

Adams and Brown Counties Economic Opportunity, Inc.

And

Adams Brown Employment and Training System

Youth Component Request for Quote (RFQ)

Adams Brown Counties Economic Opportunities, Inc. (ABCEOI) operates Adams and Brown Employment and Training System (ABETS), which assists youth to become life long learners who have the skills and opportunities to support long term success in the job market. ABETS is soliciting proposals for operation of a youth component that will provide basic skills improvement, career exploration and Ohio Graduation Test (OGT) intervention for youth age 16 to 21 who are in school, residents of Adams County and meet the eligibility income guidelines of the Workforce Investment Act (WIA).

The Youth Program is under the guidance of the Workforce Investment Board (WIB) for Workforce Development Area (WDA) #1, which covers Adams, Brown, Pike and Scioto Counties, the Board of Elected Officials (LEO's), and ABCEOI. The goal of the youth program is to facilitate the development of a coordinated, self-sustaining youth employment and training system that anticipates and meets the needs of our future job seeker and employers.

The overall goal for the provision of funds under this procurement is to assist Youth who are at-risk of dropping out of school ages 16-21 with income at or below the 70% of Lower Living Standard Income Level (LLSIL) in development of basic and life skills, career exploration, employability skills, passing the OGT and graduating. Services should be designed to maintain focus on and is relevant to the aforementioned activities and delivered during the school day with participating students receiving academic credit toward graduation. This can be accomplished through a variety of youth development strategies described herein.

Funding for this component will be provided through the WIA Youth Program formula funds.

I. SCOPE OF WORK

The scope of work will include but not be limited to the following:

- Work with the High School Counselors to identify students who would be eligible, would benefit from services and at risk of dropping out of school;
- Pre and Post Testing of employability skills of all participants;

- Provide tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies;
- Development of employability skills;
- Development of leadership and teamwork skills;
- Development of life survival skills and work place skills (soft skills, attendance, good work ethics, etc.);
- Develop strong link between academic and occupational learning;
- Classes must be delivered during the school day and in partnership with the school system;
- Assist in developing adult mentoring for participants for a minimum of 12 months, as appropriate

Expected outcomes of this project will be increased academic achievements (subject grades, passing current grade level, and/or graduation), increased life survival, work place, leadership, and team work skills to facilitate the development of positive social behaviors. Participant will understand the strong link between academic and occupational skills.

Copies of the pretest and posttest of Employability Skills and classroom activity reports will be required documentation for all participants enrolled into this component. The successful bidder will be responsible for providing copies of these documents with the ABETS Youth Program Staff.

II. VENDOR EXPERIENCE AND RELATED ITEMS

Potential vendors must demonstrate previous successful experience with youth programs and demonstrate the ability to perform the testing required and the curriculum to deliver the services. Potential vendors must submit documentation of current audit. The successful vendor will be required to work (face-to-face, telephone, etc.) with the Youth Program Staff to provide coordinated case management services. Selected vendor will be required to follow rules and regulations of the ABETS, ABCEOI, WDA #1 and the WIA Program.

III. CONTRACT DURATION:

The duration of the contract is for one (1) calendar year and will begin from the date on the signed and executed contract through June 30, 2009. The ABCEOI retains the option to extend the contract for one (1) additional year based on performance and successful completion of the scope of work and approval of the Adams County Workforce Policy Board. The contract may be renewed if federal funds are available, appropriate for the

grant to continue, and is agreed to by all parties. At the end of the contract period the vendor will be required to submit a final report indicating how the contract funds were expended.

IV. BUDGET & RELATED CONSIDERATIONS

- The successful bidder will provide the costs associated with the delivery of the services for this Request for Quote.

The Budget cannot exceed \$30,000 and maximum for each participant to be reimbursed for will be \$1,500.00. Other needs as identified for participants will be met through the WIA Program and not considered part of this Request for Quote.

V. APPLICATION COMPONENTS

The following items listed in this section represent the minimum qualification that must be addressed in the Request for Quote submission:

- Cover letter. A cover letter must be included in the submission indicating the vendor's commitment and signed by an authorized person or legal entity that has the authority to enter into an agreement on behalf of the organization submitting the RFQ submission.
- Project Description. The submission must address the elements in the scope of work and how the work will be accomplished. The narrative must include an on going as well as final program evaluation process.
- Budget. The budget must address the cost of the Youth Proposal and show other leveraged funds, which enable the operator to perform the scope of work identified in this Request for Quote for the contract period.

VI. VENDOR REIMBURSEMENT

Payments will be made in three equal intervals; the first at enrollment in the WIA Program, the second payment will be based on active participants at the end of the second semester, and the third will also be based on active participants between May 1 and May 30. Invoices should be submitted to the Director of ABETS at the following:

Ms. Debora Plymail, Program Director
Workforce Connections of Adams/Brown
P.O. Box 188
Winchester, OH 45697

VII. REQUEST FOR QUOTE VENDOR SUBMISSION

If submitting via mail or in person, proposal shall be delivered to:

Workforce Connections of Adams County
19211 St. Rt. 136
P.O. Box 188
Winchester, OH 45697

Attention: Youth Proposal

If vendor submits their proposal in person, they will receive a receipt/confirmation of their submission. The receipt/confirmation will identify the vendor, date, and time of submission.

If submitting in electronic format, all submissions must be sent to:

Debora Plymail at dplymail@abets.org
With "Youth Proposal" indicated in the subject line.

If a vendor is submitting their proposal via e-mail, they will receive a confirmation from the Program Director acknowledging that their submission has been received. The time/date stamp on the e-mail will serve as confirmation regarding the date and time of submission.

No submissions will be accepted or considered responsive after 5:00 p.m. EST on July 11, 2008.

VIII. MONITORING & OVERSIGHT

All vendor submissions and related materials will be considered public information in response to this WIA Youth Program RFQ, which is monitored by the U.S. Department of Labor, the State of Ohio and the WDA # 1. Any contracts that have been executed on

behalf of ABCEOI/ABETS will be subject to federal, state, and local fiscal monitoring by appropriate agencies.

IX. VENDOR COMMUNICATION

Vendors may ask clarifying questions regarding the Request for Quote during the application process via the internet during the Question and Answer Period from June 23, 2008 through June 27, 2008 at 12:00 p.m. EST. To submit questions regarding the Request for Quote, please use dplymail@abets.org with subject line Youth Proposal Questions. Questions must be specific and should reference the relevant section of the RFQ. All applicants must use the email for communication regarding the Request for Quote and all responses regarding the questions will be made available to all vendors submitting questions. All questions and responses may be made available to the general public. All responses will be made available within a 24-48 hour period from receipt of the question(s). No questions will be responded to after 12:00 p.m. on June 27, 2008 EST.

Vendors are prohibited from speaking with ABETS Staff directly regarding the WIA Youth Program RFQ. All communication or clarification regarding the RFQ will be public information. Any vendor seeking clarification from ABETS Staff outside of the prescribed method of communication will be disqualified.

X. TIMEFRAMES:

June 20, 2008	Release of Bidder Specifications
July 11, 2008	Close of Bid Period at 5:00 p.m. EST
July 21 – 25	Review of prospective submissions
July 24, 2008	Successful vendor identified
July 24 – Aug. 15	Execute Contract
August 15, 2008	Begin Contract for Youth Proposal

- *Timeframes are tentative and are subject to change*

XI. BIDDER OR POTENTIAL BIDDER PROTESTS

Any potential, or actual, vendor objecting to the award of a contract resulting from the issuance of this RFQ may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFQ. The protest shall be in writing and shall contain the following information:

- The name, address, and telephone number of the protestor;
- The name of the RFQ being protested;
- A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
- A request for a ruling by ABCEOI;
- A statement as to the form of relief requested from ABCEOI;
- Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- A timely protest shall be considered by ABCEOI, if it is received by ABCEOI within the following periods:
 - A protest based on alleged improprieties in the issuance of the RFQ or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. the closing date for receipt of proposals.
- If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 p.m. of the eighth (8th) calendar day after the issuance of the Letter of Intent to Award the contract.
- An untimely protest may be considered by ABCEOI, if ABCEOI determines that the protest raises issues significant to the department's procurement system. An untimely protest is one received by ABCEOI after the time periods set forth in items previously mentioned in this section.
- All protests must be filed at the following location:

ABCEOI/ABETS
Attention: Debora Plymail
P.O. Box 188
Winchester, Ohio 45697
- When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of Adams Brown

Employment and Training System determines that a delay will severely disadvantage the Department. The vendor(s) who would have been awarded the contract shall be notified of the receipt of the protest.

- ABCEOI shall issue written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.