in accordance with the Proposal Submission Requirements and includes all of the required forms requested in this RFP.
- C. All of the Program Design elements of the RFP are described in the proposal.
- D. The proposing agency agrees to meet all Federal, State, and local compliance requirements.
- E. The proposer is fiscally solvent and is not on a federal or state debarment list. (<http://www.epls.gov>)

Only those proposals meeting the minimum qualifications will be forwarded for evaluation and scoring by the review committee. Proposals that fail to meet minimum qualifications will be disqualified.

In the event a proposal is disqualified, written notification will be mailed to the proposer describing the reasons.

If the proposer wishes to dispute the disqualification, or a decision of the review committee, a copy of the County’s dispute resolution process can be obtained by contacting Tracy Repp, 707-565-8505, or trepp@schsd.org

III. Proposal Review Committee

If more than one proposal is received for geographic regions, a review committee will score each proposal that meets the minimum qualifications. As part of the evaluation and scoring process the review committee may decide to interview proposers in person. Travel costs are not covered for interviews.

When proposals are being scored and funding recommendations are being made, the review committee can only base their scoring and subsequent recommendations

on the information contained in the proposals. The review committee members cannot make assumptions, nor consider their personal knowledge or experience, regarding the proposing agencies and/or proposed services. In order to ensure that all proposing agencies are reviewed in a fair and equitable manner and to ensure that no agency is given unfair advantage, the scores are based solely on the proposals that are submitted and the manner in which those proposals address the requirements of the RFP.

IV. Evaluation and Scoring

A proposal evaluation system, which includes a point system for rating each proposal, will be used to review all proposals that meet minimum qualifications, except when only one proposal is received for a region. This system will ensure uniformity in evaluating proposals and will identify the rationale for funding recommendations. The review committee may define and assign point values to additional subcategories of these criteria, if needed, to further distinguish competing proposals. All proposals will be evaluated on each criteria identified below.

A. Quality of Design – 55 points scoring criteria

Proposal clearly describes plan for implementation and/or coordination of each of the following.

1. Describes how services will be provided in the proposed region(s) that demonstrate quality, innovative approaches.
2. Describes experience in serving 14-24 year olds (especially targeted populations).
3. Describes agency's prior successful experience and provides data demonstrating a record of meeting program performance measures and goals for similar programs.
4. Includes how youth will learn, practice and demonstrate work maturity skills that are important to local employers.
5. Describes how the required activities including outreach, recruitment, screening, documentation of eligibility, in-depth objective assessment, individual service strategy, and a plan for services meant to address the individual needs of the youth will be delivered.
6. Design of program includes all 10 WIA-required elements and how they will effectively deliver a comprehensive youth program. Describes how and what program elements will be coordinated and linked with other agencies and services in the community. Description must include the number of youth to be served and amount of funding.
7. Describes in detail the design of the SCYEC program and how the agency will implement this program. Description must include number of youth to be served, funding, crew worksites, individual worksites, and the projects, as well as coordination of the different sites.
8. Describes how the program will implement SCYEC opportunities including preparing youth for paid or unpaid work experiences.

9. Program design demonstrates innovative approaches to attracting and working with youth with barriers related to being in school or out-of-school which show the likelihood of being effective.
10. Program design includes innovative approaches to providing post-secondary educational opportunities, establish connections between academic and occupational learning, promote employment of youth with local employers, provide services to older and out-of-school youth with pre and post-testing, and assess gains in educational functioning levels.
11. Addresses plans to achieve outcomes required under the WIA Youth Performance, including plans to conduct literacy and numeracy assessments and serving a minimum of 30% out-of-school youth, and additional outcome measures required by the County.
12. Demonstrates the ability to effectively expand the program if additional funding is identified and becomes available.

B. Financial/Organizational Strengths – 15 points for 1-5 and 5 points for #6

1. Clearly outlines the organizational structure and administrative experience to operate the activities, payroll for SCYEC, and services proposed.
2. Describes how staff is qualified to provide the proposed activities and services.
3. Provides strong justification for providing these services at the proposed cost for the proposed population. Demonstrates that program is a good investment for the expected benefits received.
4. Provides all required information in the required budget format, with appropriate justification demonstrated in the budget detail.
5. Provides a breakout for SCYEC direct costs. 1-5 points will be awarded as follows:
 - SCYEC costs 26% - 40% of budget: 1-2 points
 - SCYEC costs 41% - 55% of budget: 3-4 points
 - SCYEC costs over 55% of budget: 5 points

C. Planned Performance Outcomes – 15 points

1. Clearly illustrates and describes how the program will result in outcomes required under the WIA Youth Performance Measures and SCYEC placements.
2. Provides documentation of how their youth programs have been successful, citing existing outcomes achieved and program model used.
3. Demonstrates effective methods for gathering and reporting performance and participant data in an accurate and timely manner.

D. Coordination and Linkages – 10 points

1. Describes collaboration and/or partnering to deliver the most effective services to have the greatest possible community impact and to promote program sustainability.

2. Describes established linkages, including linkage with VOICES and Job Link, and identifies resources for the service delivery system in the region.
3. Describes methods to ensure that all youth seeking assistance will be referred to the appropriate services.

E. Bonus Points

1. Local Preference (5 Bonus Points)
Proposing agency meets the requirements of a local agency.
2. Upstream Initiatives (up to 5 Bonus Points)
Agency has youth services or programs that have been accepted to the Portfolio of Model Upstream Programs, with tier designation.

PART SEVEN – FORMS AND ATTACHMENTS

I. Proposal Forms

Proposal Form A – Notice of Intent to Submit a Proposal
Proposal Form B – Proposal Cover Sheet
Proposal Form C – Proposal Checklist
Proposal Form D – Budget Instructions

II. Budget Forms

Budget Form 1 – Program Budget Summary
Budget Form 2 – Staff Salary and Benefits
Budget Form 3 – Budget Line Item Calculation

III. Attachments

Attachment A – Right to Work Documents
Attachment B – Census Data
Attachment C – WIA Youth Performance Measures
Attachment D – Logic Model
Attachment E – Work Permits
Attachment F – SCWA Work Crew and Worksite Structure
Attachment G – Authorization for California Minor
Attachment H – SCOE Work Ready Certificate
Attachment I – On-Line Resources

PROPOSAL FORM A

Sonoma County Human Services Department
Youth Education & Employment Services
Request for Proposals

NOTICE OF INTENT TO SUBMIT A PROPOSAL

If you intend to submit a proposal for this RFP, please complete the information below and return this form by **Tuesday, January 3, 2012**. This will not obligate your organization in any way. **Failure to submit a notice of intent will disqualify you from applying.**

PLEASE RETURN THIS FORM TO:

Kathy Halloran, Program Development Manager
Sonoma County Human Services Department
Employment & Training Division
2227 Capricorn Way, Suite 100
Santa Rosa, CA 95407

OR FAX OR EMAIL TO:

(707) 565-8515
halloka@schsd.org
Attention: Kathy Halloran

Agency or Consortium:		
Agency Address:		
Executive Director Name and Phone Number:		
	Program Contact Person:	Fiscal Contact Person:
Name:		
Telephone Number:		
Fax Number:		
E-Mail:		

TYPE OF ORGANIZATION:

<input type="checkbox"/> County or City	<input type="checkbox"/> Indian Tribe/Organization	<input type="checkbox"/> Transportation Agency
<input type="checkbox"/> Education Agency	<input type="checkbox"/> Faith Based Organization	<input type="checkbox"/> Housing Agency
<input type="checkbox"/> Private For-Profit	<input type="checkbox"/> Community Based Organization	
<input type="checkbox"/> Other:		

PROPOSAL TO PROVIDE SERVICES FOR:

One geographic region (please specify region):

Multiple geographic regions (please specify regions):

County-wide services

Sonoma County Human Services Department
Youth Education & Employment Services
 Request for Proposals

PROPOSAL COVER SHEET

PROPOSER OR LEAD AGENCY INFORMATION:

Agency Name:		
Address:		
State Employer Tax #:		
	Program Contact Person:	Fiscal Contact Person:
Name:		
Telephone Number:		
Fax Number:		
E-Mail:		

TYPE OF ORGANIZATION:

- | | | |
|---|---|--|
| <input type="checkbox"/> County or City | <input type="checkbox"/> Indian Tribe/Organization | <input type="checkbox"/> Transportation Agency |
| <input type="checkbox"/> Education Agency | <input type="checkbox"/> Faith Based Organization | <input type="checkbox"/> Housing Agency |
| <input type="checkbox"/> Private For-Profit | <input type="checkbox"/> Community Based Organization | |
| <input type="checkbox"/> Other: | | |

PROPOSAL TO PROVIDE SERVICES FOR:

- One geographic region (please specify region):
- Multiple geographic regions (please specify regions):
- County-wide services

Certification

To the best of my knowledge and belief, all information in this proposal is true and correct. The document has been duly authorized by the Governing body of the Proposer and the Proposer will comply with all of the requirements of the RFP if an agreement is awarded.

 Typed Name of Authorized Representative

 Title

 Signature

 Date

Sonoma County Human Services Department
Youth Education & Employment Services
Request for Proposals

PROPOSAL CHECKLIST

Agency name: _____

The Proposer certifies that all documents listed below are valid as of the date of this proposal and that current, dated copies have been submitted with this proposal (or a previous proposal during the same fiscal year). All items must be included in response to the Request for Proposals in order to meet minimum qualifications unless otherwise noted. Please organize proposal materials in the order listed below.

Check items included in this order in the proposal (one original and eight copies):

- 1. Proposal Coversheet
- 2. Proposal Checklist
- 3. Table of Contents
- 4. Proposal Narrative
- 5. Budget Forms
- 6. Resolution of Alignment with Sonoma County Upstream Investments
- 7. Miscellaneous Attachments
(List in Table of Contents)

Check each item enclosed in the **Agency Exhibit Packet** (only one copy of the agency packet is required)

- 1. Job Descriptions/Qualifications
- 2. Agency Personnel Policy
- 3. Certificates of Insurance and Endorsements
- 4. Agency Audit Report or financial statement
- 5. Organization Chart
- 6. Cost Allocation Plan
- 7. Indirect Cost Rate Plan or Current Negotiated Rate Letter
(if claiming indirect cost)

Budget Instructions and Forms

I. Budget Forms

A. Program Budget Summary (Budget Form 1)

Complete a budget summary for the program. The amounts on the Program Budget Summary should be supported by the calculations on Budget Forms 2 and 3.

B. Staff Salary and Benefits (Budget Form 2)

Complete the Staff Salary and Benefits page including all of the staff that will be charging time to the program.

C. Budget Line Item Calculation (Budget Form 3)

Complete the Budget Line Item Calculation forms for all included budget items. Please provide specific calculation methodology. See Section II below for further information.

II. Program Budget Guidelines

Purpose: The following budget calculation guidelines are provided to assist the proposer in accurately demonstrating the costs of the program, to facilitate reviewer's understanding of requested amounts, and to assist the proposer in providing a rationale and support for the amount of funds requested on the Program Budget Summary.

Item 1 Staff Salaries

Use Budget Form 2 to calculate salaries for all staff that will be charging time to the program. This includes direct, administrative and clerical staff.

Item 2 Staff Benefits

Use Budget Form 2 to report the payroll taxes and fringe benefits for all staff that will be charging time to the program as identified in Item 1.

Item 3 Rental / Lease of Facility

Provide the address of any facilities that will be used for this program on Budget Form 3. Identify total square footage and total monthly rent or lease amount. Calculate the portion of the monthly cost to be charged to the program (based on the ratio between square footage used by the program and the total square footage) and multiply it by the number of months included in this proposal.

Item 4 Utilities / Building Maintenance

Identify all utilities and maintenance cost that will be charged to the program (e.g., water, gas, electric, trash, janitorial, etc.) and the method in which they are allocated to the program. *Cost ratio may be based on square footage, full-time equivalent (FTE) staff devoted to the program, or some other method (please explain).*

Item 5 Telephone / Communications

Specify the costs that will be charged to the program for telephone, cellular phones, internet access, etc. Demonstrate the cost allocation methodology used to assign these costs to the program.

Item 6 Insurance Expense

Indicate the type of coverage, total premium, and amount charged to the program. Explain the cost allocation methodology used to assign these costs to the program.

Item 7 Equipment Rental / Lease / Maintenance

Identify all rented and leased equipment (e.g. copier, fax, printer, computer, etc.) and provide the basis for the amount charged to the program. Also, list & describe the costs associated with the maintenance of any equipment used by the program (i.e., repairs, maintenance agreements, etc.). Explain the cost allocation methodology used to assign these costs to the program.

Item 8 Office Supplies / Expenses

Identify all costs associated with the basic operations of the agency's office. These costs can include, but are not limited to, basic office supplies (paper, envelopes, pens, etc.), supplies for client use (folders, calendars, resume paper, etc.), printing and duplication services, postage and delivery services, and any other justifiable office expense. Explain the cost allocation methodology used to assign each of these costs to the program, and be specific if different cost allocation methodologies are used for different items. Provide justification if any of these items will be directly charged solely to the program.

Item 9 Books / Educational Materials

Identify and provide justification for the items that will be purchased, and specify if they will be retained by the participants, staff, or agency. These might include items for a staff or client resource library, testing materials, study guides, educational books for clients, and others. Explain the cost allocation methodology used to assign each of these costs to the program. Provide justification if any of these items will be directly charged solely to the program.

Item 10 Staff Mileage / Travel

Staff mileage and travel may be charged to the program if the trip is required by, and specifically for the benefit of the program. Mileage costs will be reimbursed at the same rate used in the agency's other programs, but may not exceed the current IRS Standard Mileage Rate. If any out-of-county travel is charged to the program the agency must identify the purpose of the trip and provide justification for charging the travel to the program.

Item 11 Staff Training / Conferences

Staff training and conferences may be charged to the program if they are relevant to, and for the benefit of the program. Provide the purpose, relevance to the program, and justification for any trainings or conferences attended by agency staff. If any other programs will benefit from the staff's attendance at the training or conference an explanation must be provided of the allocation methodology that was used to charge the costs to the program.

Item 12 SCYEC Tools / Equipment

Provide a description of any tools and equipment purchased specifically for the Sonoma County Youth Ecology Corps (SCYEC) portion of the program. If not obvious, describe the purpose of any tools and equipment purchased, and specify if they will be retained by the participants, staff or agency. These items might include, but are not limited to, work gloves, eye protection, work boots, hats, water bottles, and any other tools required for the work that are not provided by the Human Services Department (HSD) or the Sonoma County Water Agency. The Water Agency will be providing all of the necessary tools for crews that are working specifically on Water Agency project sites.

Item 13 SCYEC Transportation Costs

Provide a description of all transportation costs that are specifically for the SCYEC portion of the program, but only if the Water Agency is not providing the transportation for the site. These costs can include the rental of vehicles, fuel costs and reasonable maintenance and repairs. Please note that the Water Agency is providing the transportation for all Water Agency specific sites. If a vehicle is also used for any purpose not related to the SCYEC portion of the program, an explanation must be provided on the methodology used to allocate the transportation costs to the SCYEC.

Item 14 WIA SCYEC Youth Wages

The wages paid to participants that are enrolled in the WIA portion of the SCYEC are to be reported on this line. Any wages paid by the Workforce Investment Act (WIA) must strictly adhere to all WIA rules and regulations, and may only be used for participants enrolled in the WIA youth program. All wages paid to participants must be supported by time sheets and appropriate payroll documentation. Wages are calculated in the same manner as all other salary costs.

Item 15 WIA SCYEC Youth Benefits

All wage-based payroll taxes and benefits paid to participants that are enrolled in the WIA portion of the SCYEC are to be reported on this line. Any payroll taxes and benefits paid by WIA must strictly adhere to all WIA rules and regulations, and may only be used for participants enrolled in the WIA youth program. All payroll taxes and benefits paid to participants must be based on wages that are supported by time sheets and appropriate payroll documentation.

Item 16 Non-WIA SCYEC Youth Wages

The wages paid to all other participants (not enrolled in the WIA portion of the SCYEC) are to be reported on this line. The funding for these wages may come from the Water Agency or any other organization that provides financial support to the program. These funding agencies may specify their own rules and regulations and those rules and regulations must be followed based on the individual funding sources requirements. All wages paid to participants must be supported by time sheets and appropriate payroll documentation. Wages are calculated in the same manner as all other salary costs.

Item 17 Non-WIA SCYEC Youth Benefits

The wage-based payroll taxes and benefits paid to all other participants (not enrolled in the WIA portion of the program) are to be reported on this line. Any

PROPOSAL FORM D

payroll taxes and benefits paid by the Water Agency or other funding agencies must adhere to the rules and regulations dictated by the funding source, if any. All payroll taxes and benefits paid to participants must be based on wages that are supported by time sheets and appropriate payroll documentation.

Item 18 Other: (Specify)

This line can be used to capture any justifiable expense that is not included in the line items above. Provide a brief description of the item, justification for the expense, and the calculation method for each item listed as "Other".

Item 19 Other: (Specify)

This line can be used to capture any justifiable expense that is not included in the line items above. Provide a brief description of the item, justification for the expense, and the calculation method for each item listed as "Other".

Item 20 Subcontractors and Services

This line can be used to capture the costs for all subcontracts and other services provided by a consultant or through a professional services agreement. This might include the total costs for subcontractors in a consortium arrangement, the cost of a payroll service, audit costs (Note: agencies that receive less than \$500,000 in federal funding may not charge audit costs to the agreement), or the cost of any other consultant whose services are required specifically for the benefit of the program. Identify, describe, and provide justification for each service to be provided by a consultant or through a professional services agreement. Provide allocation basis if expense is being split between different programs.

Please note that in a consortium arrangement, the agency submitting this budget must serve as the lead agency and fiscal agent for the consortium and will be responsible for the management, performance and monitoring of all subcontractors' fiscal and programmatic operations. Detailed financial and programmatic information must be maintained by the lead agency and available to all monitors and county staff. The lead agency is required to establish a formal agreement with each of the subcontractors that requires them to adhere to all of the rules, regulations and requirements of the agreement between the lead agency and the County of Sonoma. If a proposal includes a consortium, a written agreement, outlining a partnership plan between all participating agencies, must be submitted with the proposal and is subject to approval by County prior to agreement finalization.

Item 21 Indirect Costs @ _____%

If claiming indirect costs, the rate should be entered in the line item description and an approved Indirect Cost Rate Plan or current negotiated rate letter approved by a cognizant federal agency must be included in the Agency Exhibit Packet. Sample calculation = indirect cost rate X base amount (the rate's "base" is decided when the indirect cost rate is developed, and is typically either the total direct costs or the total direct salaries).

**BUDGET FORM 1:
PROGRAM BUDGET SUMMARY**

SAMPLE

Program Name: Youth Education and Employment Services		Fiscal Year: 2012 / 2013
Agency Name: XYZ Service Provider		
Item No.	Line Item Description	Amount
1	Staff Salaries	
2	Staff Benefits	
3	Rental / Lease of Facility	
4	Utilities / Building Maintenance	
5	Telephone / Communications	
6	Insurance Expense	
7	Equipment Rental / Lease / Maintenance	
8	Office Supplies / Expenses	
9	Books / Educational Materials	
10	Staff Mileage / Travel	
11	Staff Training / Conferences	
12	SCYEC Tools / Equipment	
13	SCYEC Transportation Costs	
14	WIA SCYEC Youth Wages	
15	WIA SCYEC Youth Benefits	
16	Non-WIA SCYEC Youth Wages	
17	Non-WIA SCYEC Youth Benefits	
18	Other:	
19	Other:	
20	Subcontractors and Services	
21	Indirect Costs @ ____%	
PROGRAM BUDGET TOTALS:		

**BUDGET FORM 2:
STAFF SALARY AND BENEFITS**

SAMPLE

**2012 / 2013 Youth Education and Employment Services
XYZ Service Provider**

Position	# of Staff	Hours/Week	Hourly Rate	# of Weeks	Salary	Fringe Benefits
Totals						

Time sheets shall be maintained by all staff for this program. This documentation will be reviewed during fiscal monitoring visits.

**BUDGET FORM 3:
BUDGET LINE ITEM CALCULATION**

SAMPLE

**2012 / 2013 Youth Education and Employment Services
XYZ Service Provider**

3	Rental / Lease of Facility	Total	_____
Calculation Method:			
4	Utilities / Building Maintenance	Total	_____
Calculation Method:			
5	Telephone / Communications	Total	_____
Calculation Method:			
6	Insurance Expense	Total	_____
Calculation Method:			

ATTACHMENT A: Right-to-Work Documents

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR		AND
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	
	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	
	6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	8. Native American tribal document
9. Driver's license issued by a Canadian government authority		6. U.S. Citizen ID Card (Form I-197)
For persons under age 18 who are unable to present a document listed above:		
10. School record or report card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
11. Clinic, doctor, or hospital record		
12. Day-care or nursery school record		
		8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

ATTACHMENT B: Census Data

Sonoma County Youth and Young Adult Poverty Levels

	Total Population	Total Population Below poverty Level	% of population that is below poverty level	Population 15 - 17	Population 15 - 17 Below poverty level	% of 15-17 population that is below poverty level	Population 18 - 24	Population 18 - 24 Below poverty level	% of 18 - 24 population that is below poverty level
California	36,308,527	4,694,423	12.93%	1,627,326	275,847	16.95%	3,649,552	661,597	18.13%
Sonoma County	464,218	43,960	9.47%	19,666	1,957	9.95%	43,181	6,760	15.66%
Cloverdale-Geyserville	14,545	855	5.88%	550	37	6.73%	846	96	11.35%
% of County	3.13%	1.94%		2.80%	1.89%		1.96%	1.42%	
Healdsburg	43,377	3,357	7.74%	2,256	258	11.44%	3,445	316	9.17%
% of County	9.34%	7.64%		11.47%	13.18%		7.98%	4.67%	
Petaluma	120,360	9,434	7.84%	5,317	283	5.32%	14,315	2,599	18.16%
% of County	25.93%	21.46%		27.04%	14.46%		33.15%	38.45%	
Russian River-Coastal	22,575	2,237	9.91%	559	127	22.72%	1,217	258	21.20%
% of County	4.86%	5.09%		2.84%	6.49%		2.82%	3.82%	
Santa Rosa	196,542	23463	11.94%	8,483	1,148	13.53%	18,268	3,113	17.04%
% of County	42.34%	53.37%		43.14%	58.66%		42.31%	46.05%	
Sebastopol	26,979	1218	4.51%	1,112	60	5.40%	1,784	78	4.37%
% of County	5.81%	2.77%		5.65%	3.07%		4.13%	1.15%	
Sonoma	39,840	3396	8.52%	1,389	44	3.17%	3,306	300	9.07%
% of County	8.58%	7.73%		7.06%	2.25%		7.66%	4.44%	

Source: 2005-2009 American Community Survey 5-Year Estimates

This census data represents a comparison between the total population and poverty data for the State, Sonoma County, and the seven local areas that are individually identified within census data reports. It is broken into three sections that look at the total population and the populations between the ages of 15 - 17 and then 18 - 24. Within each of these sections a comparison is made between the total population in the group versus the number and percentage of that population that live below the poverty level. This data is being provided to show an approximate distribution of the youth and young adults throughout the County that might benefit from the services provided by the Youth Education and Employment Services program and the Sonoma County Youth Ecology Corps. It is provided only as a guide that can be used in developing proposals, and is not intended to dictate the program's service levels in the different areas.

ATTACHMENT C: WIA Youth Performance Measures

In an effort to create a foundation for performance management, the federal government has established WIA youth performance measures – referred to as “Common Measures” -- for a number of programs, including the Workforce Investment Act, in order to compare the programs’ success by measuring similar criteria.

Service providers must design their programs to meet WIA youth performance measures, which emphasize the following areas of achievement.

1. Placement in Employment or Education

Of those who are not in post-secondary education, employment, or the military at the date of participation:

Measures the percentage of all youth participants who are engaged in one of the following activities in the first quarter after exiting the program:

- Employment
- Military
- Post-secondary Education
- Advanced Training/Occupational Skills Training

2. Attainment of a Degree or Certificate

Of those enrolled in education (at the date of participation or at any point during the program):

Measures the percentage of all youth participants who are enrolled in any organized program of study and receive a diploma or certificate by the end of the third quarter after exiting the program

3. Literacy and Numeracy Gains

Of those out-of-school youth who are basic skills deficient (in-school youth are excluded):

Measures the percentage of basic skills deficient out-of-school youth who increased one or more educational functioning levels* within one year of youth program participation *Each educational functioning level is equivalent to 2 grade levels.

Pre-tests must be administered no later than 60 days after the youth’s first program service.

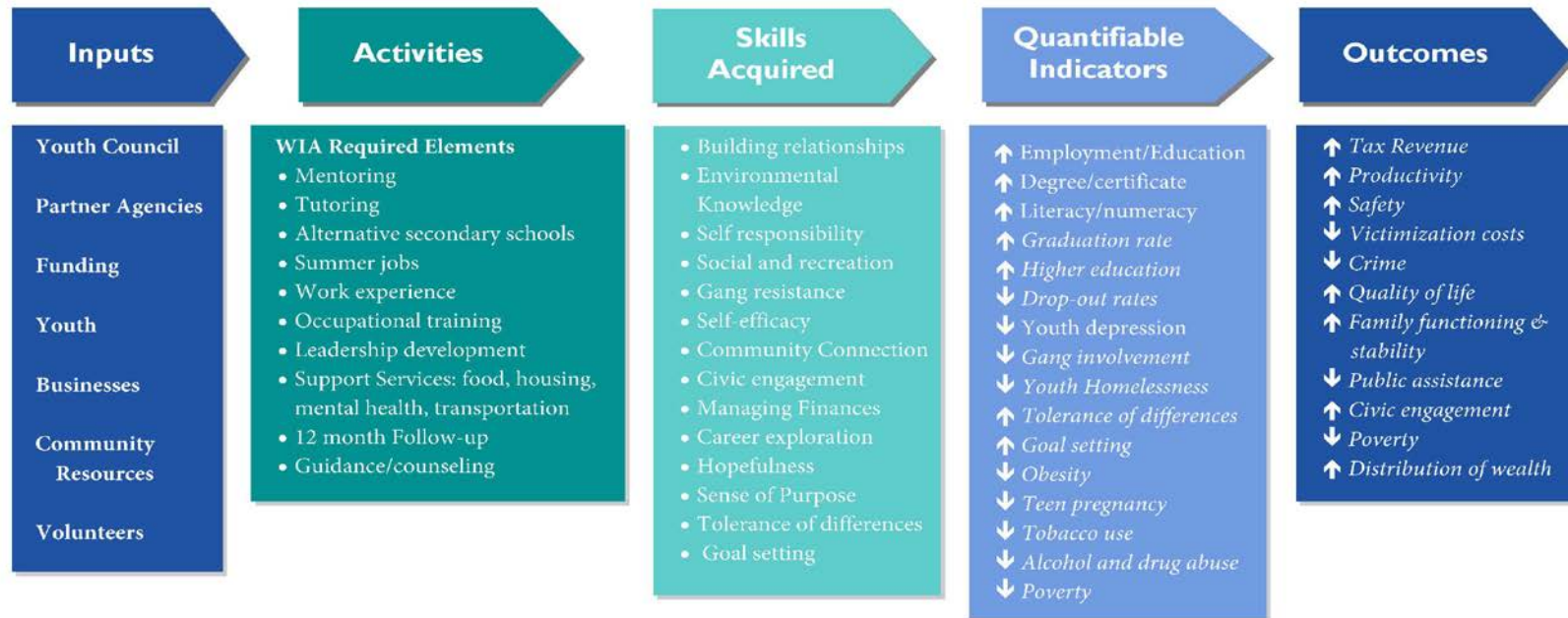
Post test must occur within one year of program participation.

The specific numerical standards required under WIA youth performance measures have not been established by the state. These standards will be made available to proposers and/or selected service providers as soon as they are issued.

The County will provide training to service providers on evaluating needs, setting and stating measurable goals, and documenting achievement under WIA youth performance measures.



Youth Council Logic Model



For more information, please contact Tracy Repp, Employment and Training Division - 707-565-8505 - trepp@schsd.org

Draft for Youth Council Review September 8, 2011

Overview

Except in limited circumstances defined in law and summarized below, all minors under 18 years of age employed in the state of California must have a permit to work [EC 49160; LC 1299].

Employers must have a Permit to Employ and Work on file and available for inspection by school and labor officials at all times [LC 1299, EC 49161 and 49164]. Permits to Employ and Work are issued on the same form.

Minors work with the permission of the local school district, and no law requires schools to issue permits for the maximum hours allowed by law or for every occupation for which a minor might be eligible. Thus, depending on the minor's particular circumstances or local district policy, school officials may impose additional restrictions at their discretion.

Permits to Employ and Work may be denied or canceled at any time by school officials or the Labor Commissioner, whenever the conditions for the issuance of the certificate or permit do not exist, no longer exist, or have never existed [LC 1300; EC 49164]. School officials who determine that schoolwork or health of the minor is impaired by the employment may revoke the Permit [EC 49116].

Permits issued during the school year expire five days after the opening of the next succeeding school year and must be renewed [EC 49118].

Inclusions

Federal and state occupational restrictions are such that in most cases minors must be at least 14 years of age to begin working.

Minors visiting from another state (or country, if eligible to work in the United States) who wish to work in California must obtain the standard Permit to Employ and Work, and their employers must possess such permit.

Emancipated minors must have the standard Permit to Employ and Work, and employers employing them must possess this permit. Emancipated minors are those persons under 18 who have entered into a valid marriage (whether or not the marriage was dissolved), are on active duty with the armed services, or possess a "Declaration of Emancipation" issued by the superior court. Minors declared emancipated by the court must be at least 14 years of age. Emancipated minors may apply for a Permit to Employ and Work without parental consent [FC 7000 et seq.], but they are subject to all other child labor laws.

So-called "dropouts" under 18 are still subject to California's compulsory education laws, and must, therefore, have permits in order to work (See Chapter 2 of this digest).

Exclusions

High school graduates or minors who have been awarded a certificate of proficiency are exempt from the permit requirements [EC 49101; LC 1286]. Minors do not need to attain a minimum age in order to graduate from high school. However, to qualify for a

ATTACHMENT E: Work Permits

certificate of proficiency, the minor must be at least 16 years of age, or must have been enrolled for one academic year in the 10th grade, or have completed one academic year of enrollment in the 10th grade at the end of the semester the test was taken [EC 48412].

Obtaining Permits to Employ and Work

Prior to permitting the minor to work, employers must possess a valid Permit to Employ and Work. The minor's school issues the permit. In typical circumstances, after an employer agrees to hire a minor, the minor then obtains from his or her school a brief form with the title "Statement of Intent to Employ Minor and Request for Work Permit" ("Application") [EC 49162]. The Application is completed by the minor and the employer and signed by the minor's parent or guardian and the prospective supervisor [EC 49163]. After returning the completed and signed Application to the school, school officials may then issue the Permit to Employ and Work [EC 49110 - 49113, and 49130].

Minors Who Attend a Charter School

A minor attending a charter **school** who wishes to work, must obtain the standard Permit to Employ and Work, and the employer must possess such permit. Either the minor's school or the authority that granted the school's charter (normally the local school district) may issue the permit.

Further information on work permits can be found at:
<http://www.svusd.k12.ca.us/guidance/workpermit.htm>

ATTACHMENT F:
Sonoma County Water Agency Crew and Worksite Structure

# of Crews	Type of Crews	Beginning Date	End Date	# of Weeks
8	Summer Entry	6/18/12	8/10/12	8
4	Summer Senior	6/18/12	8/10/12	8
3	Extended Senior	8/13/12	10/12/12	9
1	Year-Round Senior	10/15/12	6/28/13	37

1. *“Entry Crews” provide a conduit for Community Service Day/Volunteer participants to enter the SCYEC and eventually move into the “Senior Crews”.*
2. *Crew Ages: Minimum Age for Entry Crew would be 16 years; Minimum Age for Senior Crews would be 18 years.*
3. *Anticipated Summer Entry Crew Sites – 4 in Santa Rosa, 2 in Rohnert Park, 2 in Petaluma (64 total youth).*
4. *Anticipated Summer Senior Crew Sites – 1 in Santa Rosa, 1 in Rohnert Park, 1 in Petaluma, 1 in West County (32 total youth).*
5. *Extended and Year-Round Crews could work throughout the county.*
6. *SCWA will fund 100% of the Senior Crews and 50% of the Entry Crews.*

ATTACHMENT G:
Authorization for California Minors - CDE Form B1-6

STATE OF CALIFORNIA
REQUEST FOR VOLUNTEER/UNPAID TRAINEE AUTHORIZATION FOR MINOR
CDE B1-6 (Rev. 08-10)

DEPARTMENT OF EDUCATION

Minor's Information

Minor's Name (<i>First and Last</i>)	Home Phone	Birth Date
Home Address	City	Zip Code

Local Education Agency Information

LEA Name	LEA Phone	
LEA Address	City	Zip Code

List educational program for this placement: _____

To be filled in by employer or agency of placement.

Business or Agency of Placement Name	Business Phone	
Business Address	City	Zip Code

Minor's services during volunteer/unpaid training: _____

Employer's Name (<i>Print First and Last</i>)	Employer's Signature	Date
---	----------------------	------

To be signed by parent or legal guardian.

As the parent or guardian, I hereby grant permission to the above minor to volunteer or be placed for unpaid training.

I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Parent/Guardian's Name (<i>Print First and Last</i>)	Parent/Guardian's Signature	Date
--	-----------------------------	------

Certification

In compliance with California Education Code 51769, subject to certain exceptions, during the educational unpaid training placement, the LEA is responsible for providing worker's compensation insurance covering that minor.

I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Authorizing Personnel's Name and Title (<i>Print</i>)	Authorizing Personnel's Signature	Date
---	-----------------------------------	------

ATTACHMENT H:
Sonoma County Office of Education Work Ready Certificate

Work-Ready Certification is a program designed to verify that students have the entry-level workplace skills that Sonoma County employers require. Student skills are “tested” by employer representatives and certificates are awarded only to those students who demonstrate all fifteen of the required skills.

What are the work-ready skills and how were they determined?

Over 200 Sonoma County businesses and employers responded to surveys and skill outlines based on national employment trends. Specific requirements for entry-level employment in Sonoma County were defined from these survey responses and related focus group meetings. The resulting Top Ten Skills summarize the skills that Sonoma County employers say students need to begin work. They should:

1. Demonstrate the willingness to work
2. Demonstrate integrity
3. Communicate in spoken and written English
4. Demonstrate promptness
5. Avoid absenteeism
6. Avoid use of language or comments that stereotype others
7. Read and understand written information
8. Maintain appropriate grooming and hygiene
9. Be respectful of the opinions and contributions of others
10. Take responsibility for completing their own work accurately

Employers also say students need to:

1. Demonstrate the willingness and ability to learn
2. Have and apply computer skills
3. Demonstrate customer service skills
4. Work well with others as part of a team
5. Use and apply basic math

For more information, please visit: <http://www.scoe.org/pub/htdocs/work-ready.html>

**ATTACHMENT I:
On-Line Resources**

Information on relevant programs can be viewed at the following websites:

1. **Definition of Terms in RFP:**
<http://www.sonomawib.org> under Funding Opportunities
2. **Excluded Parties List System (EPLS):**
<http://www.epls.gov>
3. **Fiscal OMB Circulars:**
http://www.whitehouse.gov/omb/circulars_default
4. **Sonoma County Job Link:**
<https://www.joblinksonomacounty.com/>
5. **Sonoma County Local Preference Policy:**
<http://www.sonoma-county.org/purchasing/pdf/local%20pref%20policy.pdf>
6. **Sonoma County Workforce Investment Board:**
<http://www.sonomawib.org>
7. **Sonoma County Youth Ecology Corps:**
<http://youthecologycorps.org/>
8. **Sonoma County Upstream Investments:**
<http://sonomaupstream.org/> - General Information
<http://www.sonomaupstream.org/html/documents.asp> - Resolution of Alignment
9. **Sonoma County Water Agency Stream Maintenance Program:**
www.sonomacountywater.org/stream-maintenance-program/
10. **WIA Eligibility Guide:**
http://www.edd.ca.gov/Jobs_and_Training/pubs/rwiad04-18.pdf.
11. **WIA-Department of Labor:**
<http://www.doleta.gov/usworkforce/wia/act.cfm> (Youth Activities Sections 101 & 129)
12. **Work Permit Information:**
<http://www.svusd.k12.ca.us/guidance/workpermit.htm>
13. **Work Ready Certification:**
<http://www.scoe.org/pub/htdocs/work-ready.html>

Sonoma County Human Services Department
Employment & Training Division

**Youth Education & Employment Program
Request for Proposals - ERRATA #1**

December 13, 2011

Corrections and changes are displayed in *italic green font*.

- Page 28 of 51 – Part 6 Proposal Review, Section IV Evaluation and Scoring, Sub-section B, Financial/Organizational Strengths states “15 points for 1-5 and 5 points for #6”

This has been corrected, and is now states “*15 points for 1-4 and 5 points for #5*”.

Sonoma County Human Services Department
Employment & Training Division

**Youth Education & Employment Services Program
Request for Proposals - ERRATA #2**

December 15, 2011

The Budget Instructions, Budget Form 1 and Budget Form 3 have been revised to separately report the SCYEC Crew Leader Wages and Benefits. Please ensure that the new forms are used in preparing the proposal budget.

- Pages 35 through 38 of 51 – Proposal Form D – BUDGET INSTRUCTIONS has been replaced with the revised Budget Instructions that are attached. Separate line items have been added to show the SCYEC Crew Leader Wages and SCYEC Crew Leader Benefits. The item numbers after these new lines have been renumbered.
- Page 39 – Budget Form 1 – PROGRAM BUDGET SUMMARY has been replaced with the revised Budget Form 1 that is attached. Separate line items have been added to show the SCYEC Crew Leader Wages and SCYEC Crew Leader Benefits. The item numbers after these new lines have been renumbered.
- Page 41 – Budget Form 3 – BUDGET LINE ITEM CALCULATION has been replaced with the revised Budget Form 3 that is attached. Separate line items have been added to show the SCYEC Crew Leader Wages and SCYEC Crew Leader Benefits. The item numbers after these new lines have been renumbered.

Sonoma County Human Services Department
Employment & Training Division

**Youth Education & Employment Services Program
Request for Proposals - ERRATA #3
January 3, 2012**

Attachment J – General Proposal Conditions

Attachment J was omitted from the Request for Proposals document. Please see the following page for Attachment J – General Proposal Conditions.

General Proposal Conditions

- A. All agreement awards are contingent upon the receipt of state and federal funding by the County. Actual funding allocations may be increased or reduced, and the agencies selected through this RFP may be required to adjust program expenditures accordingly.
- B. The County reserves the right to not fund any proposal submitted and may cancel this RFP process at any time.
- C. The County reserves the right to fund proposals fully or in part if it is in the best interest of the County to do so.
- D. The County reserves the right to make changes to the program design, performance goals, and service delivery systems described in this RFP.
- E. If no more than one proposal is received in any one region in response to this solicitation, the County reserves the right to classify this procurement as a failed competition, and either reissue the RFP or enter into a single source agreement with the single proposer for that region.
- F. Only actual costs charged solely to the Youth Education & Employment Services program may be included in the proposal budget summary. Only costs associated with providing program services are covered by this funding.
- G. The proposal must contain accurate and complete information as requested in this RFP. The County reserves the right to disqualify any proposal that contains inaccurate information.
- H. The County reserves the right to withdraw an agreement funding award if it is determined that the award was based on false information provided by the proposer.
- I. Proposals will be reviewed as initially submitted. Except as requested by the County, no changes, additions, or re-submissions will be accepted after the initial RFP deadline.
- J. The County shall not be liable for any expenses incurred by the proposer in the preparation of the proposal. The proposals must not include any such expenses as part of the line-item budget.
- K. All proposals and all materials submitted with proposals will become the property of the County and will not be returned. The County also reserves the right to solicit additional information from any responding agency after the proposals have been received, including requests of on-site interviews, to reject any and all proposals, and to make an award according to its own best interest.
- L. Proposals will become a matter of public record and subject to the Public Records Act after awards are made. If there are any portions of the proposal that proposers do not wish released upon request, this must be noted on the specific page or pages of the proposal on which the proprietary information appears.
- M. Proposals submitted in response to this solicitation are not legally binding documents. An agreement for services approved in the proposal and resulting agreement negotiations becomes legally binding after both parties have signed the agreement.

Sonoma County Human Services Department
Employment & Training Division

**Youth Education & Employment Services Program
Request for Proposals - ERRATA #4
January 3, 2012**

Notice of Intent Deadline Extended

The deadline to submit a Notice of Intent has been extended to 5:00 p.m. Friday, January 6, 2012. The fax number 565-8515 was out of order during the County's closure for Mandatory Time Off and therefore was not accepting incoming faxes. If your agency faxed a Notice of Intent and has not received a notification of receipt, please re-fax your Notice to 565-8515 or e-mail it to halloka@schsd.org.

Please note that it is **mandatory** that a Notice of Intent be submitted if your agency intends to submit a proposal in response to the Youth Education & Employment Services Program RFP. The notice of intent does not obligate your agency to submit a proposal.

Sonoma County Human Services Department
Employment & Training Division

**Youth Education & Employment Services Program
Request for Proposals - ERRATA #5
January 6, 2012**

Corrections to Consortium Lead Agency Partnership Requirements

Corrections are displayed in *italic green font*.

Request for Proposal document: Page 8, Section IV – Eligible Proposers, second paragraph, last sentence:

If a proposal includes a consortium, a written agreement outlining a partnership plan between all participating agencies ~~*must be submitted with the proposal and*~~ is subject to approval by County prior to agreement finalization.

Form D - Budget Instructions document: Page 4, Item 22 – Subcontractors and Services, second paragraph, last sentence:

If a proposal includes a consortium, a written agreement outlining a partnership plan between all participating agencies ~~*must be submitted with the proposal and*~~ is subject to approval by County prior to agreement finalization.