

**Request for Proposals
Summer Youth Employment and Training Program
For Ages 16-24**

The Northwest Piedmont Council of Governments/Workforce Development Program (NWPCOG/WFD) is accepting proposals to provide employment and training services to at-risk low/moderate income youth, ages 16-24, who are residents of Rockingham, Stokes, and Yadkin counties. Program services must engage youth and focus on activities such as career awareness, job readiness, skills training and work/project activities that prepare them for future employment opportunities. The program model should be designed to engage low/moderate income youth in work and/or related project activities, teach fundamental job readiness skills training and world-of-work awareness through meaningful summer experiences.

I. FUNDING AND AMOUNT OF ASSISTANCE

Funding will be available from the NWPCOG/WFD to administer the 2009 Summer Youth Employment and Training Programs. Funds will be allocated for the program year. Fund approval will be awarded by NWPCOG/WFD. No funds will be released or expended prior to July 1, for each program year.

II. SCHEDULE OF PERTINENT DATES

Release of RFP	March	6,	2009
Bidder's Conference	March	20,	2009
Proposals Due	April	6,	2009
Project Selection	April	20,	2009
Program Start Date	June 1, 2009 (approximate)		

III. BIDDERS' CONFERENCE

While attendance is not mandatory, bidders are strongly encouraged to attend the March 20, 2009 Bidders' Conference being held at the Northwest Piedmont Council of Government, 400 W. 4th Suite 400, 3rd Floor Conference Room at 2:00 p.m, Parking is available on the street, and in the Cherry Street Parking deck.

IV. PROPOSAL CONTENTS

The proposal should contain the following materials. Proposers should utilize this section as a "checklist" to assure completeness prior to submitting their proposals.

1. The Agency/Service Provider name, mailing address, e-mail address, phone and fax numbers.
2. A description of the scope of work to which the agency will commit.
 - a) The proposed contract amount and a proposed payment schedule.
 - b) A description of the basis for all cost items, e.g. hours of work and hourly rate for each activity, including planning, and reporting.
 - c) A scope of work, substantially in the form of the Addendum to this RFP.

- d) Copy of proposed budgets and expenditures (2009)
- e) Copy of last year and current audit.
- 3. A list of all of the persons to be involved in carrying out the proposed work, describing each person's qualifications and proposed involvement in specific tasks. Attach a resume or job description for each person.
- 4. A list and description of similar work completed by the Agency in the last five years.
- 5. Any additional information or materials relevant to the Agency's availability, qualifications, and capacity to do the work.

V. SELECTION PROCEDURES

Selection will be based on the following criteria:

- i. Demonstrated quantity and quality of successful, relevant experience
- ii. Demonstrated level of organizational capability and capacity
- iii. Quality of proposed program

VI. PROPOSALS SUBMISSION

Applicants must submit two sealed proposals to the attention of Linda Chisom at the address below with original signature(s) along with (3) copies. Proposals should be submitted to:

By Mail:

Linda Chisom, WFD Program Coordinator
NWPCOG/WFD Program
400 W. 4th St. Suite
Winston-Salem, NC 27101

By Hand Delivery:

Northwest Piedmont Council of Governments
400 W. 4th Suite 400
Winston Salem, NC 27101

If you have any questions, please contact Deon Carter at (336-724-3625 ext. 205) **or** dcarter@nwpcog.org

VII. DEADLINE

All responses to this RFP must be received by 5:00 p.m., April 6, 2009.

VIII. RESTRICTIONS AND DISBURSEMENT OF GRANT FUNDS

Funds may be used for employment wages for project participants and other program costs. Documentation must demonstrate that funds were spent on program costs only. In order to receive funding, the Agency must provide the following:

- a) A list by family or household served indicating client identifier, address, apartment unit, household size, income, age, sex, race and ethnicity of household head; and additional demographic data as applicable to services provided.
- b) Information on each participant, including name, address, employer, job title, hourly wage, and hours to be worked per week.
- c) Copies of the participants' time sheets or written verification of the participants' hours

IX. PROGRAM EVALUATION

At the conclusion of the 2009 Summer Youth Employment and Training Program, the Agency must submit completed evaluation forms, in a format to be provided by the NWPCOG/WFD, no later than September 30, 2009. Separate evaluations are to be completed by the agency, youth participants, and participating employers. Sample evaluation forms are available for review.

The Northwest Piedmont Workforce Development Program is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities.

ADDENDUM A
SAMPLE SCOPE OF WORK
Numbers are for purposes of illustration only

SCOPE OF SERVICES

The program proposes to place 300 youth in meaningful work experiences at a rate of \$7.25 per hour or prevailing rate for 20 hours per week for six weeks with funds provided by the NWPCOG/WFD.

The Agency will provide the following services to the 2009 summer program:

- Accept and process all applications for summer employment from youth 16-24 years of age
- Provide assessment and job readiness training for all youth prior to referrals for interviews
- Ensure that all required pre-employment paperwork is obtained and completed prior to placement (i.e. work permits)
- Identify and develop work sites for job placement

- Provide program orientation to all work site representatives
- Require work sites to submit job descriptions for all positions prior to placement
- Match youth applicants with work site job opportunities
- Assist with the interview process
- Provide on-going site monitoring for the duration of the program
- Make contact at least weekly with each job site
- Collect and process participant timesheets