

Summer^{of} Opportunity

**2011 Summer of Opportunity Program
City of Rochester
Request for Proposal
Released Wednesday, March 2, 2011
Due Monday March 28, 2011 – 5:00PM**

PURPOSE OF REQUEST

In order to prepare for this summer's employment programming, the City of Rochester is soliciting proposals for summer youth employment programs to serve approximately 150 in-school youth between the ages of 14-15 years old. Citywide, residents who have at least a 90% school attendance rate and have had no long term suspensions for the current school year will receive priority in service. Proposals will be entertained from for-profit, not-for-profit, and faith-based organizations.

Successful applications will be those that clearly articulate a program design aligned with the goals of this RFP, that demonstrate a targeted program model for the age including employment or structured work experience as the primary activity, and those that highlight work readiness and preparation, career exploration, community service, civic engagement, leadership development, and educational enrichment.

BACKGROUND

The City of Rochester's Summer of Opportunity Program formally announces an effort to assist youth with their summer job search. This program is expected to help more than 275 youth ages 14-20 find jobs this summer.

The City of Rochester anticipates funding to be received from its general operating fund. Total funding for this solicitation is expected to equal \$225,000. Actual youth programming will operate for 6 weeks beginning July 11 and ending no later than August 19, 2011.

The Summer of Opportunity Program is strategically aligned with the City priority areas of Public Safety, Economic Development, and Education, and the program goals and objectives are consistent with the One City Rochester Values and Guiding Principles, which can be viewed by visiting the city's website at www.cityofrochester.gov.

Please note: It is not anticipated that the New York State Governor and Legislature will approve an allocation of funds for a Summer Youth Employment Program by the Office for Temporary Disabilities (OTDA). Should additional federal or state funding be made available after the release of this solicitation, such received funds may be applied to this effort. The City of Rochester may modify awards including their expansion, or be unable to make awards based on the availability of funds.

PROGRAM OBJECTIVES

- To support youth in maintaining and enhancing their basic educational skills
- To encourage youth to complete high school and pursue further education
- To expose youth to demand careers, employers, and the world of work
- To reinforce the relationship between what is learned in an academic setting and the skills that are acquired on the job
- To focus youth on contributing to the community in positive ways

TARGET POPULATION

The City of Rochester coordinates the recruitment, eligibility and referral of students to program sites. Program participants are limited to youth ages 14-15. Participants must be enrolled in middle or high school and must live within the City of Rochester. Citywide, residents who have at least a 90% school attendance rate and have had no long term suspensions for the current school year will receive priority in service.

It is anticipated that some youth may apply which will have special needs and require additional structure and support (i.e. disabilities, mental health, juvenile offenders, etc.) Please indicate whether your program is able to support youth with such distinctive needs.

REQUIRED PROGRAM PARAMETERS

Structure Program must consist of a combination of employment and academic related enrichment activities as the primary focus. It is not only appropriate but encouraged that Project-based Experiences, experiences that integrate work-experience and work-based learning, or combine work-based and classroom-based learning activities that include e-learning to provide basic skills instruction, research, career exploration and life-skills training that compliment the work experience be considered as an alternative to individual worksite placement. **To this extent, program trips to amusement parks or similar events will not be reimbursed through this solicitation.**

Duration Youth activities must be provided for 20 hours per week for 6 weeks during the period July 11 - August 19, 2011 only. In order to accommodate the broadest range of youth, **priority will be given to programs with starting times after 12 Noon each day.**

Pay Participants must be paid \$600 stipends for the summer experience. Stipends may be paid on a weekly (\$100) or biweekly (\$200) basis. Program operator or its designee must function as employer of record for this summer employment experience. Proposals must include the ability to adequately administer such stipends and adhere to a schedule of timely payments to youth as a priority.

Worksite Characteristics Work experience can be in the public or private sector. Tasks must be consistent with the New York State minimum-age standards for employed youth under the age of 18 - <http://www.labor.state.ny.us/workerprotection/laborstandards/workprot/minors.shtml>. Youth may be placed in assignments on or off-site **with appropriate supervision.**

PROGRAM ELEMENTS

Intake and Orientation The program must provide each youth participant a thorough overview of the rules, procedures and expectations including acceptable dress and behavior at the program and/or work site. Financial Literacy preparation including establishing a bank account, savings, and check cashing is highly encouraged.

Structured Work Experience Experiences can be in the public or private sector and must be consistent with the New York State minimum age standards for employed youth under the age of 18 - <http://www.labor.state.ny.us/workerprotection/laborstandards/workprot/minors.shtml>. Adequate supervision must be provided.

Enrichment Activity Program content must include work readiness, career exploration, job finding, job retention and positive workplace behaviors. Additional enrichments such as academic assistance/remediation, community service, leadership and character development, communication and presentation skills, time management, goal setting, and/or life-skills training that reinforce the work component through application of basic oral, reading, writing, computational, and reasoning skills are allowable. The facilitation of a summer literacy component that promotes reading to youth participants and their families is also encouraged (i.e. book clubs, etc).

Specific to career exploration an orientation to demand occupations and the local labor market must be incorporated to include exposure to careers through such activities as field trips to employers and local colleges, guest speakers, career labs, and job shadowing. Utilization of the internet based Career Zone and Career Voyages is encouraged (<http://nycareerzone.org/> - A creative website designed to provide in-depth information on a wide variety of exciting careers in New York State, and <http://www.careervoyages.gov> - the ultimate road trip to career success, explore career options and be in demand by knowing about high growth jobs with better wages and a brighter future).

Evaluation The job performance, attendance, attitude, and satisfaction with the program by each participant must be formally evaluated and documented. In addition, a final report that highlights program issues, outcomes, and attainment of program goals must be prepared and presented to the Funder(s) as requested.

It is expected that no less than 85% of youth participants demonstrate work readiness competency through successful completion of the summer employment experience. This will include attendance, behavior and performance including completion of required worksite duties, tasks, and/or projects.

PROPOSAL INSTRUCTIONS

DEADLINE

Proposals submitted in response to this RFP **MUST BE RECEIVED NO LATER THAN 5:00 PM ON MONDAY MARCH 28, 2011.** A single electronic PDF document, attachment or CD (clearly labeled with name of proposed program and proposing organization) should be emailed or otherwise delivered to:

**Keenan L. Allen
City of Rochester
25 Franklin Street, Suite B-5
Rochester, New York 14604
allenk@cityofrochester.gov**

Please note: Only those proposals received to the above address/email will be considered for funding. Proposals received after the deadline time and date or that does not comply with all RFP requirements will not be reviewed.

Questions about this RFP will be addressed at a single Bidder's Conference to be held 9:00AM Friday, March 4, 2011 at the Bureau of Employment Opportunities, Sibley Building, 25 Franklin Street, Suite B-5, Rochester, New York 14604.

All other questions thereafter may be emailed to Keenan Allen at allenk@cityofrochester.gov

EVALUATION CRITERIA

In order to be reviewed, a proposal must be complete and must comply with all requirements of this RFP. A proposal will be excluded from funding consideration for any of the following reasons:

- Late – Not Submitted by deadline (Monday, March 28, 2011, 5:00p)
- Goals or outcomes that are not in accordance with objectives of this program
- Did not follow RFP requirements
- Activities specifically not allowed by Federal, State, or local laws
- History of contract non-compliance or poor past or current contract performance
- Training site and facilities not in full compliance with the Americans with Disabilities Act (ADA)

Proposals meeting the minimum RFP requirements will be evaluated based on, but not limited to, the following criteria.

Quality of Program Design

- Innovative, client-oriented program strategy
- Comprehensive, high-quality program components
- Structured, thorough delivery design
- Substantial involvement of local private sector employers

Demonstrated Capability

- Record of achievement in program management and operations
- High level of professional and technical skill/knowledge
- History of success in serving this target population
- Documented plan to reach program outcomes

Cost Efficiency

- Clarity and completeness of budget detail
- Reasonableness of program costs
- Documented evidence of resource leveraging and in-kind contributions
- Level of investment in relation to proposed outcomes

A City of Rochester evaluation committee will review and recommend proposals based on the criteria noted below. Final approval for programs is contingent upon City Council approval. It is the Funders intent to notify program operators of decisions on or before June 1, 2011.

MINIMUM REQUIREMENTS

- A single optimized PDF document
- Not to exceed **20** pages
- Formatted to 8.5 x 11 paper size using 12-point font and can
- Text lines may be single spaced
- All pages must be numbered and the narrative portion must contain the applicant name in either the header or footer
- Be sure that the proposed program clearly supports achievement of the goals and objectives outlined in this RFP
- Be specific when describing the elements of the program design and delivery
- Refer to program features that are definitive, not to those that are only possibilities
- Include only information directly related to the program and its participants
- Whenever possible, quantify minimum standards, hours of services, and other critical components of the program
- Be concise and avoid extraneous references and unnecessary detail
- Any proposed collaboration must be supported by a signed Partnership Agreement Form (*provided*) - multiple partnerships may be included on a single form

PROPOSAL FORMAT AND CONTENT

OVERVIEW OF PROPOSAL CONTENT

Proposals submitted in response to this solicitation must contain the following items **presented in the order that follows:**

- *Proposal Summary Form*
- *Organizational Narrative*
- *Program Narrative*
- *Collaboration & Partnership*
- *Budget Forms*
- *ADA Checklist*
- *Certification Form*

- *Required Attachments (including Organizational Chart and Partnership Agreement Forms)*

Any additional attachments should be clearly marked as to purpose and placed at the end of the above required documentation. Proposals are limited to a total of **20 pages including any forms and attachments**. Submissions of more than 20 pages will not be reviewed.

Proposal Summary Form - Complete the summary form attached to this RFP. It must appear as the first pages of the proposal.

Organizational Narrative - Up to two (2) pages describe the organization and experience in youth workforce development programming and services including types of industries/businesses partnered with and the practices learned. Give examples and describe appropriate results. Be sure to include:

- how this program fits into the agency's overall operation
- identify current or recent programs the agency has operated that are similar to the proposed program including the dates and results of these programs
- examples of innovative and/or non-traditional approaches that have been successfully used with youth ages 14-15

Program Narrative - Up to four (4) pages describe, in brief detail, the program which your organization proposes and how the objectives and goals of this request will be met. Be sure to include:

- all program elements
- activities and services including when, where and how they will be delivered
- options that exist for transportation to program and/or work sites - **sites not located on or near public transportation must include practical alternatives available to participants**
- assistance available to participants in addressing and resolving poor habits and/or special needs
- reference any curriculum to be utilized
- how performance will be tracked and maintained
- how and when participants will be paid including how attendance will be verified
- number of staff, their distinct role, and level of expertise (attach a one (1) page organizational chart that briefly illustrates the staff and jobs dedicated to this project) including who will monitor and assure internal compliance
- the procedure that will be used if a problem or grievance arises with a participant - indicate specific staff person(s) to be responsible for handling these grievances

Collaboration & Partnership – Up to one (1) page description on how your organization will work with other Funders and/or agencies, including employers to coordinate activities, services and experiences that lead to successful results as identified in this request. Be sure to include:

- how project and/or work sites will be developed (existing employer and project sites should be included on Partnership Agreement Form(s) attached) and the process to be utilized to match youth to specific opportunities
- how partners will be oriented to their roles and responsibilities – must include a thorough orientation for employers and/or supervisors responsible for oversight of youth

Budget Forms - Prepare a program budget using the attached budget forms. Provide sufficient detail to justify all costs of program activities in the budget narrative portion. Include any matching funds **and** how they will support this effort.

Please note: Youth stipends are mandatory in this solicitation. Costs associated with the purchase of equipment or furniture is prohibited. Trips to amusement parks or similar events will not be reimbursed by this solicitation. Advances are limited and may not immediately be available and should be factored into budget planning. The availability of funding for indirect costs is extremely limited and strongly encouraged to be covered by other sources - these sources should be included as Matching Funds. Costs associated with reasonable student transportation may be included in this budget. Under appropriate circumstances limited costs associated with program start-up and

*wrap-up activities may be included. This may include hiring staff, formalizing materials, and orientating youth and work sites. Agencies **MUST** be self-sustaining; funding may not be used to keep organizations operational.*

ADA Checklist - Complete the one-page ADA checklist that is attached to this RFP. It must be included as part of the proposal that is submitted.

Certification Form - Complete the one-page certification form that is attached to this RFP. It must be included as part of the proposal that is submitted.

Required Attachments – Requested documentation must appear at the end of the proposal unless otherwise noted.

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Proposal Summary Form

This form must appear as opening pages of proposal packet

Agency Information

Name of Proposed Program:

Proposing Organization:

Address/Zip:

Website:

Primary Contact (name & title):

Phone: Fax:

Email:

Fiscal Contact (name & title):

Phone: Fax:

Email:

Incorporated Organization (must be incorporated to be considered): ☐ Yes ☐ No

Organization Type: ☐ Private-for-profit ☐ Not-for-profit > ☐ 501©3 ☐ other
☐ Public ☐ Other

Program Highlights

Target Population to Serve (check all that apply): ☐ 14-15 year olds – proposed # _____ ☐ 16-20 year olds – proposed # _____

☐ General Population ☐ Mental Health Needs ☐ Juvenile Offender ☐ Behavioral ☐ Farm Worker ☐ Disabilities
☐ Other (describe) Clarify limitations:

Total Youth Proposed to Serve: _____ Minimum Required/Maximum Capacity Agreeable to Serve: _____ /

Weekly Schedule (days and daily hours – i.e.; M-F 1 to 5PM):

With added funding proposed program has capacity to operate 2 tracks of same program - 1 morning, 1 afternoon
☐ Yes ☐ No Clarify any limitations:

Geographic Location of Program Site (Town/Neighborhood – i.e.; Chili or NE Rochester):

Program Location is on Bus Line: ☐ Yes ☐ No If no, alternate transportation has been proposed: ☐ Yes ☐ No

Budget Highlights

Proposed Budget Includes Youth Wages (NYS Minimum) and all required Deductions ☐ Yes ☐ No

Total Requested Program Budget (from this solicitation only): \$

Total Program Budget (all funds = requested + matching): \$

Cost per Youth w/Requested Funds Only: \$ Cost per Youth w/All Funds: \$

Amount and Source of Matching Funds (specify all):

Names of Collaborating Organizations & Partners (specify all):

Miscellaneous

Do you have an approved Affirmative Action Plan? ☐ Yes ☐ No

Has the organization ever filed for bankruptcy? ☐ Yes ☐ No If yes, explain:

Has the organization ever had to repay funds to a government unit due to a questioned or disallowed cost? ☐ Yes ☐ No If yes, explain:

Does the organization have the capacity to repay a disallowed or questioned audit cost? ☐ Yes ☐ No If no, explain:

List date of last independent audit:

Name and address of audit firm:

Number of years in operation in Monroe County:

If organization contracted with the City of Rochester during the summer of 2010:

Total funded amount: \$ Actual expended amount: \$

Participant enrollment: Planned Actual

IMPORTANT - For the purpose of promotion and recruitment provide a brief 1-2 sentence description of proposed Program (this is the information that will be shared with program seeking youth):

Signature of authorized Program/Organization representative: _____

Date: _____

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Partnership Agreement Form

All contributing partners included in proposal should be included on this form

Partner Name(s):

Contact Person(s):

Telephone Number(s):

The partner(s) listed above agree to contribute the following (please be specific – add additional pages if needed):

Name & Title of Authorized Partner Representative

Signature & Date

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Budget Form

Organization/Program Name:

	Requested Funds	Matching Funds	Total Funds
STAFF COSTS			
Operating Costs			
<i>Participant Costs</i>			
Total Budget			

Source and detail of matching funds (specify all):

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Requested Budget Form

Organization/Program Name:

Requested Funds

Staff Salaries	
Staff Fringe Benefits	
Total Staff Costs	
Rent sq. ft. @ \$ x # mo.	
Utilities \$ /mo. x # mo.	
Supplies (consumable)	
Telephone \$ /line/mo. x lines	
Insurance	
Postage	
Copying/printing	
Contracted Services	
Mileage miles @ \$. /mile	
Other -- Attach Itemized List	
Total Operating Costs	
Participant Stipends	
Participant Incentives	
Total Participant Costs	
Total Requested Funds	

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Requested Staff Costs

Organization/Program Name:

POSITION TITLE	# POSITIONS	Full-Time SALARY PER WEEK	# OF WEEKS	% OF TIME TO PROGRAM	PROGRAM TOTAL SALARY
Total Salaries:					

Staff Fringe Benefits

	Rate		Base		Amount
F.I.C.A.	%	x		=	\$
Worker's Compensation	%	x		=	\$
Health Insurance	%	x		=	\$
Retirement	%	x		=	\$
Disability Insurance	%	x		=	\$
Unemployment Insurance	%	x		=	\$
Other:	%	x		=	\$
Other:	%	x		=	\$

Total Fringe Benefits: \$

Total Requested Staff Costs: \$

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Requested Participants Costs

Organization/Program Name:

Employment

Stipends: # ____ participants @ \$100.00 per week X 6 weeks = \$

Fringe Benefits: Social Security, Medicare, Worker's Compensation, and Unemployment Insurance are mandatory. Optional benefits include Health Insurance, Retirement, Disability Insurance, and any others = \$

<p>PARTICIPANT INCENTIVES: <i>Provide an explanation of incentives and how they relate to program activities.</i></p>
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Requested Budget Narrative/Justification

For each line item in the Budget Forms (staff and operating), provide a narrative description of the costs in sufficient detail to describe what is being charged to the budget, at what rates and for what activities. Provide a cost allocation plan for expenses that are charged to more than one funding source.

STAFF SALARIES: *Provide an explanation of salaries that are tied to staff that will support this project.*

STAFF FRINGE BENEFITS: *Fringe benefits should be budgeted with the organization's standard fringe benefit policy. If budgeted fringe benefits represent an exception to standard policy, please explain.*

RENT: *Provide an explanation of costs needed to support this project.*

UTILITIES: *Provide an explanation of costs needed to support this project.*

SUPPLIES: *Provide information on the type of supplies with an explanation of costs needed to support this project.*

TELEPHONE: *Provide an explanation of costs needed to support this project.*

INSURANCE: *Provide an explanation of costs needed to support this project.*

POSTAGE: *Provide information on the type of supplies with an explanation of costs needed to support this project.*

COPYING/PRINTING: *Provide information on the type and amount of copying/printing with an explanation of costs needed to support this project.*

CONTRACTED SERVICES: *For all subcontracts relating to program activities, attach a copy of the subcontract. When subcontracting details are not known include a brief narrative of each service to be subcontracted, with whom subcontracting will be implemented, the anticipated outcomes and the projected budget.*

MILEAGE: *Provide information on the reasons for travel and mileage reimbursement. No out of state travel costs are allowed unless specifically detailed and approved below.*

OTHER: *Please provide a detailed list of additional items and how they relate to program activities.*

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Americans with Disabilities Act Checklist

The following checklist is intended only to provide a brief assessment of conformance with ADA regulations.

<u>Program Practices</u>	<u>Yes</u>	<u>No</u>
1. Does the advertisement of service provision discourage individuals with disabilities from applying?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the orientation/assessment process prevent or inhibit an individual with a disability from participating?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you prepared to make "Reasonable Accommodations" for disabled individuals?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your proposal resolve potential communication problems confronted by persons with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are program facilities accessible to the disabled?	<input type="checkbox"/>	<input type="checkbox"/>
Parking	<input type="checkbox"/>	<input type="checkbox"/>
Building Entrance	<input type="checkbox"/>	<input type="checkbox"/>
Rest Rooms	<input type="checkbox"/>	<input type="checkbox"/>
Building Corridors	<input type="checkbox"/>	<input type="checkbox"/>
Training Equipment	<input type="checkbox"/>	<input type="checkbox"/>

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Certification

Bidders must certify that they will comply with the following requirements, if funding is awarded as a result of this RFP. All awardees of funds shall:

1. Comply with all Equal Opportunity Laws, including Americans with Disabilities Act of 1990;
2. Sign a “Certification Regarding Debarment, Suspension, and Other Responsibility Matters”, indicating that they have not been debarred or suspended from participating in federal programs because of crimes, fraud, or other serious violations of federal laws and regulations;
3. Sign a certification regarding lobbying, indicating that no federal funds will be used to attempt to influence any federal officer, employee, or elected official;
4. Sign a certification that they provide a drug-free workplace and have a written drug-free workplace policy;
5. Agree to provide services without any duplication of costs (charging SOOP or other funding source for the same expense);
6. Provide a copy of their most recent financial audit before contract execution;
7. Maintain an insurance policy that includes, at a minimum (depending on the program, there may be additional requirements) general liability coverage with single limits of liability in the amount of \$1,000,000. The City of Rochester requires that such policies name it as an additional insured. Provide proof of coverage for worker’s compensation, disability, and automobile liability (if applicable); and
8. Agree to allow on-site inspections and audits of any records related to their programs.

I certify that (name of bidder organization) will comply with the above requirements.

Name

Title

Signature & Date