



REQUEST FOR PROPOSAL

(Qualifications-Based RFP)

RFP Number # 2022-01-10

**RFP NAME: WORK2FUTURE WORKFORCE INNOVATION
AND OPPORTUNITY ACT SERVICES TO IN-SCHOOL YOUTH**

RFP Release Date:	Monday, January 10, 2022, 10:00 a.m. PST
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Pre-Proposal Technical Assistance Conference Via Zoom:	January 18, 2022 10:00 a.m. Pacific Standard Time https://zoom.us/j/96614399660?pwd=TDBmazhjMTZUNzdtMkZaaHBKb0tEdz09
Deadline for Questions and Objections:	Tuesday, January 25, 2022 4:00 p.m. PST
Proposal Due Date:	Friday, February 11, 2022 4:00 p.m. PST

Time:	https://grants.sanjoseca.gov
Location:	

1. INTRODUCTION AND OVERVIEW

The City of San José Office of Economic Development San José Silicon Valley Workforce Development Board, hereinafter referred to as "The Workforce Development Board" or "WDB" or "work2future", is soliciting proposals from qualified organizations to provide In-School Youth Services within its local service delivery area.

- 1.1. Services provided will be funded by the Workforce Innovation and Opportunity Act ("WIOA") and may also utilize funding from other sources.
- 1.2. This Request for Proposals ("RFP") contains the necessary background, requirements, information, instructions, and forms for responding to this RFP.
- 1.3. The WDB reserves the right to terminate or adjust this RFP to conform to available funds. The WDB further reserves the right to accept an offer in full, or in part, or to reject all offers. The WDB reserves the right to award funds for different programs under this RFP to different Proposers.
- 1.4. Programs funded under this RFP must be prepared to make minor non-substantive programmatic adjustments during the term of the agreement(s) resulting from this RFP to comply with any changes in WIOA regulations and requirements, both current and still to be issued.
- 1.5. This RFP solicits proposals for unique and innovative services that link WIOA eligible In-School Youth to higher education leading to careers in the WDB's priority sectors and In-Demand Occupations, as further described in Section 6.23. The WDB's Priority Industry Sectors are currently: Business Services and Finance, Advanced Manufacturing, Information and Communications Technology ("ICT"), Construction/Pre-Apprenticeship, Healthcare, and other key sectors identified by the WDB ("Priority Industry Sectors"). Priority Industry Sectors are subject to change with the economy at any given time. In-Demand Occupations are updated periodically to align with current labor market information. The WDB will give the Subgrantee notification of any changes prior to implementation.
- 1.6. The WDB is especially interested in proposals that increase the number of residents served who meet WIOA eligibility and are farthest from opportunity and intentionally focus on Black, Indigenous, and People of Color ("BIPOC") youth, foster youth, juvenile justice involved youth, Limited English Proficiency ("LEP") youth, youth with disabilities and young parents to ensure these young adults are not left out of the system.
- 1.7. The WDB's customers include both the employers that work with the WDB and the job-seekers who need to upgrade their skills. Proposals should reflect a customer-centered design approach, looking first at what a customer needs and then, using cultural competencies, developing an appropriate menu of services to meet those needs. This

approach will build the capacity of the workforce system to better serve employers who need skilled workers, and to design more personalized services to help job seekers to get the skills and jobs they need.

1.8. Definitions: Throughout this RFP the following terms are defined as follows:

1.8.1. Proposer: Any organization submitting a proposal in response to this RFP

1.8.2. Selected Proposer: Any organization whose proposal has been reviewed, rated, and selected to provide services under this RFP.

1.8.3. Subgrantee: Any organization who, after having been selected to provide services under this RFP, has entered into a contract with the City of San José (“City”) to provide such services.

1.8.4. In-School Youth: An individual between the ages of 16 and 21 who is attending school/educational institution (as defined by Cal. Ed. Code §210.3), not younger than age 16 or (unless an individual with a disability who is attending school under State law) older than age 21, a low-income individual as defined in Workforce Services Directive (“WSD”) 21-01 and meets at least one of the following criteria:

- Basic Skills Deficient;
- An English Learner;
- Subject to the juvenile or adult justice system;
- Homeless, a runaway, in foster care or has aged out of the foster care system, a child eligible for public assistance, or in an out-of-home placement;
- Pregnant or parenting;
- An individual with a disability; or
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

1.8.5. Adult Education – Academic instruction and education services below the postsecondary level that increases an individual’s ability to: read, write, and speak in English, and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment (WIOA Section 203).

1.8.6. Alternative School – An alternative school is a type of school designed to achieve grade-level (K-12) standards and meet student needs (Cal. Ed. Code §58500). Examples of alternative schools include, but are not limited to, continuation, magnet, and charter schools. If the youth Participant is attending an alternative school at the time of enrollment, the Participant is considered to be in-school.

1.8.7. Attending School – An individual is considered to be attending school if the individual is enrolled in secondary or postsecondary school. If a youth is between

high school graduation and postsecondary education, the youth is considered an In-School Youth if they are registered for postsecondary education, even if they have not yet begun postsecondary classes. However, if the youth registers for postsecondary education, but does not follow through with attending classes, the youth is considered Out-of-School youth if the eligibility determination is made after youth decided not to attend postsecondary education. Youth on summer break are considered In-School Youth if they are enrolled to continue school in the fall (TEGL 21-16)

1.8.8. Not Attending School – an individual who is not attending a secondary or postsecondary school. In addition, individuals enrolled in the following programs would be considered an Out-of-School youth for eligibility purposes:

- WIOA Title II Adult Education;
- YouthBuild; and
- Job Corps, high school equivalency program, or dropout re-engagement programs.

1.8.8.1. A youth attending a high school equivalency program funded by the public K12 school system who is classified by the school system as still enrolled in school are the exception; the youth would be considered an In-School Youth (Title 20 CFR Section 681.230).

1.8.8.2. Non-credit bearing postsecondary classes only (TEGL 21-16).

1.8.8.3. A charter school program that provides instruction exclusively in partnership with WIOA, federally-funded YouthBuild programs, federal Job Corps training or instruction, California Conservation Corps, or a state certified local conservation corps (in alignment with Cal. Ed. Code §47612.1).

1.8.9. Offender – An adult or juvenile subject to any stage of the criminal justice process or an adult or juvenile who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or convictions or for whom services under WIOA may be beneficial (WIOA Section 3[38]).

1.8.10. Postsecondary School – California community colleges, and accredited public and private universities (Cal. Ed. Code §66010).

1.8.11. School – any secondary or postsecondary school (Title 20 CFR Section 681.230). These include, but are not limited to, traditional K-12 public schools and private schools (e.g., continuation, magnet, charter, and home).

1.8.12. School Dropout – An individual who is no longer attending any school and has not received a secondary school diploma or its recognized equivalent

(WIOA Section 3[54]). Per TEGL 8-15, this term does not include individuals who dropped out of postsecondary school.

- 1.8.13. Secondary School – A nonprofit institutional day or resident school, including a public secondary charter school, that provides secondary education, as determined under state law, except that the term does not include any education beyond grade 12 (Title 20 U.S.C. Section 1401[27]).

1.9. SERVICE DELIVERY AREA

- 1.9.1. The WDB’s service delivery area includes the communities of Gilroy, Morgan Hill, Los Gatos, Monte Sereno, Saratoga, Los Altos Hills, Campbell, San José, and unincorporated areas of Santa Clara County. Business and WIOA-eligible client services are provided at the Workforce Development Board America’s Job Centers of California (“AJCC”) and at other Workforce Development Board-approved locations.
- 1.9.2. This RFP solicits proposals from organizations that will provide services in the following areas. Client recruitment will be throughout both the San José Area and the South County Area. In-person client services will take place at the San José AJCC and other locations to be determined by the work2future Director.

San José Area: San José, Los Gatos, Monte Sereno, Saratoga, Los Altos Hills, Campbell, and the unincorporated areas of Santa Clara County contiguous to those cities.

San José AJCC
1608 Las Plumas Avenue, San José CA 95113

North County Satellite AJCC
1901 Zanker Road, San José, CA 95112

South County Area: Gilroy, Morgan Hill, and the unincorporated areas of Santa Clara County contiguous to those cities.

South County Satellite AJCC
379 Tomkins Ct, Gilroy, CA 95020

2. FUNDING

The proposed services are funded under Title I of the WIOA to provide related services. For planning purposes, Proposers should estimate WIOA In-School Youth funding of \$528,000. This estimate is provided solely for guidance to Proposers in preparing a budget and cost proposal. The actual award amount is contingent upon available federal funds at the time of contract negotiations and the status of any extension to the WIOA Waiver for Out-of-School Youth Expenditure – PY 21-22.

3. SERVICES TO MINORS

- 3.1. Selected Proposer must conduct a background check on all staff hired to work with youth prior to start-up of contract. A copy of the background check shall be provided to the WDB.
- 3.2. Selected Proposer must comply with the TB testing requirements set forth in Section 5163 of the California Public Resources Code verifying that all staff hired to work with youth have provided evidence/verification of a negative TB skin test reading less than two (2) years old (if newly hired) or within four (4) years (if current employee) of the date of execution of the agreement and every four (4) years thereafter, if the term of the agreement exceeds four (4) years.

4. BACKGROUND

- 4.1. The WIOA program's goal is strengthening the workforce system through innovation and alignment of services to promote individual and national economic growth.
- 4.2. The City of San José is the fiscal agent for the San José Silicon Valley Workforce Development Board. The Selected Proposer will enter into an agreement with the City of San José.
- 4.3. Proposers understand and agree that under [WSD 18-06](#) their organization is a Subgrantee rather than a Contractor.

5. MINIMUM QUALIFICATIONS

At least three (3) years of experience providing similar services to youth ages 16-21. Proposals from organizations that have utilized WIOA or other government funding to serve youth will receive more points in the "Organization, Structure, Experience and Past Performance" evaluation criteria category.

6. SCOPE OF WORK

- 6.1. The purpose of this RFP is to identify experienced and qualified organizations to act as the WIOA In-School Youth Program Service Provider(s) for the San José Silicon Valley Workforce Development Board.
- 6.2. Organizations may submit proposals to provide WIOA services to eligible In-School Youth ("Participants"). The provisions in this Section 6 apply to services to Participants in this group.
- 6.3. The selected Subgrantee will be responsible for: (a) providing innovative workforce services and support to Participants living in the work2future service area, and (b) fulfilling the purpose and intent of the WIOA.

- 6.4. All services provided by the selected Subgrantee must be compliant with WIOA, State regulations and local policies and operational directives, and must be responsive to local labor market demands, as funding allows. It is the Proposers' responsibility to be familiar with all of the above.
- 6.5. The selected Subgrantee will produce measurable outcomes, provide a high-quality customer experience, and operate with maximum cost efficiency and effectiveness.
- 6.6. Proposals that show strong partnerships with local organizations that provide wrap-around services as well as partnerships with local business and employers are highly encouraged to enable the selected Subgrantee to provide Participants with the full continuum of services that they may need.
- 6.7. The selected Subgrantee shall provide services in collaboration with other WIOA workforce system partners to ensure that customers can access the full range of necessary services.
- 6.8. work2future shall have input into the service delivery model, and all changes to the service delivery model must be negotiated with and approved by work2future.
- 6.9. Subgrantee shall coordinate services with the One Stop Operator, who coordinates partner services at the AJCC, and other required AJCC partners.
- 6.10. The selected Subgrantee shall meet regularly (no less than monthly) with WDB staff, and other AJCC customer services staff, and no less than quarterly with the One Stop Operator to ensure that services are being provided at the highest level of quality.
- 6.11. Subgrantee will apply the requirements of the AJCC Certification and continuous quality improvement ("CQI") at each of the AJCCs. A description of the AJCC Certification requirements are available at this link:
https://www.edd.ca.gov/Jobs_and_Training/pubs/wsd20-08.pdf.
- 6.12. The Subgrantee shall work with the One Stop Operator to ensure that the AJCC is customer-centered and business-friendly, to continuously improve and streamline service delivery.
- 6.13. The Subgrantee will be responsible for providing high-quality services to WIOA Participants, and for providing well-informed and cross-trained staff to work in the AJCC comprehensive center and satellite sites as part of a functionally integrated service delivery model.
- 6.14. Subgrantee's program design must incorporate accessibility to all services a customer may choose, and reasonable accommodation must be made for individuals with disabilities.
- 6.15. The selected Subgrantee shall put into place a customer-centered service delivery strategy that leads to a positive return on investment for work2future.

- 6.16. Subgrantee staff shall attend all mandatory WDB trainings for workforce professional development.
- 6.17. Subgrantee shall make services available to local constituents by bringing them into the community, using libraries, community centers, churches, and/or other locations during non-standard hours, including evenings and weekends, to serve the unemployed and underemployed.
- 6.18. The Subgrantee will use technology (at minimum, a laptop and the internet) to provide services in the community. In addition, the Subgrantee must deliver services in the San José AJCC and other locations approved by work2future.
- 6.19. The ideal Subgrantee will have experience operating a WIOA program that meets or exceeds required performance outcomes.
- 6.20. The ideal Subgrantee will have experience collaborating and executing a project with multiple WIOA stakeholders, especially with WIOA partners.
- 6.21. The ideal Subgrantee will have staff with oral and written competency in at least the following languages: English, Vietnamese, and Spanish.
- 6.22. Subgrantee shall work closely with work2future regarding the development and implementation of any WDB-mandated directives or programs based on community needs.
- 6.23. DESIGNATED PRIORITY INDUSTRY SECTORS AND IN-DEMAND OCCUPATIONS
- 6.23.1. Subgrantee's In-School Youth program focus must be geared towards career pathways, drop-out recovery, education and referral to education that leads to the achievement of a high school diploma and/or recognized postsecondary credential and placement in work2future's Priority Industry Sectors and In-Demand Occupations.
- 6.23.2. work2future is focused on providing employment with career pathways in Priority Industry Sectors, which are an important part of the local and regional economy. work2future's current Priority Industry Sectors are:
- Business Services & Finance;
 - Advanced Manufacturing;
 - Information/Communication Technology;
 - Construction / Pre-Apprenticeship; and
 - Healthcare.

6.23.3. work2future’s Business Services team compiles a list of In-Demand Occupations (“In-Demand Occupations”) which is compiled from labor market information and uses the following criteria:

- Median hourly earnings
- Annual job openings
- Change in the number of job openings over the past 5 years

This list is distributed periodically by work2future when there are significant changes to the list.

6.23.4. The Priority Industry Sector and In-Demand Occupations approach offers a framework to identify employment opportunities, to engage employers and educators, and to develop career pathways and training opportunities that are consistent with the needs of the local workforce area. Proposers must show how they will achieve work2future’s performance goals by providing services that will lead to career pathways in the Priority Industry Sectors and In-Demand Occupations. Selected Subgrantee will have experience engaging with industry and education to support Participant training through curriculum development and development of training opportunities within the Priority Industry Sectors and In-Demand Occupations.

6.23.5. Subgrantee will focus on working with employers to move Participants from lower-wage jobs to middle-wage employment in Priority Industry Sectors and In-Demand Occupations. Proposals should provide strategies to develop and maintain relationships with designated-sector employers that will facilitate positive outcomes for customers.

6.23.6. Subgrantee will use industry sector strategies, in conjunction with labor market information and specialized assessments, to educate and connect jobseekers to In-Demand Occupations and training within the designated sectors. The selected Subgrantee shall ensure that Participants are trained and placed in these Priority Industry Sectors and In-Demand Occupations. Subgrantee’s performance-based payments will be tied to connecting Participants to training and employment opportunities within these designated sectors and occupations.

6.23.7. In coordination with the work2future Business Services Team, the selected Subgrantee shall actively engage industry and labor and shall support regional sector strategies through an integrated business service strategy that focuses on middle-wage jobs. Subgrantee shall coordinate with the work2future Business Services team to develop job opportunities with local employers and facilitate Participant placements in internships and occupations within work2future’s Priority Industry Sectors and In-Demand Occupations. All job sourcing activities undertaken by Subgrantee shall be coordinated with the work2future Business Services team. In addition, the

Subgrantee shall coordinate with the work2future Business Services team to provide job fairs and ongoing recruitments for local businesses.

6.24. MANAGEMENT AND REPORTING

- 6.24.1. The selected Subgrantee will meet regularly (at a minimum quarterly) with work2future staff to discuss: enrollments, Participant retention, program design, outcomes (employment and education), program expenditures, staffing, and other elements that have the potential to impact the quality of the programs and services provided under the contract.
- 6.24.2. Subgrantee will utilize work2future-prescribed reporting tools and will ensure timely and correct data entry in the CalJOBSSM system (“CalJOBS”).
- 6.24.3. Regional collaboration and reporting are required under WIOA. work2future, together with the workforce development boards of San Francisco, NOVA, and San Benito County, constitute the Bay Peninsula Regional Planning Unit, established by the State of California for regional delivery of workforce development services. The selected Subgrantee will be required to participate in regional workforce development work. The level of participation and role that the selected Subgrantee will play will be determined by work2future.
- 6.24.4. Subgrantee awarded a contract as a result of this RFP will be required to report monthly performance in a manner established by work2future that clearly compares monthly and accrued performance goals versus actual, achieved-to-date, monthly and accrued outcomes. In its monthly reports, Subgrantee will provide information on employment outcomes that is verifiable at the time of reporting and supported by documentation (e.g., pay stubs, offer letters, employment verification letters). The contract will establish the authority of work2future to declare fiscal and administrative probation status, including the possibility of disallowed costs, for Subgrantees not providing monthly performance reports and/or not completing other program status reports.
- 6.24.5. Any Proposer providing a proposal in response to this RFP that has received a request for corrective action and/or a corrective action plan and/or a request for repayment of disallowed costs from a funding source within the last three (3) years shall provide, as part of its proposal, details sufficient to explain why the corrective action and/or repayment was requested by the funding source and, for corrective actions, what strategy or strategies were provided by the Subgrantee as part of the corrective action plan(s) to address the reason(s) that the corrective action was requested or imposed, and whether the corrective action plan was implemented by the Subgrantee and/or the matter resolved to the satisfaction of the funding source.
- 6.24.6. work2future staff will be responsible for reporting to the State and will field all requests from the Chief Elected Official (the Mayor of San José), as well as

requests from work2future, the media, other members of the Bay Peninsula Regional Planning Unit, and other interested stakeholders. The selected Subgrantee will be expected to support reporting requests as needed and will respond to reporting requests made by work2future and its staff in a timely manner.

7. TARGET POPULATION

- 7.1. To be eligible to participate in the program, an individual shall, at the time of the eligibility determination, be an In-School Youth, as specifically defined for this RFP below:

An individual between the ages of 16 and 21 who is attending school (as defined by Cal. Ed. Code §210.3), not younger than age 16 or (unless an individual with a disability who is attending school under State law) older than age 21, a low-income individual as defined in WSD 21-01 and meets at least one of the following criteria:

- Basic Skills Deficient;
- An English Learner;
- Subject to the juvenile or adult justice system;
- Homeless, a runaway, in foster care or has aged out of the foster care system, a child eligible for public assistance, or in an out-of-home placement;
- Pregnant or parenting;
- An individual with a disability; or
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

- 7.1.1. No more than five percent (5%) of youth that are not low-income but meet all of the other criteria may be enrolled under the 5% window

- 7.1.2. It is important to note that students attending a charter school program that provides instruction exclusively in partnership with WIOA, federally funded YouthBuild Programs, federal Job Corps training or instruction, California Conservation Corps or a state certified local conservation corps (in alignment with Cal. Ed. Code §47612.1) are not considered In-School Youth for WIOA eligibility purposes, and thus would *not* be eligible to be served under this RFP (WSD17-07: WIOA Youth Program Requirements).

- 7.2. A youth Participant's eligibility is determined at intake; therefore, the youth remains eligible for youth services until exited. For example, an individual who is an In-School Youth and is between the ages of 16-21 at the time of enrollment, and is now beyond the age of 21, is still considered an In-School Youth until exited.

- 7.3. Should the Subgrantee be contacted by In-School Youth who cannot be served by contracts funded under this RFP, it will be expected to make appropriate referrals to other service providers who provide services to In-School Youth including the San José Works (SJ Works) program or refer youth to self-help basic career services at the AJCC.
- 7.4. For citations and further guidance and definitions, Subgrantees should refer to the following resources:

Department of Labor's Employment and Training Administration Training and Employment Guidance Letter 8-15:

https://wdr.doleta.gov/directives/attach/TEGL/TEGL_08-15.pdf.

California Employment Development Department Directive WSD 17-07:

http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd17-07.pdf.

8. SERVICE DELIVERY

- 8.1. Employer relationships are important to ensure many opportunities for youth to gain work experience. At least twenty percent (20%) of local Youth formula funds must be used for work experiences, such as summer and year-round employment, pre-apprenticeship, on-the-job training, internships and job shadowing. Subgrantee will be responsible for having a strategy in place to develop relationships with employers in the Priority Industry Sectors that can provide work experiences to work2future youth.

- 8.2. At a minimum, youth programs shall include the following program design elements:

8.2.1. Outreach / Recruitment

8.2.1.1. Subgrantee will perform sufficient outreach to target and recruit youth within the service delivery area(s) that meet the eligibility requirements for WIOA In-School Youth.

8.2.1.2. Subgrantee will focus, but not limit, their outreach efforts on youth that, although they have barriers to employment, can successfully utilize the services and skills upgrades provided to enable them to meet local employers' needs.

8.2.2. Intake

8.2.2.1. Subgrantee will conduct an intake process with youth that will involve prescreening for eligibility determination and providing an orientation of youth program services.

8.2.2.2. Assure WIOA enrollment readiness.

8.2.2.3. Prepare all eligibility documentation.

8.2.3. Assessment

8.2.3.1. Assess each applicant's initial skills level using an appraisal test approved by the WDB.

8.2.3.2. Subgrantee will provide a comprehensive assessment for all Participants interested in pursuing education, training and employment.

8.2.4. Develop Individual Service Strategy ("ISS") for each enrolled Participant

8.2.4.1. Include goals and planned activities to attain those goals.

8.2.4.2. Using the information gathered during the comprehensive assessment phase, Subgrantee will develop a mutually agreeable ISS with youth Participants. Subgrantee will ensure that youth Participants are screened for basic skills, complete a pre-application and/or equivalent, and ensure that adequate information about the need for training, as specified in the ISS, is on record. During this time, Subgrantee shall present information on career ladders, In-Demand Occupations, salary levels, and other incentives and resources available to Participants.

8.2.4.3. Subgrantee will enter 100% of youth Participants' enrollments in the State CalJOBS system within three (3) days of enrollment, showing, at a minimum, the results of all assessments, and all goals and activities planned and agreed to by the youth Participant at the time of intake.

8.2.5. Job Sourcing

8.2.5.1. Job sourcing is important in helping to place Participants in work experience activities and in subsidized and unsubsidized employment. Proposers must describe how they will conduct outreach to employers, particularly in Priority Industry Sectors, and how they will do so in coordination with work2future's Business Services Team.

8.2.5.2. Utilize employer linkages and partnerships to identify internship and work experience opportunities in Priority Industry Sectors and In-Demand Occupations.

8.2.6. Referrals: Identify areas of Participant need apart from WIOA services and refer Participant to appropriate agencies to address those needs

8.2.7. Basic Skills Remediation

8.2.7.1. Provide literacy and numeracy remediation to basic skills deficient clients with the objective for the youth to gain at least one educational functioning level as measured by an appraisal test approved by the WDB.

8.2.8. Work Readiness Training

8.2.8.1. Soft skills, such as resume writing and interview techniques

8.2.8.2. Computer literacy

8.2.8.3. Financial literacy

Please note that the work readiness training described in Section 8.2.8 above can be provided by the Subgrantee or an AJCC partner organization or approved third-party Subgrantee training providers.

8.2.9. Referrals to Work Experience

8.2.9.1. Work experience activities are expected to be a priority service, such as summer jobs and year-round employment, pre-apprenticeships, on-the-job training, internships, and job shadowing.

8.2.9.2. The Selected Proposer will be the employer of record for clients in work experience (“WEX”), On-the-Job Training (“OJT”), and paid internships. The employer of record is the entity that handles payroll, human resources, and workers’ compensation insurance for clients in WEX, OJT, or internships, but is not the place where the client actually works. Employer of record responsibilities will include payroll, payroll taxes, worker’s compensation and check issuing for Participant costs, payroll reporting and W-2 processing.

8.2.9.2.1. The Selected Proposer, as employer of record, will execute an agreement with each worksite, which will detail which responsibilities are the worksite's (direct day-to-day supervision, time recording, performance evaluation, etc.) and which are the employer of record responsibilities (payroll, onboarding, worker's compensation, etc.).

8.2.9.3. The Selected Proposer will be responsible for obtaining work permits for youth below the age of 18.

8.2.10. Job Skills Workshops such as teamwork, critical thinking, and technical job skills such as MS Excel.

8.2.11. Career Technical Training

8.2.11.1. Subgrantee will provide referrals to occupational skills training for youth Participants if deemed appropriate by Subgrantee staff or case manager. Youth Participants may not begin training until after all appropriate documentation has been approved and recorded in the State CalJOBS system. Subgrantee must utilize the local Eligible Training Provider (List ETPL) or an approved Youth Career Technical Training provider to provide occupational skills training to In-School Youth.

8.2.12. Follow Up Services: Subgrantee will provide documented follow up services for a minimum of 12 months.

8.3. Services will be provided to youth that are residents of the San José Silicon Valley WDB service delivery area. All services will focus on the San José Silicon Valley WDB's In-Demand Occupations and/or Priority Industry Sectors (see Section 6.23). Subgrantee will be responsible for developing training programs or working with existing training providers that currently offer training programs to the Priority Industry Sectors, utilizing labor market data and input from Priority Industry Sector employers.

8.4. The service delivery strategy must minimize the number of Participants carried over to the following program year. To minimize carry-over Participants, all enrollments must be completed by March 30 of each year. All Participants carried over must be placed by September 30th of the following program year.

9. YOUTH PROGRAM ELEMENTS

9.1. Subgrantee has the discretion to determine what specific program elements a youth Participant receives based on each Participant's objective assessment and ISS. Therefore, Subgrantee's youth program is not required to provide every youth program element listed below to every Participant. However, Subgrantee must make all 14 elements available so that all youth can receive the elements appropriate to their ISS.

9.2. At a minimum, the following WIOA program elements must be made available to Participants, either through direct service provision or referral to partner organizations:

- Tutoring and drop-out prevention;
- Alternative secondary school services;
- Paid and unpaid work experiences;
- Occupational skill training;
- Education offered concurrently with workforce preparation activities;
- Leadership development opportunities;

- Supportive services;
- Adult mentoring;
- Follow-up services, for at least twelve (12) months after the completion of participation;
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling;
- Financial literacy education;
- Entrepreneurial skills training;
- Services that provide labor market and employment information; and
- Activities that help youth prepare for and transition to post-secondary education and training.

9.3. For further detail on the above required WIOA program elements, please refer to the Department of Labor's Employment and Training Administration Training and Employment Guidance Letter 8-15:
https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=6073.

10. REQUIRED IN-SCHOOL YOUTH SERVICES

The following activities are required to be provided to In-School Youth when indicated by the youth's ISS:

- 10.1. Secondary School Completion Services include tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.
- 10.2. Paid or unpaid work experiences, which are a planned, structured learning experience that takes place in a workplace for a limited period of time. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Work experiences must include academic and occupational education and provide the youth Participant with opportunities for career exploration and skill development. Types of work experience include:
- Summer employment opportunities and other employment opportunities available throughout the school year;
 - Pre-apprenticeship programs;
 - Internships and job shadowing; and
 - On-the-job training opportunities.

Note: Summer employment opportunities cannot be a stand-alone activity.

10.3. Leadership Development Opportunities – Opportunities that encourage participation in activities related to leadership, decision-making, citizenship, and

community service. Engagement by youth in such activities should assist youth in gaining skills to become more responsible, employable, and to encourage other positive social behaviors. Leadership opportunities include some of the following activities:

- Exposure to post-secondary educational opportunities;
- Community and service learning projects;
- Peer-centered activities, including peer mentoring and peer tutoring;
- Organizational and teamwork training, including team leadership training;
- Training in decision-making, including determining priorities;
- Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources;
- Civic engagement activities which promote the quality of life in a community; and
- Other leadership activities that place youth in a leadership role.

10.4. Follow-Up Services – Follow-up services are critical services provided following a youth’s exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training. Follow-up services for youth may include:

- The leadership development and supportive service activities listed in 20 CFR §§ 681.520 and 681.570;
- Regular contact with a youth Participant’s employer, including assistance in addressing work-related problems that arise;
- Assistance in securing better paying jobs, career pathway development, and further education or training;
- Work-related peer support groups;
- Adult mentoring; and/or
- Services necessary to ensure the success of youth Participants in employment and/or post-secondary education.

All youth Participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services may be provided beyond 12 months as appropriate or needed. The types of services provided and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each Participant. However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.

11. BRANDING

WIOA-funded programs will follow federal, state, and work2future branding guidelines. The selected Subgrantee will not use their brand or promote their own organization without the explicit written permission of the work2future Director. Further, the selected Subgrantee will actively identify work2future as the provider of services received by WIOA Participants.

12. PARTNERSHIPS AND REFERRALS

12.1. In-School Youth Program Service Providers are mandated partners in the WIOA One Stop service delivery system. As such, the selected Subgrantee will be part of a continuum of services and must work in collaboration with WIOA-required partners as well as other local entities that carry out workforce development activities.

12.2. work2future has entered into a Memorandum of Understanding (“MOU”) with each required WIOA partner. Proposer agrees, by submitting a response to this RFP, to the terms of that MOU.

12.2.1. The MOU includes:

- The services that will be provided through the workforce system, including the way the services will be coordinated and delivered;
- Methods of referral between the System Partners;
- Methods to ensure the needs of system customers will be met, including workers, youth, individuals with barriers to employment, and individuals with disabilities; and
- Cost sharing among WIOA system partners.

12.2.2. The MOU is available for review at the following link:
www.work2future.org

12.2.3. The Selected Proposer(s) shall comply with the terms of the MOU and the responsibilities required of the In-School Youth Program Service Providers. The selected Subgrantee shall develop or maintain appropriate referral mechanisms to ensure that Participants can access the services that they require to support their success.

12.3. Selected Proposer(s) will be required to enter into an agreement with the City containing the City’s Standard Terms and Conditions set forth in Attachment E. If you have any exceptions to the City’s Standard Terms and Conditions, you must note them in your proposal. Exceptions to the City’s Standard Terms and Conditions may, at the City’s sole discretion, result in disqualification of your proposal without further review. Indicate whether you have or do not have exceptions by completing the “Acceptance of Terms and Conditions” form in your WebGrants Application.

12.4. If the Proposer wants to sub-contract elements of the program further, to an additional subgrantee, provide that subgrantee’s organization name, qualifications, and a letter from that subgrantee acknowledging the ability and willingness to provide the services. If the Proposer is approved to provide services under this RFP, Proposer will execute a

sub-agreement with that subgrantee describing the roles and responsibilities of each party. This sub-agreement is subject to City approval.

13. PERFORMANCE INDICATORS AND GOALS

13.1. Annual performance goals will be established before the start of the program year and will be monitored on a quarterly, or as needed, basis. Goals will be set in each of the following categories:

13.1.1. Education and Employment Rate – 2nd Quarter After Exit: The percentage of program Participants who are in education or training activities, or in unsubsidized employment during the second quarter after exiting from the program.

13.1.2. Education and Employment Rate – 4th Quarter After Exit: The percentage of program Participants who are in in education or training activities, or unsubsidized employment during the fourth quarter after exiting from the program.

13.1.3. Median Earnings: The median earnings of program Participants who are in unsubsidized employment during the second quarter after exiting from the program.

13.1.4. Attainment of a High School Diploma or recognized equivalent, or a Degree or Certificate: The percentage of program Participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent during participation in the program or within one (1) year after exiting from the program.

13.1.4.1. Please note that the State of California Employment Development Department (“EDD”) Directive, WSD 19-03, released on August 28, 2019, states that the following credentials/certificates are not recognized postsecondary credentials:

- Occupational Safety and Health Administration 10-hour course on job-related common safety and health hazards (OSHA 10).
- Microsoft Office, Customer Service, and/or General Office.
- National Career Readiness Certification.
- National Retail Federation Credentials.
- ServSafe Food Handler’s Certification.
- Cardio Pulmonary Resuscitation (CPR) Certification.

13.1.5. Measurable Skills Gain: The percentage of program Participants who, during the program year, are in an education or training program that leads to a

recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.

13.1.6. Business Services: The State of California has established the following goals for California WDBs: (1) Retention with the same Employer; and (2) Repeat Business Customers. Once the Department of Labor finalizes the employer measures, EDD and the California Workforce Development Board (“CWDB”) will determine the best long-term solution for capturing and reporting this data. The Subgrantee will be responsible for collecting data relevant to the Business Services performance measures and providing it to work2future.

If the Subgrantee is not meeting expected performance levels, work2future staff may request corrective actions, impose corrective action plans and/or conduct additional monitoring. Failure to meet performance levels may be cause for termination or reduction of the contract.

13.2. Local Goals

13.2.1. The local goals established by work2future for Youth for Program Year 2021-22 are as follows:

Youth Performance Goals, 2021-22	Youth
Education and Employment Rate – 2nd Quarter After Exit	71.0%
Education and Employment Rate – 4th Quarter After Exit	67.5%
Median Earnings (2 nd Quarter)	\$3,390
Attainment of a Credential	57.5%
Measurable Skills Gain	49.7%

13.2.2. WDB Board Approved Program Performance Outcomes:

13.2.2.1. Subgrantee shall meet the goal of placing a minimum of 50% of enrolled clients in education or training activities with career pathways or unsubsidized employment in Priority Industry Sectors or In-Demand Occupations.

13.2.2.2. Subgrantee shall meet the goal of placing no more than 25% of enrolled clients in education or training activities with career pathways or unsubsidized employment in other sectors.

13.2.2.3. The total of the number of clients placed in education or training activities with career pathways in, or unsubsidized employment in Priority Industry Sectors or In-Demand Occupations plus the

number of clients placed in education or training activities with career pathways or unsubsidized employment in other sectors must equal an amount no less than 75% of the total number of closed and exited clients.

13.2.2.4. The WDB will monitor performance operating plan on an ongoing basis. If Subgrantee shows the inability to consistently meet or exceed contracted goals, WDB reserves the right to reduce or terminate contract.

14. HOW TO OBTAIN THIS RFP

14.1. This RFP is accessible from the WebGrants grant management system. Proposers wishing to respond to this solicitation must register with WebGrants at <https://grants.sanjoseca.gov>. If you have a problem registering, contact Colleen Brennan at colleen.brennan@sanjoseca.gov.

14.2. All addenda and notices related to this procurement will be posted by the City on WebGrants. In the event that this RFP is obtained through any means other than WebGrants, the City will not be responsible for the completeness, accuracy, or timeliness of the document.

14.3. There is no cost to the Proposer to register, receive notifications, or submit responses for City of San José solicitations using WebGrants.

15. TERM OF AGREEMENT

It is anticipated that the initial term of the agreement resulting from this solicitation will be one (1) year with four (4) one-year options to extend.

16. BUDGET

16.1. Proposer must show financial stability and sustainability as documented by the Audited Financial Statements and Financial Dashboard, which are to be uploaded as part of Proposers' application.

16.2. For planning purposes, Proposers should estimate WIOA In-School Youth funding of \$528,000. This estimate is provided solely for guidance to Proposers in preparing a budget and cost proposal. The actual award amount is contingent upon available federal funds at the time of contract negotiations and the status of any extension to the WIOA Waiver for Out-of-School Youth Expenditure – PY 21-22.

16.3. The selected Subgrantee will be required to provide a minimum of 10% matching funds to support the program(s) in the form of:

- Cash;

- A percentage or total of a staff person’s salary/benefits;
 - Supplies or equipment; and/or
 - Supportive Services.
- 16.4. The proposed amount of matching funds will be taken into account when reviewing and scoring Proposer’s budget.
- 16.5. Please complete the Budget Narrative forms and the Budget forms within the Application Forms in WebGrants. The budget should represent a one-year projection of expenses and include sufficient detail to permit review and assessment of the proposed use of funds for the management and delivery of the proposed services.
- 16.6. All costs must be necessary, reasonable and allowable under a federal or state award and meet the general allowability criteria established by the Office of Management and Budget, and/or the Uniform Grant Management Standards, as applicable. If selected, the proposed budget and budget narrative will serve as a basis for contract negotiation. The proposed budget should include only the cost of those management and operations activities requested in this RFP. Once final contracts are awarded, the WDB will be responsible for designating cost categories and the allocation of funding streams, as well as determining the amount and indicators for performance-based payments.
- 16.7. Personnel Costs: For each staff member, include staff title, salary and fringe benefits amounts.
- 16.8. Non-Personnel Costs: Include costs of supplies and other miscellaneous costs anticipated. The WDB provides internet, phones, custodial services, security services and utilities.
- 16.9. Participant Costs: Include cost per Participant for skills measurement assessments.
- 16.10. Indirect Costs: Indirect costs must not exceed 10% and must have a cost allocation plan included in the Budget Narrative.
- 16.11. Supportive Services funding will be provided directly to clients outside of the contract.
17. PROCEDURE FOR SUBMITTING QUESTIONS AND INQUIRIES
- 17.1. All questions and inquiries regarding this RFP (including, but not limited to, questions about the services to be procured, any discrepancies or omissions, or requests for clarifications) must be submitted via email to Colleen Brennan at colleen.brennan@sanjoseca.gov prior to the specified Deadline for Questions and Objections, Tuesday, January 25, 2022 at 4:00 p.m. Pacific Standard Time.
- 17.2. Answers to questions received by the City, including those from the Pre-Proposal Technical Assistance conference, will be posted on WebGrants as addenda to this RFP no later than Tuesday, February 1, 2022 at 4:00 p.m. Pacific Standard Time.

17.3. The City shall not be responsible for, nor be bound by, any oral instructions, interpretations, or explanations issued by the City or its representatives.

18. OBJECTIONS

18.1. Any objections as to the structure, content, or distribution of this RFP must be submitted in writing to the Procurement Contact for this solicitation. Objections must be as specific as possible and must identify the RFP section number and title, as well as a description and rationale for the objection.

18.2. All objections, questions, and inquiries must be received by the indicated Deadline for Questions and Objections for this RFP.

19. PROPOSAL SUBMITTAL REQUIREMENTS

19.1. Proposals must be submitted by Friday, February 11, 2022 at 4:00 p.m. Pacific Standard Time. Proposals will be accepted only via WebGrants. WebGrants will not accept proposals submitted after the submittal deadline in the procurement timeline located in the WebGrants Opportunity Attachments Component.

19.2. Refer to the procurement timeline in in the WebGrants Opportunity Attachments Component for due dates and delivery method.

20. ATTACHMENTS

Attachment forms are provided for reference only. Actual forms are to be found in the WebGrants application form or components menu.

20.1. Attachment A [Included in Application Form] Proposal Certification Form

20.2. Attachment B – [Included in Application Form] Proposer Questionnaire

20.3. Attachment C – [Included in Application Form] Cost Form

20.4. Attachment D – Request for Local and Small Business Enterprise Preference: N/A.

20.5. Attachment E – [Included in Components Menu] City’s Standard Terms and Conditions Including Insurance Requirements
Selected Proposer(s) will be required to enter into an agreement with the City containing the City’s Standard Terms and Conditions set forth in Attachment E. If you have any exceptions to the City’s Standard Terms and Conditions, you must note them in your proposal. Exceptions to the City’s Standard Terms and Conditions may, at the City’s sole discretion, result in disqualification of your proposal without further

review. Indicate whether you have or do not have exceptions by completing the “Acceptance of Terms and Conditions” form in your WebGrants Application.

20.6. Attachment F – [Included in Application Form] Customer Reference Form

20.7. Attachment G – [Included in Application Form] Conflict of Interest Form

21. SELECTION PROCESS AND EVALUATION CRITERIA

21.1. Selection Process

21.1.1. A review panel of subject matter experts from inside and/or outside the City will evaluate responses. The City reserves the right to rely on information from sources other than the information provided by respondents.

21.1.2. Responses will be evaluated as outlined in this Section.

21.1.3. Proposal Responsiveness: Proposals will be examined to ensure that the Proposer submitted all required elements and is responsive to any technical specifications and minimum qualifications (if applicable).

21.1.4. The City reserves the right to interview (oral interviews) the top respondents, at its sole discretion.

21.1.5. Final award shall be contingent upon the Selected Proposer accepting the City’s standard terms and conditions, including applicable insurance requirements, as specified in Attachment E of this RFP.

21.1.6. City reserves the right to accept an offer in full, or in part, or to reject all offers.

21.2. Evaluation Criteria

Description	Weight
Proposal Responsiveness and Minimum Qualifications	Pass/Fail
Organization, Structure, Experience and Past Performance	20
Staff Experience and Qualifications	20
Employer Linkages	20
Service Delivery Strategy	30
Budget, Financial Management and Financial Sustainability	10
Total	100

21.3. Insufficient Proposals

If insufficient responsive proposals are received, the City reserves the right to reissue this RFP or a new RFP, or to enter into a sole source procurement, if applicable, as allowed by law.

22. BEST AND FINAL OFFER (BAFO)

- 22.1. The City may elect, at its sole discretion, to conduct a Best and Final Offer (“BAFO”) with one or more finalist(s) if additional information or clarification is necessary to make a final decision. The BAFO may allow finalist(s) to revise parts or all of their original submittals based on information provided by the City.
- 22.2. The City will send out the request for a BAFO with instructions addressing the areas to be covered and the date and time by which the BAFO response must be received by the City. After receipt of the BAFO, scores may be adjusted based on the new information received in the BAFO.
- 22.3. The City will request only one BAFO unless the City’s Purchasing Officer determines that another BAFO is warranted.
- 22.4. Proposers are cautioned that the issuance of a BAFO is optional and at the sole discretion of the City. Therefore, Proposers should not assume that there will be an additional opportunity to amend their RFP responses after the original submission. Proposers may not request an opportunity to submit a BAFO.

23. GROUNDS FOR DISQUALIFICATION

- 23.1. All Proposers are expected to have read and understand the “Procurement and Contract Process Integrity and Conflict of Interest,” Section 7 of the Consolidated Open Government and Ethics Provisions adopted on August 26, 2014. A complete copy of the Resolution 77135 can be found at: <https://records.sanjoseca.gov/Resolutions/RES77135.PDF>.
- 23.2. Any Proposer who violates this policy may be subject to disqualification. Generally, the grounds for disqualification include:
 - 23.2.1. Contact regarding this procurement with any City official or employee or evaluation team member other than the Procurement Contact or Purchasing Officer from the time of issuance of this solicitation until the end of the protest period.
 - 23.2.2. Evidence of collusion, directly or indirectly, among Proposers in regard to the amounts, terms, or conditions of their responses.
 - 23.2.3. Influencing any City staff member or evaluation team member during the solicitation process, including the development of specifications.

- 23.2.4. Evidence of submitting incorrect information in a solicitation response or misrepresenting or failing to disclose material facts during the evaluation process.
- 23.3. In addition to violations of the Process Integrity Guidelines, the following conduct may also result in disqualification:
 - 23.3.1. Offering gifts or souvenirs, even of minimal value, to City officers or employees.
 - 23.3.2. Existence of any lawsuit, unresolved contractual claim, or dispute between Proposer and the City.
 - 23.3.3. Evidence of Proposer's inability to successfully complete the responsibilities and obligations of the response.
 - 23.3.4. Proposer's default under any City agreement resulting in termination of such agreement.
 - 23.3.5. Evidence of any wage theft judgements as described in the Proposal Certification Form.

24. CONFLICT OF INTEREST

In order to avoid a conflict of interest or the perception of a conflict of interest, Proposer(s) selected to provide services under this RFP will be subject to the following requirements:

- 24.1. The Proposer(s) selected under this RFP will be precluded from submitting proposals or bids as a prime Subgrantee or additional Subgrantee for any future procurement with the City if the specifications for such procurements were developed or influenced by the work performed under the agreement(s) resulting from this RFP.
- 24.2. Proposer(s) may not have any interest in any potential Proposer for future City procurements that may result from the work performed under the agreement resulting from this RFP.
- 24.3. In order to determine whether such interest may exist, all Proposers must complete the Conflict of Interest Form in the WebGrants Application.

25. GENERAL INFORMATION

- 25.1. The deadline for response submittal is critical and must be adhered to as specified.

- 25.2. The City reserves the right to accept or reject any item or group(s) of items of a response. The City reserves the right to award by line item if it is found to be in the City's best interest to do so.
- 25.3. The City also reserves the right to waive any informality or irregularity in any submitted response.
- 25.4. Additionally, the City may, for any reason, decide not to award a contract as a result of this RFP or to cancel the RFP altogether.
- 25.5. The City shall not be obligated to respond to any submitted response nor be legally bound in any manner by submission of the response.
- 25.6. The City may, in its sole discretion, issue multiple awards for this solicitation.
- 25.7. Do not include California retail sales tax in your cost. The City will work with the Selected Proposer(s) to add sales tax as appropriate and will incorporate it into the final agreement(s).
- 25.8. The City of San José is exempt from federal excise tax, including federal transportation tax. The City will provide an exemption certificate as appropriate.
- 25.9. Any statistical information contained in this RFP is for informational purposes only. The City shall not be responsible for the complete accuracy of said data.
- 25.10. Any estimated quantities provided are for quoting purposes only and are not to be interpreted as a guarantee to purchase any amount.
- 25.11. Any variations from the estimated quantities does not entitle the Proposer to an adjustment in unit pricing or rates.
- 25.12. The City reserves the right to verify any information provided during the RFP process and may contact any Proposer-provided references, as well as any other persons known to have contracted with the Proposer.
- 25.13. The City may require financial statements as certified by an independent Certified Public Accountant. Do not submit these documents unless they are requested.
- 25.14. The laws of the State of California shall govern this RFP process and any resulting agreements.
- 25.15. All goods and services provided to the City shall comply with all City policies, rules, and regulations which may be in effect during the term of the agreement, as well as all federal, state, and local statutes, ordinances, and regulations. The successful Proposer is also required to comply with all applicable equal opportunity laws and regulations.

- 25.16. The City shall not be liable for any pre-contractual expenses incurred by prospective Proposers or selected Subgrantees, including, but not limited to, costs incurred in the preparation or submission of RFP responses. The City shall be held harmless and free from any liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.
- 25.17. Failure to carefully read and understand this RFP in its entirety, including all attachments, forms, exhibits, appendices, and addenda, may cause the bid response to be out of compliance or rejected by the City or may legally obligate the Proposer to more than it intends or realizes.
- 25.18. Failure to complete and submit all required forms and information as detailed in this RFP may result in disqualification.
- 25.19. A submitted response to this RFP constitutes the Proposer's offer to provide the City the item(s) or services specified at the proposed price(s) on the terms and conditions set forth in this complete RFP package.

26. INSURANCE REQUIREMENTS

Insurance requirements are applicable to this solicitation. The awarded Proposer must provide proof of insurance meeting the specified requirements within five (5) calendar days after award.

27. PUBLIC NATURE OF PROPOSAL MATERIAL

- 27.1. All correspondence with the City including responses to this RFP will become the exclusive property of the City and will become public records under the California Public Records Act (Cal. Gov. Code §6250 et seq.) All documents submitted to the City will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to this disclosure requirement.
- 27.2. Any response which contains language purporting to render all or significant portions of their bid response "confidential," "trade secret," or "proprietary," or fails to provide the exemption information required as described below will be considered a public record in its entirety subject to the procedures described below.
- 27.3. Do not mark your entire RFP response as "confidential" or "proprietary."
- 27.4. The City will not disclose any part of any RFP response before it announces a Recommendation of Award on the grounds that there is a substantial public interest in not disclosing this information during the evaluation process. After the announcement of a Recommendation of Award, all submissions received in response to this RFP will be subject to public disclosure. If you believe that there

are portions of your submission which are exempt from disclosure under the Public Records Act, you must mark them as such and state the specific provision in the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if you submit trade secret information, you must plainly mark the information as “trade secret” and refer to the appropriate section of the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption.

- 27.5. Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of San José may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked “confidential,” “trade secret,” or “proprietary,” the City will provide the Proposer who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

28. PROTESTS

- 28.1. If an interested party wants to dispute the award recommendation, they must notify the work2future Director no later than ten (10) calendar days after the Recommendation of Award is published. Protests must detail the grounds and factual basis for the protest and include all supporting information. Protests will not be considered for disputes of RFP requirements and specifications, which must be addressed in accordance with the Objections Section of this RFP. Failure to submit a timely written protest to the contact listed below will bar consideration of the protest.

- 28.2. Protests must be addressed to the following:

City of San José
Attn: Ms. Monique Melchor
5730 Chambertin Drive
San José, CA 95118

- 28.3. Protests may be submitted by email to Monique.melchor@sanjoseca.gov, with a copy to the RFP Procurement Contact.
- 28.4. The designated contact as noted above will respond to the protesting party, as well as any other Proposer affected by the protest and/or protest decision.

29. CITY BUSINESS TAX

The Selected Proposer(s) must comply with San José Municipal Code Chapter 4.76 with respect to the payment of any applicable City Business Tax prior to the commencement of work. Contact Finance/Revenue Management by phone at (408) 535-7055 or email at businessstax@sanjoseca.gov to determine applicable tax costs. More information may also be obtained on the City’s website at <http://www.csjfinance.org/>.

30. ENVIRONMENTALLY PREFERABLE PRODUCTS AND SERVICES (IF APPLICABLE)

- 30.1. The City has adopted an “Environmentally Preferable Procurement” (“EPP”) policy. The goal is to encourage the procurement of products and services that help to minimize the environmental impact resulting from the use and disposal of these products. The EPP policy may be found on the City’s website at <http://www.sanjoseca.gov/home/showdocument?id=1268>.
- 30.2. In accordance with the EPP policy, Proposers are encouraged to offer Energy Star, Green Seal, EcoLogo, or EPEAT certified products as applicable. The City also suggests that Proposers offer products and services that are produced or delivered with minimal use of virgin materials, maximum use of recycled materials, and reduced waste, energy usage, water utilization, and toxicity in the manufacture and use of products.
- 30.3. Proposers are encouraged to offer Energy Star certified products, products that meet FEMP (Federal Energy Management Program) standards for energy consumption, and products that are produced with recycled materials, where appropriate, unless otherwise requested in this RFP.

**ATTACHMENT A
PROPOSAL CERTIFICATION FORM**

These questions are provided here for reference only. Proposers are required to complete the form in the WebGrants Application.

Proposing Firm Name:	
Address:	
Telephone:	
Facsimile:	
E-mail:	
Contact Person and Title:	

PROPOSER REPRESENTATIONS

Proposer did not, in any way, collude, conspire, or agree, directly or indirectly, with any person, firm, corporation, or other Proposer in regard to the amount, terms, or conditions of this proposal.

Proposer additionally certifies that neither Proposer nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, any California State agency, or any local governmental agency.

Proposer acknowledges that all requests for deviations, exceptions, and approved equals are enclosed herein and that only those deviations, exceptions, and approved equals included in the RFP document or permitted by formal addenda are accepted by the City.

Proposer did not receive unauthorized information from any City staff member or City Consultant during the Proposal period except as provided for in the Request for Proposals package, formal addenda issued by the City, or the pre-proposal conference.

Proposer hereby certifies that the information contained in the proposal and all accompanying documents is true and correct.

Please check the appropriate box below:

If the proposal is submitted by an individual, it shall be signed by him or her, and if he or she is doing business under a fictitious name, the proposal shall so state.

If the proposal is submitted by a partnership, the full names and addresses of all members and the address of the partnership shall be stated and the proposal shall be signed for all members by one or more members thereof.

If the proposal is submitted by a corporation, it shall be signed in the corporate name by an authorized officer or officers. For authorized signatories see: <https://codes.findlaw.com/ca/corporations-code/corp-sect-12353.html>

If the proposal is submitted by a limited liability company, it shall be signed in the corporate name by an authorized officer or officers.

If the proposal is submitted by a joint venture, the full names and addresses of all members of the joint venture shall be stated and it shall be signed by each individual.

By signing below, the submission of a proposal with all accompanying documents shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and that they have read and understand the RFP.

Authorized Representative Signature (sign name):	
Authorized Representative Name (print name):	
Authorized Representative Title (print title):	
Complete additional signatures below as required per # 6 above	
Authorized Representative Signature (sign name):	
Authorized Representative Name (print name):	
Authorized Representative Title (print title):	
Authorized Representative Signature (sign name):	
Authorized Representative Name (print name):	
Authorized Representative Title (print title):	

ATTACHMENT B PROPOSER QUESTIONNAIRE

These questions are provided here for reference only. Proposers are required to complete the form in the WebGrants Application.

Minimum Qualifications (Pass/Fail)

1. Does your organization have at least three (3) years of experience providing services similar to those requested in this RFP?

Organization, Structure, Experience and Past Performance (20 POINTS)

1. Provide a clear and concise description of your organization's mission, structure, and staffing plan and describe how those elements contribute to the organization's capacity to meet the requirements and successfully provide the services requested within this RFP.
2. Please describe your organization's experience in administering programs providing services similar to the services requested within this RFP. Please indicate if experience was administering programs funded by the Workforce Investment Act (WIA) or WIOA Youth programs. Describe any experience with other employment and training programs; any experience providing state or federal government-funded programs; or experience providing other workforce support programs within the past three (3) years.

Please include the name of the program, amount of funding, location, type and scope of the programs or services, and the role of your agency as it relates to program operations. Indicate the number of clients served annually and the type of client population served. Include information on administration, planning, monitoring and evaluation. Please include the performance requirements and the related performance outcome data for the programs cited. Demonstrate and provide examples of how your organization was performance-driven, flexible, innovative, and creative in the delivery of services.

3. Please describe your organization's experience serving youth between the ages of 16 and 21 who are attending school and are diverse customers including, but not limited to, individuals with the following barriers:
 - Basic Skills Deficient;
 - An English Learner;
 - Subject to the juvenile or adult justice system;
 - Homeless, a runaway, in foster care or has aged out of the foster care system, a child eligible for public assistance, or in an out-of-home placement;
 - Pregnant or parenting;
 - An individual with a disability; or
 - A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Include performance requirements and related performance outcome data to substantiate your success with these or similar populations.

4. Describe any programs your organization has developed in collaboration with training and educational institutions and employers, or other agencies that provide wrap-around services, that will substantively support you in meeting the outcomes required in this RFP.

Staffing Plan and Organizational Chart (20 POINTS)

1. Please provide the Organization Chart for your organization.
2. For each staff member that will provide the services under this RFP, list the staff member's name, title, the percentage of staff member's time to be spent on WIOA services or activities, and the specific responsibilities of the staff member in performing the services in this RFP.
3. Please provide an up-to-date resume for each staff member that shows the relevance of the staff's education, skills, and experience to the services of this RFP and the clients to be served. Include all language and cultural competencies of the staff member.

Employer Linkages (20 POINTS)

1. Please describe your organization's experience with job sourcing and job placement. Discuss the relationships built with businesses, and how those relationships resulted in positive outcomes for both the businesses and the individuals placed in employment. Describe strategic business relationships with employers in WDB Priority Industry Sectors and how the relationship with the employer meets the outcomes and goals in this RFP. Include the sector and nature of the business, the job titles of individuals placed with the business, and percentage of successful retentions. Describe any employer linkages that provided career pathways for individuals placed with the employer.
2. Please describe other ways your organization works with businesses to develop and implement the workforce activities requested in this RFP. Examples include but are not limited to advisory groups, industry panels, support for curriculum development, and input on workforce needs of businesses.
3. Please demonstrate, through your use of labor market information, your understanding of the Priority Industry Sectors.
4. Describe how the organization will reach out to employers to implement effective internships, work experience programs, and on-the-job training components.

Service Delivery Strategy (30 POINTS)

1. How many In-School Youth does your organization propose to serve? Please use the estimated budget of \$528,000 as a guide.
2. Please describe the proposed service delivery strategy, including the menu of services to be provided, specific ways each service will be made available to Participants, proposed hours of operation, and the number and roles of staff that will be available during those hours.

3. Describe proposed relationships and interactions with mandated partners, AJCC partners, and other service providers.
4. Please describe how the service delivery strategy will focus on customer centered design, looking first at what the customer needs and then, using cultural competencies, developing an appropriate menu of services to meet those needs.
5. Upload a flow chart of the proposed client service delivery model showing the client path for In-School Youth Services and follow-up.
6. Describe the organization's plan to ensure that staff is trained and the organization is ready to implement WIOA services in the service delivery area on July 1, 2022.
7. Describe how outreach will be performed regarding the availability of services to In-School Youth in communities within the service delivery area. Describe how recruitment of In-School Youth will be conducted.
8. Describe the eligibility, assessment, case management and counseling services that will be provided to In-School Youth enrolled into WIOA.
9. Describe the program elements, education services, training services, and follow-up services to be provided to In-School Youth enrolled into WIOA.
10. Describe how the programs will be managed to meet or exceed each of the applicable performance standards.
11. Describe how customer feedback will be collected and used to make continuous improvements to services.
12. Describe how services will be coordinated with the AJCC operator and the mandated WIOA partners referenced in Section 6.7.

Budget & Financial Management (10 POINTS)

Please complete the Budget Narrative forms and the Budget forms within the Application Forms in WebGrants. The budget should represent a one-year projection of expenses and include sufficient detail to permit review and assessment of the proposed use of funds for the management and delivery of the proposed services. All costs must be necessary, reasonable and allowable under a federal or state award and meet the general allowability criteria established by the Office of Management and Budget, and/or the Uniform Grant Management Standards, as applicable.

If selected, the proposed budget and budget narrative will serve as a basis for contract negotiation. The proposed budget should include only the cost of those management and operations activities requested in this RFP. Once final contracts are awarded, the WDB will be responsible for designating cost categories and the allocation of funding streams, as well as determining the amount and indicators for performance-based payments.

1. Personnel Costs: For each staff member, include staff title, salary and fringe benefits amounts.

2. Non-Personnel Costs: Include costs of supplies and other miscellaneous costs anticipated. The WDB provides internet, phones, custodial services, security services and utilities.
3. Participant Costs: Include cost per Participant including but not limited to skills measurement assessments and costs associated with WEX and/or OJT.
4. Indirect Costs: Indirect costs must not exceed 10% and must have a cost allocation plan included in the Budget Narrative.
5. Match: Indicate the amount of match Proposer will provide in the form of cash, staffing time, and/or supplies
6. Audited or Board-approved Financial Statements: Please upload the organization's most recent audited or board-approved Financial statements

Budget Narrative Questions:

1. Please describe the budget rationale in the context of the proposed service delivery strategy.
2. Please provide a clear description of how your organization will be providing the required match amount indicated in the Budget form, in the form of cash, staffing time, and/or supplies.
3. Please describe your agency's requirements and methods for documentation of expenses, their purpose and allowability that demonstrate that expenses charged to the contract are reasonable and necessary, appropriately allocated and meet all other federal and state requirements. Describe systems in place that ensure your agency follows established policies and procedures to ensure compliance with sub grant provisions.
4. Describe how your agency will ensure that WIOA funds will be spent only on the WIOA In-School Youth Program. Discuss how staff is trained on allowable cost policies and how staff determines that a cost is appropriate within the scope of the contract. How does your agency ensure that staff is familiar with applicable federal regulations and Generally accepted accounting principles ("GAAP")?

**ATTACHMENT C
COST FORM**

Proposers are required to complete the budget form in the WebGrants Application.

ATTACHMENT D
REQUEST FOR LOCAL AND SMALL BUSINESS ENTERPRISE PREFERENCE

Local or small business enterprise preference is not applicable to this RFP.

**ATTACHMENT E
CITY'S STANDARD TERMS AND CONDITIONS INCLUDING INSURANCE
REQUIREMENTS**

Please see Attachment E in WebGrants components.

**ATTACHMENT F
CUSTOMER REFERENCE FORM**

This form is for reference only. Proposers are required to complete the form in the WebGrants Application..

Name of Proposer:	
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Please submit three (3) different customer references using this form. Proposers should copy this form as required to meet the reference submission requirements (one form per customer). References should demonstrate a combined total of at least five (5) years’ experience providing, the same or similar product or service as what is required by this RFP. References should be recent, i.e. for projects implemented within the last five (5) years.

SECTION I: CUSTOMER INFORMATION

Company/Organization Name:	
Customer Address:	
Contact Name and Title:	
Contact Phone Number:	
Contact Email Address:	

SECTION II: PROJECT/CONTRACT DETAILS (update questions as applicable)

Value of Contract (please breakout by annual recurring cost and implementation costs if applicable):	
Term of Contract:	
If contract was terminated, please indicate the circumstances.	
List all subSubgrantees, if any, you used for this contract and the extent of their participation.	
Please provide a <u>detailed</u> description of the services provided under this contract.	
Are these services the same or similar to what you are proposing in your response to this RFP? If no, please explain the difference and why.	

**ATTACHMENT G
CONFLICT OF INTEREST FORM**

This form is for reference only. Proposers are required to complete only the form in the WebGrants Application.

NAME:

DATE:

PROPOSED

ASSIGNMENT:

In order for the City to assess whether the personnel proposed to be assigned by the successful Proposer to work on the Proposed Assignment have a conflict of interest, this form must be completed by each person that the Proposer intends to assign.

Questions	Yes (Provide Details)	No
<p>Personal Relationships Do you currently have or have had any official, professional, financial, or personal relationships with any person or firm associated with this assignment? If yes, describe the type and extent of the relationship. In your opinion, might this affect your judgment or your ability to execute this assignment in a fair and impartial manner?</p>		
<p>Stock and Investments Do you own any stock in any company likely to be affected by or involved in the Proposed Assignment? Does your spouse or a dependent own any stock in company likely to be affected by or involved in the Proposed Assignment? Do you hold any investments in any entity (e.g. partnership, limited liability company, or a trust) likely to be affected by or involved in the Proposed Assignment: Does your spouse or a dependent hold any investments in any entity (e.g. partnership, limited liability company, or a trust) likely to be affected by or involved in the Proposed Assignment? If the answer is yes to any of the above questions, please provide the name of the company and the amount of the stock or investment.</p>		

Questions	Yes (Provide Details)	No
<p>Employment & Consulting</p> <p>Is your spouse or a dependent employed/retained by anyone likely to be affected by or involved in the Proposed Assignment?</p> <p>Has your spouse or dependent been previously employed/retained by anyone likely to be affected by or involved in the Proposed Assignment?</p> <p>Have you been employed/retained by anyone likely to be affected by or involved in the Proposed Assignment?</p> <p>If the answer is yes to any of the above questions, please provide name of employer, nature of services provided and if the dates employed or retained.</p>		
<p>Payments or Gifts</p> <p>Within the past 12 months, have you received any payments or gifts from anyone likely to be affected by or involved in the Proposed Assignment?</p> <p>Within the past 12 months, has your spouse or a dependent received any payments or gifts from anyone likely to be affected by or involved in the Proposed Assignment?</p> <p>If the answer is yes, please provide the amount the payment or value of the gift, the name and position of the payor/donor and the date of receipt.</p>		
<p>Real Estate</p> <p>Do you own real property that is likely to be affected by or involved in the Proposed Assignment?</p> <p>Does your spouse or a dependent own real property that is likely to be affected by or involved in the Proposed Assignment?</p> <p>If the answer is yes, please provide the location of the property.</p>		
<p>Positions</p> <p>Do you currently hold a position (e.g. member of a board of directors) of any entity (e.g. a company, partnership, association, nonprofit) that is likely to be affected by or involved in the Proposed Assignment?</p> <p>Does your spouse or a dependent hold a position (e.g. member of a board of directors) of any entity (e.g. a company, partnership, association, nonprofit) that is likely to be affected by or involved in the Proposed Assignment?</p> <p>If the answer is yes, please provide the name of the entity, and the title of the position held.</p>		
<p>Are you aware of any facts or circumstance that might give someone the impression that your participation in this process would create a conflict of interest?</p>		

If during the course of the assignment, any personal, external, or organizational impairments occur that may affect your ability to perform the work and report findings impartially, the undersigned will notify the respective Program Manager immediately.

Signature

Print Name

Date