

**The Delta Workforce Development Area
South Delta Planning and Development District**

Workforce Innovation and Opportunity Act (WIOA)

REQUEST FOR PROPOSALS

for

In-School and Out-of-School Youth Programs

**Release Date
January 8, 2025**

**Deadline for Proposal Submission
February 18, 2025
3:00 p.m. Central Standard Time
*Proposals will not be accepted after 3:00 p.m. CST.***

*South Delta Planning and Development District is an Equal Opportunity Employer.
Auxiliary aids and services are available upon request for individuals with disabilities.*

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Section I

Introduction

A. The Workforce Innovation and Opportunity Act (WIOA) Overview

The Workforce Innovation and Opportunity Act (Public Law 113-128) passed in Congress and was signed into law on July 22, 2014 by President Obama. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. For more information and a copy of the WIOA regulations, go to <http://www.doleta.gov/wioa>. The funds available for services solicited by this RFP are appropriated under Title I of the Workforce Innovation and Opportunity Act.

B. The Delta Workforce Development Area

The Delta Workforce Development Area, (DWDA) through its fiscal agent, South Delta Planning and Development District (SDPDD), is soliciting proposals through this Request for Proposals (RFP) for the provision of in-school and out-of-school WIOA youth services. This solicitation is conducted pursuant to the requirements and conditions of the Workforce Innovation and Opportunity Act and the applicable regulations and policies of the State of Mississippi, Mississippi Department of Employment Security, Office of Grant Management.

Section II

Solicitation

A. Purpose

Through this solicitation, DWDA is seeking proposals from organizations that demonstrate innovative approaches to providing services to in-school and out-of-school youth to include career pathways, DWDA target industries (manufacturing, healthcare, agribusiness, aviation and information technology), post-secondary education and careers in partnerships with higher educational institutions and employers that offer long-term self-sufficiency for youth through employment and/or educational services resulting in youth achieving academic and employment success.

B. Solicitation Summary:

| | |
|---|---|
| Target Population | In-School Youth - Ages 16-21 (High School Seniors) |
| | Out-of-School Youth - Ages 16-24 |
| Geographical Area | Carroll, Holmes and Leflore Counties |
| Start Date | July 1, 2025 or Agreed Upon Date |
| End Date | June 30, 2026 or Agreed Upon Date |
| Type of Subaward | Current Needs |
| Option to Extend | The Delta Workforce Development Area may extend the subaward one year, depending on program performance, availability of funds and if it is determined to be in the best interest of the Delta Workforce Development Area. |
| PY 2025 In-School Youth Estimated Available Funding to Served 30 Participants | \$180,000 |
| PY 2025 Out-of-School Youth Estimated Available Funding to Serve 30 Participants | \$240,000 |

C. Solicitation Schedule:

| Action | Timeline |
|--|---|
| Release of RFP | 1/8/25 |
| Proposals Due at 3:00 p.m. CST | 2/18/25 |
| Review of Proposals | 2/19/25- 4/16/25 |
| Presentation of Proposals to Delta Workforce Development Board (Projected Date) | 4/17/25 |
| Notify Offerors of Outcomes (Projected Date) | 4/30/25 |
| Program Implementation | 7/1/25 or Agreed Upon Date |

D. Eligible Applicants

For-profit organizations; Non-profit organizations; Faith-based organizations; Community-based organizations; Public agencies; or, collaboration between these organizations.

DWDA providers will serve as subrecipients of WIOA funds administered by the United States Department of Labor (DOL), the Mississippi Department of Employment Services (MDES) and the Delta Workforce Development Area.

E. Minimum Requirements

To be considered, a proposal must meet all of the Minimum Threshold Requirements & Assurances (Attachment F). Proposals failing to meet any Minimum Threshold Requirements & Assurances or failing to include the Minimum Threshold Requirements & Assurances form bearing the original signature of the proposing organization's signatory official will be rejected. Proposers must include, as part of the proposal package, the agency's most recently completed audit. If the proposing agency is a newly-created entity, the proposal package must include all current (dated within two months of the proposal submission date) financial statements and a business plan.

F. Conditions of Solicitation

The release of this RFP does not constitute an acceptance of any offer, nor does it in any way obligate the Delta Workforce Development Area to execute a contract with any offeror. The Delta Workforce Development Area reserves the right to accept, reject or negotiate any or all offers on the basis of the criteria contained in this document. The final decision to execute a contract with any offeror rests solely with the Delta Workforce Development Board.

1. Before preparing proposals, offerors should note that:
 - a. The Delta Workforce Development Area *will not be liable* for any costs associated with the preparation of proposals or negotiation of contracts incurred by any offeror.
 - b. All proposals in their entirety will become the property of the Delta Workforce Development Area upon submission.

- c. The award of a contract for any proposed service(s) is contingent upon:
 - i. Favorable evaluation of the proposal;
 - ii. Approval of the proposal by the Delta Workforce Development Board.
 - iii. Successful negotiation of any changes to the proposal required by the Delta Workforce Development Area.
 - d. Provision of services specified in this RFP requires substantive knowledge and understanding of:
 - i. The Workforce Innovation and Opportunity Act, and the implementing regulations;
 - ii. State policies, procedures, and directives.
2. Accordingly, the following documents, as well as other reference materials, are available for review at the Delta Workforce Development Area's office during normal business hours.
- a. Workforce Innovation and Opportunity Act (PL 113-128)
 - b. Local policies and procedures

The Act, its implementing regulations, and other documents and information of interest may be found online at <http://www.doleta.gov/wioa>.

The Delta Workforce Development Area local policies and procedures can be viewed at sdpdd.com.

3. The Delta Workforce Development Area reserves the right to accept any proposal *as submitted* for contract award, without substantive negotiation of offered terms, services or costs. Therefore, offerors are advised to propose their most favorable terms initially.
4. Contractors will be required to assume full responsibility for all specified services.
5. In submitting a proposal, the offeror certifies it is a legally constituted organization and that in connection with this proposal:
 - a. Costs have been determined independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such costs with any other offeror or with any competition;
 - b. Unless otherwise required by law, the costs that have been quoted in the proposal have not been knowingly disclosed by the offeror,

and will not knowingly be disclosed by the offeror, prior to award directly or indirectly to any other offeror or to any competition; and,

- c. No attempt has been made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
6. Person(s) signing the proposal certify that person(s) in the offeror's organization who are legally responsible within that organization for the decision as to the price being offered in the proposal have not participated, and will not participate, in any action contrary to F. 5. a, b, c above.
7. Proposals received will be received and maintained consistent with the Mississippi Public Records Act of 1983, being Chapter 424 of the General Laws of the State of Mississippi. In general, proposals will be exempt from disclosure until the evaluation and selection process has been completed. If a proposal contains any information that the offeror considers proprietary and does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated with the following statement:

"The information contained on pages ____, ____, ____, shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to this office as a result of or in connection with the submission of such information, the Delta Workforce Development Area has the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the agency's right to use information contained therein if obtained from another source."
8. Each page of the proposal that is considered proprietary should be marked "proprietary" at the top margin.
9. The Delta Workforce Development Area is fully committed to the goals for minority business development expressed in Executive Order 656.
10. In accordance with the Mississippi Ethics in Government Laws and their applicability to members of the SWIB and LWIB, Board members must adhere to Ethics Commission Opinion 06-099-E, 04-076-E, and 13-014-E. In accordance with Mississippi Ethics Commission Opinions, no WIB member shall have an interest in funds subject to WIB oversight. A prohibited interest includes, but is not limited to 1) a WIB member whose business receives a contract or subcontract funding in whole or in part by WIOA, 2) a WIB member whose business offers training on the "eligible training providers' list," and 3) a WIB member who is employed by or who is a director of a nonprofit organization receiving a contract or subcontract subject to WIB

oversight. The prohibition lasts for one year after the interested WIB member's term ends. This prohibition does not extend to WIB members representing the public sector, such as community college and State agency representatives.

G. RFP Questions

To ensure a fair and objective evaluation, questions related to this RFP must be submitted via e-mail.

Written questions will be accepted via the email address provided below through the following date:

| | |
|---------------|--|
| Date: | February 10, 2025 |
| Time: | 3:00 p.m. Central Standard Time |
| Email: | bhumphrey@sdpdd.com |

Questions that are received after the deadline will not receive a response. Oral questions will **not** be accepted.

Written responses to questions received by South Delta Planning and Development District will be posted on the website at (sdpdd.com/workforce-development). **It is the respondent's responsibility to check the website on a regular basis for updated information and written responses to all questions submitted.**

Only the responses on the website are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP.

No other sources of responses or clarifications are considered valid.

H. Addenda to this RFP

At the discretion of South Delta Planning and Development District, if it becomes necessary to revise any part of this RFP, an addendum will be posted on South Delta Planning and Development District's website at sdpdd.com. It is the responsibility of the respondent to check the website frequently to stay connected and apprised throughout the process. Addendum information must be inserted in the proposal package. Failure to acknowledge any addenda will result in disqualification and rejection of the proposal.

I. Ex-Parte Communication

South Delta Planning and Development District prohibits ex-parte communication or lobbying of any kind with any board member, SDPDD staff or other persons serving as evaluators during the procurement process. Respondents that directly contact board members or evaluators risk elimination of their proposals from further consideration.

J. Right to Cancel

South Delta Planning and Development District reserves the right to delay, amend, reissue, or cancel all or any part of this RFP at any time without prior notice. South Delta Planning and Development District also reserves the right to modify the RFP process and timeline as deemed necessary.

This RFP does not commit South Delta Planning and Development District to accept any proposal, nor is South Delta Planning and Development District responsible for any costs incurred by the respondent in the preparation of responses to this RFP.

South Delta Planning and Development District reserves the right to reject any or all proposals, to accept without substantive negotiation, to reject any or all items in the proposal, and to award the contracts in whole or in part as is deemed to be in the best interest of South Delta Planning and Development District.

South Delta Planning and Development District reserves the right to negotiate with successful offerors. Offerors are advised to propose their most favorable terms initially.

K. Termination Due to Non-Availability of Funds

When funds are not appropriated or otherwise made available by South Delta Planning and Development District to support continuation of this RFP or any contract(s) therein, they shall be cancelled as of the effective date set forth in the termination notice. The contractor shall be reimbursed for the reasonable value of any nonrecurring cost incurred but not yet recovered under this contract.

Section III

WIOA Youth Program Description

A. Program Design

Programs should be individualized to fit the needs of the participants and should increase their future employability prospects. Programs should be designed to assist youth in overcoming a variety of employment barriers and developing a range of skills needed to make an effective labor market adjustment.

All youth programs are required to provide the following:

1. An objective assessment of each participant for the purpose of identifying appropriate services and career pathways. The objective assessment includes:
 - a. Basic skills levels
Source Documentation: Standard assessment tests, school records, case notes.
Basic skills deficient:
 - Has English reading, writing, or computing skills at or below the level of 8.9 on a generally accepted standardized test; or
 - Is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.
 - b. Occupational skills
 - c. Prior work experience
 - d. Employability
 - e. Interests and aptitudes (including interests and aptitudes for non-traditional jobs),
 - f. Supportive service needs, and
 - g. Developmental needs.
2. An individual service strategy (ISS) for each participant that shall identify:
 - a. Career Pathways that include education and employment goals;
 - b. Appropriate achievement objectives; and
 - c. Appropriate services for the participant, taking into account the assessment conducted.
3. WIOA services that:
 - a. Lead to the attainment of a secondary school diploma or high school equivalency, or a recognized postsecondary credential
 - b. Prepare youth for post-secondary educational opportunities;
 - c. Have strong linkages between academic and occupational education;

- d. Prepare youth for unsubsidized employment opportunities, in appropriate cases;
- e. Provide effective connections to employers, including small employers, in-demand industry sectors and occupations of the local and regional markets.

In addition, programs are strongly encouraged to partner and share information with other youth-serving agencies, organizations and training providers in order to meet the individual needs of all youth for information and referrals.

B. Youth Eligibility Requirements

Under this procurement, youth served must be residents of the Delta Workforce Development Area and meet the eligibility guidelines stated in the Workforce Innovation and Opportunity Act.

1. In-School Youth

The term “in-school youth” means an individual who is:

- a. Attending school (as defined under State law);
- b. Not younger than 16 or older than age 21 at the time of enrollment;
- c. Low income; and
- d. Meets one of the following barriers:
 - i. Basic skills deficient;
 - ii. An English language learner;
 - iii. An offender;
 - iv. A homeless youth or runaway;
 - v. In foster care or has aged out of the foster care system, or in an out-of-home placement;
 - vi. Pregnant or parenting;
 - vii. An individual with a disability;
 - viii. Requires additional assistance to complete an educational program or to secure or hold employment.

An in-school youth who requires additional assistance to complete an educational program or to secure or hold employment is defined as an individual who meets one of the following documented criteria:

- Lacking relevant work experience to secure or hold employment;
- Lacking a credential related to local or regional targeted sectors;
- In need of an ITA to complete the Start Smart or Career Technical Pathway;
- Has a currently incarcerated parent;

- Has been referred to or treated by an agency for substance abuse/psychological problems;
- Criteria defined by local board and included in the local plan.

Limitation of additional assistance barrier: Not more than five-percent (5%) of in-school youth assisted may be eligible based on an in-school youth who requires additional assistance to complete an educational program or to secure or hold employment.

2. Out-of-School Youth

The term “out-of-school youth” is defined as an individual who is:

- a. Not attending any school (as defined under State law);
- b. Not younger than 16 or older than 24 at the time of enrollment; and
- c. Meets one of the following barriers:
 - i. School dropout; (DWDA youth are high school graduates or have received a high school equivalent.)
 - ii. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar is based on how a local school district defines its school year quarters;
 - iii. Recipient of a secondary school diploma or its recognized equivalent who is low-income and is basic skills deficient or an English language learner;
 - iv. An offender;
 - v. A homeless youth or runaway;
 - vi. In foster care or has aged out of the foster care system, or in an out-of-home placement;
 - vii. Pregnant or parenting;
 - viii. An individual with a disability;
 - ix. Low-Income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

An out-of-school youth who requires additional assistance to enter or complete an educational program or to secure or hold employment is defined as low income and meets one of the following documented criteria:

- Lacking relevant work experience to secure or hold employment;
- Lacking a credential related to local or regional targeted sectors;
- In need of an ITA to complete the Start Smart or Career Technical Pathway.
- Has a currently incarcerated parent;

- Has been referred to or treated by an agency for substance abuse/psychological problems;
- Criteria defined by local board and included in the local plan.

3. Exceptions to Low-Income Requirements

WIOA allows for youth living in high-poverty areas to automatically meet the low-income criterion that is one of the eligibility criteria for in-school youth and for some out-of-school youth. The current high-poverty counties in the Delta Workforce Development Area are: Bolivar, Coahoma, Holmes, Humphreys, Issaquena, Leflore, Quitman, Sharkey, Sunflower, Tallahatchie, Tunica and Washington. Counties that are not currently designated as high poverty are Carroll and Panola.

In addition, WIOA allows a low-income exception whereby five percent (5%) of youth participants may be participants who ordinarily would be required to be low income for eligibility purposes and who meet all other eligibility criteria for WIOA youth except the low-income criteria. However, because not all out-of-school youth are required to be low income, the five percent (5%) low-income exception is calculated based on five-percent (5%) of the newly enrolled youth in a given program year who would ordinarily be required to meet the low-income criteria.

C. **Required Program Elements**

The Workforce Innovation and Opportunity Act lists 14 program elements that must be made available to eligible youth assessed as needing them. Elements 3, 9, 11, and 13 are mandatory for all eligible youth. Elements 15 and 16 are required by DWDA.

1. **Tutoring, study skills training, and instruction and dropout prevention services.** Tutoring, study skills training, and instruction that lead to the completion of a high school diploma includes services focused on providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, and providing tools and resources to develop learning strategies. Dropout prevention strategies intended to lead to a high school diploma include services and activities that keep a young person in school and engaged in a formal learning and/or training setting.
2. **Alternative secondary school services or dropout recovery services.** Alternative secondary school services, such as basic education skills training, individualized academic instruction, and English as a second language training, are those that assist youth who have struggled in tradition secondary education. Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that assist youth who have dropped out of school. Both types of services help youth to re-engage and persist in education that leads to the completion of a recognized high school equivalent.

3. **Paid and unpaid work experience** is a planned, structured learning experience that takes place in a workplace and provides youth with meaningful opportunities for career exploration and skill development. A work experience may take place in the private for-profit section, the non-profit sector, or the public sector. Work experience for youth includes summer employment and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities. Work experience placement should correlate with the participant's career pathway. At least 20% of the total funds awarded must be spent on work experience. OSY – 200 hours/ISY – 150 hours @ \$10.00 per hour.
4. **Occupational skills training** is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Occupational skills training must be outcome-oriented and focused on an occupational goal specified in the individual service strategy for the youth; be of sufficient duration to impart the skills needed to meet the occupational goal; and leads to the attainment of a recognized postsecondary credential.
5. **Education offered concurrently with workforce preparation and training for a specific occupation** reflects an integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.
6. **Leadership development opportunities** encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as: exposure to post-secondary educational opportunities; community and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team leadership training; training in decision making, including determining priorities and problem solving; citizenship training, including life skills training such as parenting and work behavior training; civic engagement activities which promote the quality of life in a community; and other leadership activities that place youth in a leadership role.
7. **Supportive services** enable an individual to participate in WIOA activities. These services include, but are not limited to, linkages to community services, assistance with transportation, child care, educational testing, uniforms or other appropriate work attire and work-related tools.
8. **Adult mentoring** is a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers

guidance, support, and encouragement to develop the competence and character of the mentee.

9. **Follow-up services** are critical services provided following a youth's exit from the program. The goal of follow-up services is to help ensure that youth are successful in employment and/or postsecondary education and training. Follow-up services may include the following program elements: supportive services, adult mentoring, financial literacy, postsecondary preparation, and services that provide labor market information. Follow-up services must be provided to all participants for a minimum of 12 months.
10. **Comprehensive guidance and counseling** provides individualized counseling to participants. This includes drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate.
11. **Financial literacy** provides youth with the knowledge and skills they need to achieve long-term financial stability. Financial literacy education may include activities on a range of topics, such as creating budgets; setting up checking and saving accounts; managing spending, credit, and debt; understanding credit reports and credit scores; and protecting against identify theft.
12. **Entrepreneurial skills training** provides the basics of starting and operating a small business. This training helps youth develop the skills associated with entrepreneurship, such as the ability to take initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and communicate effectively and market oneself and one's ideas.
13. **Services that provide labor market information** includes services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. Labor market information also identifies employment opportunities, and provides knowledge of job market expectations, including education and skill requirements and potential earnings. Numerous tools and applications are available that are user-friendly and can be used to provide labor market and career information to youth. These tools can be used to help youth make appropriate decisions about education and careers.
14. **Postsecondary preparation and transition activities** help youth prepare for and transition to postsecondary education and training. These services include helping youth explore postsecondary education options, including technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeship programs. Additional services include, but are not limited to, assisting youth to prepare for SAT/ACT testing; assisting with college admission applications; searching and applying for scholarships and grants;

filling out the proper financial aid applications and adhering to changing guidelines; and connecting youth to postsecondary education programs.

Locally Required Program Elements

- 15. **Career-Readiness** training including, but not limited to financial awareness, problem solving, critical thinking, work discipline, teamwork, appropriate dress and job search.
- 16. **WorkKeys training** with the goal of obtaining a National Career Readiness Certificate (NCRC).

D. Targeted Geographical Area

This RFP is targeting the following three counties:

Carroll
Holmes
Leflore

E. Required Performance Measures

The proposers must demonstrate in their project narrative how their programs will help participants meet long-term, mandatory Department of Labor Negotiated Levels of Performance.

| DWDA Youth Negotiated Levels of Performance | PY 2025 Performance Level |
|---|--|
| Employment Rate 2nd Quarter After Exit The percentage of participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program. | 86.80% |
| Employment Rate 4th Quarter After Exit The percentage of participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program. | 85.70% |
| Credential Attainment within 4 Quarters After Exit The percentage of participants enrolled in a postsecondary education or training program who obtained a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. Secondary School Diploma/Equivalent Diploma: Counts only if the participant is employed or enrolled in a training program leading to a recognized postsecondary credential within 1 year after exit from the program. | 82.30% |
| Median Earnings | \$3,390.00 |

| | |
|---|-------|
| The median wages of program participants who are in unsubsidized employment during the second quarter after exit from the program, as established through direct UI wage record match, federal or military employment records, or supplemental wage information. | |
| Measurable Skill Gains | 70.0% |
| The percentage of participants who, during a program year, are in education or training programs that lead to a recognized postsecondary credential or employment and who are achieving measurable skill gains defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. This is not an exit-based measure. | |

All required levels of performance are subject to change at any time and the Delta Workforce Development Area may implement additional measures due to regulations or local need. In addition to tracking performance, the successful respondent will be required to track enrollments, program activities, demographics, and other locally determined data.

Section IV

Instructions for Proposal Submission

- A. Respondents are required to submit their proposal in a format that is easy to read and understand. The respondent must avoid repetitious material. Each proposal should clearly demonstrate the respondent’s ability to effectively manage and operate a program under WIOA and provide the services requested. **Proposals must be delivered on or before:**

| | |
|----------|--|
| Date | February 18, 2025 |
| Time | 3:00 p.m. Central Standard Time |
| Location | South Delta Planning and Development District Mitzi Woods, Workforce Director RE: Request for Proposals - Youth 1427 S. Main Street, Suite 147 Greenville, MS 38702-1776 |

- B. Proposal Content:

- Cover Page (Attachment A)
- Table of Contents
- Demonstrated Experience/Ability
- Program Narrative

- Fiscal Narrative and Budget (Attachments B, C, D, E)
- Minimum Threshold Certification & Assurances, Audit, Financial Statements and Business Plan (Attachment F)
- Provision of WIOA 14 Elements Table (Attachment G)
- Indirect Cost Rate Agreement, if applicable (H)
- Cost Allocation Plan, if applicable (I)
- Memorandum of Understanding, if applicable (J)

C. Proposal Format Requirements

| | |
|---------|---|
| Font | 12 Point – Arial |
| Pages | Single-Sided |
| Margins | One (1) Inch – This applies to all margins. |
| Spacing | Double-Spaced |
| Header | The name of the organization submitting the proposal, DWDA PY 2025 Proposal, indicate ISY or OSY and page number. |

- D. Timely receipt of proposals is the sole responsibility of the respondent. If a respondent sends proposals via U.S. Postal Service, UPS, or any other type of delivery service, the respondent is responsible for requesting proof of delivery date and time from their chosen carrier.
- E. Proposers should use the forms included in this Request for Proposals. If a proposer opts to create and complete forms using their own computer software, the resulting forms must be identical to those included in this RFP.
- F. Two (2) unbound proposals and one (1) electronic PDF copy on a USB flash drive must be submitted. Late proposals, regardless of method of delivery, will not be accepted. Proposals must arrive at the Delta Workforce Development Area's office by the deadline. No facsimile (fax) transmissions or email documents will be accepted.

Section V

Period of Performance and Contract Instrument

The period of performance for service provider contracts resulting from this solicitation is anticipated to be four calendar quarters, beginning July 1, 2025, and ending June 30, 2026, with the option of renewing up to one year. This contract renewal will be dependent upon performance and availability of funds.

Please note that this does not guarantee any entity a contract past PY 2025, but it allows the Board the option of extending contracts with entities that are performing well.

The Delta Workforce Development Area anticipates the award of contracts that conform to the requirements of Federal Acquisition Regulations and have the following general characteristics:

1. The Delta Workforce Development Area will reimburse the contractor the lesser of:
 - a. The actual cost of operating the approved program, in accordance with the contract statement of work and budget;
or
 - b. The obligated amount of the contract.
2. Reimbursements will be made on the basis of monthly accrued expenditure reports provided by the contractor;
3. Contract funds must be segregated in books of accounts and tracked by the cost category of program costs for WIOA contracts.
4. Contract funds will be subject to detailed financial and compliance audits conducted by the Delta Workforce Development Area or authorized representatives.
5. In general, funds and activities are subject to the restrictions contained in and referred to by the contract boilerplate.
6. Contracts will consist of the Signature Page, Terms and Conditions, Management Plan, Statement of Work, Budget Summary and Narrative, Performance Matrix and Attachments.

Section VI

Demonstrated Experience/Ability (25 points)

For proposers who have not operated a WIOA youth or similar program during the past two years, the proposer will be rated on B – Ability.

A. Demonstrated Experience

Respondents must describe demonstrated experience for the past two years in the following areas, clearly articulating the measurable outcomes including the roles of specific partners involved in achieving program goals:

1. Describe how you have operated a workforce development program of a similar size and scope to the one proposed, and how you addressed participant employment and training needs.
2. Describe how you have collaborated and executed a project with multiple stakeholders. Include the distinct roles of each partner and the steps taken to achieve positive outcomes.
3. In two pages or less, summarize the relevant qualifications, experience, and expertise of the proposing agency. Please include one to three references from previous work of a similar nature, and specify the following:
 - a. Contracting agency
 - b. Type(s) of program(s)
 - c. Term of contract
 - d. Dollar amount of contract
4. If the proposer has provided WIOA youth program services in another workforce area, supply the following information to ensure maximum consideration during the rating process.
 - a. Name of the workforce area
 - b. Contact person for the workforce area, including address and telephone number
 - c. Counties served under the contract
 - d. Type of program
 - e. Dollar amount of contract
 - f. Number of youth proposed to serve
 - g. Actual number of youth served as of the date of this proposal submission
 - h. Cost per participant
 - i. A copy of the most recent monitoring report

- j. Correspondence related to corrective actions
- k. Performance information

B. Ability

If the proposer does not have demonstrated experience during the past two years, please outline how your organization has the ability to be an effective and efficient provider of WIOA youth services.

Section VII

**Program Narrative
(45 points)**

The proposer should thoroughly describe how they will deliver youth services to eligible participants. The proposer should adequately explain how their delivery of services will build career pathways for participants. Below is a list of items the proposer should address in this section. This list is not all-inclusive, and the proposer should explain the delivery of services effectively and sufficiently.

A. Program Design

- Discuss your proposed targeted service area.
- Describe innovative or unique programmatic approaches you propose to implement.
- Describe how your program will expose participants to the Delta Workforce Development's area sector strategy target industries which include: Manufacturing, Healthcare, Agribusiness, Aviation and Information Technology.
- Describe how your program will help participants build sustainable career pathways that focus on long-term career goals and upward mobility and not only short-term employment needs.
- In the attached chart, describe your plan for providing each of the 14 WIOA required elements. If an element will be provided by another entity, include a MOU from the entity detailing its role in providing the element. (Attachment G)
- Is the location where youth services are to be delivered ADA compliant?
- List your proposed specific occupational skills trainings to be made available to youth supporting entry into DWDA targeted career pathways and/or others.
- List the days and hours proposed to provide youth services and program activities.

B. Program Staffing and Case Management Strategy

- Discuss the anticipated staffing structure for all staff funded in whole or in part for the program. Include job descriptions for the positions.
- Describe how it will be ensured that program staff have sufficient time and support to provide high-quality programmatic services.
- Upon the development of the Individual Service Strategy (ISS) for each participant, describe your case management strategy.

C. Outreach, Eligibility and Assessment

- Describe your outreach and recruitment plan for the youth program.
- Describe assessments that may be used in the program to identify basic skill levels, occupational skills, work experience, employability, interests and aptitudes, supportive service needs and personal developmental needs.

D. Performance Management

- Describe your strategy to meet the negotiated levels of performance.
- Describe how your program will recruit and maintain employers and other partners to provide work experience, employment, and training for participants.
- State how your program will utilize 20% of the proposed total budget for work experience as required by WIOA.

Section VIII

**Fiscal Narrative and Budget
(30 Points)**

A. Fiscal Narrative

- Describe the organization's experience with managing Federal funds, the experience that fiscal staff employed by the organization have in administering federal funds, and how compliance with federal standards is ensured.
- Discuss your ability to place work experience participants on a payroll system and manage all payroll related tax requirements and liabilities.
- Describe any leveraged community and partner resources.

B. Budget (Attachments B, C, D, E)

Each proposer is required to submit a budget. The proposer must include a budget synopsis, budget narrative, staff salary budget summary and non-expendable property form according to the required formats. Proposer must ensure that all costs included are reasonable, allowable, necessary, and allocable among the cost categories using cost principles from OMB Circulars 2 CFR Part 200 (Super Circular) and FAR 31.2, as appropriate.

NOTE: Each proposal must include detailed budget narrative sheets providing the basis for valuation of each line item.

This budget narrative should be completed on the forms included in this RFP package and must offer sufficient details to allow an assessment of cost reasonableness. For instance, under staff salaries, at a minimum, the job title of each position, total salary for each position, and percent to be charged to the WIOA activity should be listed. For facility cost, include total square feet available, cost per square foot, and documentation showing that cost per square foot is consistent with average costs for similar space elsewhere in the area. For equipment costs, justify method of valuation (lease or purchase). Proposers should offer exact calculations on how each line item cost is derived as well as a detailed justification of why the line item is necessary for the operation of the program.

Sample budget line items include, but are not limited to the following:

- Staff Salaries
- Work Experience Wages
- Fringe Benefits
- Outreach - Include outreach and dissemination of information to specific target populations
- Audit
- Copying/Printing
- Equipment (lease/purchase/maintenance) - Include a description of the type of equipment that is to be purchased or leased, and the estimated/quoted cost associated with each item.
- Facility Costs
- Insurance - State the type of insurance (e.g., general liability). Do not include health or disability insurance in this line item.
- Postage
- Staff Travel - Indicate which staff member are expected to travel and for what purpose, as well as how that purpose is directly related to the program.
- Consumable Supplies
- Telephone/Communication - Include telephone and internet costs.
- Utilities

- Supportive Services
- Indirect Costs - Show indirect costs if the proposing agency has an approved indirect cost rate agreement.
- Incentives
- Miscellaneous Costs - Provide specific details of miscellaneous charges.

A complete set of budget narrative sheets must be submitted with the original proposal in order for a proposal to be reviewed and rated and considered by the Delta Workforce Development Area Board for funding.

Section IX

Minimum Threshold Certification & Assurances

Fully complete the Minimum Threshold Certification & Assurances (Attachment F). This must be submitted in order for a proposal to be considered for funding. This document must bear the original signature of the proposing entity's signatory official. The audit or financial statements and business plan must be included.

Section X

Proposal Rating

A minimum total score of 75% must be received in order to be considered for funding through this RFP.

| Section | Maximum Allowable Points |
|---------------------------------|---------------------------------|
| Demonstrated Experience/Ability | 25 |
| Program Narrative | 45 |
| Fiscal Narrative and Budget | 30 |
| Total Points | 100 |