SACRAMENTO WORKS JOB CENTER SYSTEM SERVICES

SECTION V

**REQUIRED RESPONSE FORMAT**

**CURRENT FUNDING SOURCES FORM**

**PENDING APPLICATIONS FORM**

**REFERENCES FORM**

# LIST OF REQUIRED EXHIBITS

     (fill-in prompt included only to enable access to this page)

**REQUIRED RESPONSE FORMAT**

**Sacramento Works Job Center System Services**

**WIOA for PY’ 2016-20**

1. Applicant Agency:

2. Address:

City:       State:       Zip:

1. Contact Person(s):

Phone:       Fax:

# E-Mail Address:

1. Funding Request and Activity: Applicants must submit separate proposals for Career Services (Basic and Individualized), On-the-Job Training/Subsidized Employment (OJT/SE), and Vocational English-as-a-Second Language (VESL)/General Education Diploma (GED) Preparation. Please place the total amount requested for the proposed activity in Column A, the total number of customers to be served in Column B and the cost per customer in Column C.

|  |  |  |  |
| --- | --- | --- | --- |
| **Services** | A. Total Amount Requested | B. Total # to be Served | C. Cost per Customer |
| **Career Services** |  |  |  |
| Basic and Individualized | $ |  | $ |
|  |  |  |  |
| **Training Services** |  |  |  |
| On-the-Job Training/Subsidized Employment (OJT/SE) |  |  |  |
| VESL |  |  |  |
| GED Preparation |  |  |  |
|  |  |  |  |
| **TOTALS** | $ |  | $ |

SETA reserves the right in its sole discretion, to select the funding source from which to award grants provided that the activities identified in the proposal may be funded from that source and categories. Grant recipients will be required to adhere to the statutes, regulations, or policies applicable to the funding source under which the funding is provided.

5. Agency Status:

Private non-profit:       Private for-profit:       Public Agency:

Other (Specify):

6. Assurances and Certification:

I, (We), the undersigned, as the duly-authorized representative(s) of the respondent agency, affirm that the information and statements contained within this proposal, to the best of my (our) knowledge, are truthful and accurate, and further, that I (we) am (are) duly authorized to submit this proposal from the respondent agency to deliver services. The corporate resolution, or other valid instrument, is attached as **Exhibit A** that certifies authority expressed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Signature

Typed Name Typed Name

Date Date

**I. EXECUTIVE SUMMARY/SYNOPSIS OF APPLICANT AGENCY’S SACRAMENTO WORKS JOB CENTER SERVICES**

Please provide a summary of the:

1. purpose and goals of the proposed career (basic and individualized), and/or training, and follow-up services,
2. community/geographic area applicant agency proposes to serve,
3. needs in the community, including the number of job seekers and employers served, the workforce conditions in the area, and proposed strategies to address training needs,
4. applicant agency’s service delivery model, and the activities proposed to be provided,
5. outcomes to be achieved,
6. impact the outcomes will have on/in the community, and
7. physical location including address, layout, square footage, accessibility, hours of operation of your facility(ies).

1. **ALLOWABLE SERVICES SOLICITED UNDER THIS RFP**

For the purposes of this RFP, SETA is only seeking applications for the services identified below. Applicants should respond only to those sections which are being proposed. Separate proposals must be submitted for Career Services, On-the-Job Training/Subsidized Employment, Vocational English-as-a-Second Language, and GED Preparation.

Please note: SETA reserves the right to fund portions of OR specific components of the proposed application based on the needs of the local area and/or demonstrated ability/experience to provide the proposed services.

1. **OUTREACH AND RECRUITMENT** 
   1. Describe the outreach, recruitment, and assessment process that will used to identify the services needed by the customer including:
   2. Coordination of outreach and recruitment efforts with partner agencies of the Sacrament Works Job Center system.
   3. The numbers of customers to be served in Basic and Individualized Career Services, and the proposed training services, if applicable.

1. Describe the collaborative partnerships developed with educators, employers and workforce development organizations to ensure that customers can access the services necessary to succeed. Identify the referral process to ensure customers can access the services provided by the partners.

1. **BASIC AND INDIVIDUALIZED CAREER SERVICES (see Section II of this RFP for the definitions of the Basic and Individualized Career Services)**

1. Identify the Basic and Individualized Career Services that will be provided and how many customers will be served.

2. Describe the experience of applicant agency in providing the proposed Basic and Individualized Career Services.

3. Describe the planned services and supports to be provided to the customers that will enhance employability, career development, job placement and retention, and future earnings.

4. Describe leveraged resources and how they will expand services offered to job seekers.

5. Describe how customers will be supported in their effort to research career options/pathways.

6. Describe how priority of services will be ensured for customers accessing Individualized Career Services.

7. Describe how proposed services align with the needs of local employers/businesses.

1. **TRAINING SERVICES**

**1. On-the-Job Training/Subsidized Employment (OJT/SE) (see Section II for the definition of this training activity)**

a) Describe the method(s) used to develop OJT/SE contracts. Specifically, state how suitable employers are identified, how the training elements are chosen, what method(s) are used to determine the length of OJT/SE contracts, how the customer's experience/education is factored into the determination of training length, and how employers and trainees are informed of their responsibilities.

**NOTE:** SETA's standard OJT/SE contract and OJT/SE Policies and Procedures must be used.

b) Describe how customers are determined appropriate for OJT/SE. Describe the specific criteria for matching customers to jobs; include a description of the post-assessment process which will be used to document attainment of the job specific competency objectives contained in the OJT contract.

c) State which approved occupational sector/clusters and specific occupations within the sector/cluster will be targeted.

d) Identify the target groups of job seekers to be served by this activity.

e) State what format or percentage will be used for employer reimbursement and describe the employer reimbursement system.

f) List the number of OJT/SE contracts proposed to be developed and the number of customers to be served.

g) Indicate the average length of training for OJT/SE, including number of weeks and number of hours per week.

h) State the average OJT/SE wage per hour that will be negotiated in OJT/SE contracts and what the average wage is at placement for customers who enter unsubsidized employment.

i) Describe the job retention and follow-up services that will be provided to customers to enhance employability, job retention, career development and future earnings.

j) Describe the planned services and supports to be provided to employers and trainees to ensure the successful job placement and long-term employment.

**2. Vocational English-As-A-Second Language (VESL) and/or General Education Diploma Preparation/High School Completion Services (see Section II for the definition of this training activity)**

a) Describe the experience of applicant agency providing VESL and/or GED Preparation and/or High School Completion Services.

b) Describe how the VESL curriculum integrates job search and vocational skills.

c) Describe the levels of VESL offered (beginner/intermediate/advanced), and how the needs of different levels of learners will be met in an integrated class.

d) Provide the total hours of the VESL curriculum and identify the variance of the hours for beginner, intermediate, and advanced level trainees.

e) Describe the credential(s) held by staff providing VESL and/or GED/High School Completion Services.

f) Describe how a customer’s need for Adult Basic Education will be addressed prior to transition/enrollment into GED.

g) Describe how the applicant agency will ensure that the CalWORKs funded VESL and GED customers will meet the required work participation requirements.

h) Describe how applicant agency will link VESL and/or GED/High School Completion services with other career or training services and ensure services are provided in combination with those services.

i) Describe how the applicant agency will ensure customers have access to the GED exam.

j) Describe the transitional services provided to customers completing VESL and/or GED (e.g., career services, vocational training, OJT, placement into unsubsidized employment) and how the applicant agency will assist in these services.

1. **FOLLOW-UP SERVICES**

a) Describe the follow-up services that will be provided to customers to ensure continued employability, job retention, career development and future higher earnings.

b) Describe the frequency by which contact with customers and employers will be made.

**III. COLLABORATIVE PARTNERSHIPS and PROGRAM MANAGEMENT**

**A. Collaboration/Partnerships**

1. Describe how the applicant will successfully form collaborative relationships within the SWJC system.

1. Describe the leveraged funding, required partnerships and other partnerships developed that will enhance and expand services proposed.

1. Describe the applicant’s experience in providing the proposed services. Include information on applicant’s expertise and capacity to place job seekers in targeted employment.

1. Complete **Exhibit F**.

**B.** **Program Management and Capacity**

1. **Organizational History** - Provide a brief history of applicant agency, including a description of its history and experience in workforce development, specifically in operating training activities included in this RFP or comparable operations. Include history, purpose, years of operation, number of staff and services provided to the community.

1. **Organizational Structure** - Applicant agency must provide an organizational chart showing the size and structure of the organization. Applicant agency must also provide an organization chart for the services it is proposing to provide, including all staff related to services, and those funded through other sources (**label Exhibit B**). Additionally, include the job descriptions for all key staff (**label Exhibit C**).

1. **Technology Plan -** Describe the applicant agency’s technology plan and capacity to support services proposed. This information should include a description of computer hardware and software, printing capability, internet capacity and other relevant telecommunications technology. Additionally, describe the applicant agency’s maintenance and support infrastructure, problem reporting and resolution process, and tracking metrics related to customer computer access and problem resolution. All successful applicants will be provided access to and training on the SacramentoWorks network to enter relevant participant information/data. However, SETA will not provide the staffing and technology support for successful applicants.

**4.** **Performance** – In Addition to the SacramentoWorks client tracking system, describe how the applicant agency will measure services and success.

**5.** **Fiscal Controls -** Describe the applicant organization’s fiscal accountability experience and internal fiscal system, including:

1. A description of the applicant’s experience managing and accounting for state and federal funds;
2. Type of accounting system used and a description of automated supports;
3. The qualifications of the staff responsible for the preparation of the fiscal reports;
4. The internal controls used in applicant’s fiscal systems;
5. How applicant agency will repay any potential disallowed costs; and,
6. A list of all credit and monitoring findings over the past three fiscal years.

**6.** **Internal Program Evaluation and Monitoring** - Describe the process to be used to evaluate and monitor the proposed services and staff, and formally document the results, including:

a. Activities reviewed;

b. Frequency;

c. Corrective action; and,

d. Staff assigned to monitor/evaluate.

**IV.** **BUDGET INFORMATION**

**1)** **Budget Form** - Complete and submit **Exhibit D**, Budget and Cost Allocation Plan, of this RFP. All personnel costs must identify the staff positions, annual salaries, and percentages of annual time spent on the funding sources. Non-personnel costs should also be further outlined into specific line items (such as supplies, equipment, repairs, and mileage).

The Budget and Cost Allocation Plan (**Exhibit D**) must be submitted for the period *July* *1, 2016* through *June 30, 2017.*

Cost allocation plans must reflect the methodology used to prorate common operating costs to each funding source. Examples of common operating costs are infrastructure costs (e.g. rent and copier machines), as well as personnel (e.g. receptionist, fiscal staff, senior management) providing benefits to multiple funding sources.

**2) Budget Narrative –** Describe the justification for all costs built into the line-item detail of the Budget and Cost Allocation Plan (**Exhibit D**), and the methodology used to derive each cost.

**V. REFERENCES**

Organizations not currently funded by SETA, and service providers who received funds prior to July 1, 2014, must complete **Exhibit E**, providing at least two (2) complete references from organizations/agencies (other than the Sacramento Employment & Training Agency) that the applicant has had direct involvement with or funding from for projects of similar size and scope. The following information for each reference shall be listed in the proposal:

* Reference’s organization name;
* Reference’s address and phone number;
* Contact person; and
* Description of services provided.

VI. PERFORMANCE MEASURES

* + - * 1. Indicate the proposed benchmarks/outcomes for the proposed training activities:

*(Please indicate rates as percentages and earnings in dollars)*

WIOA ANTICIPATED OUTCOMES

**PY 2016-2017**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Services** | **Certificate/**  **Diploma Rate** | **Entered Employment Rate** | **Employment Retention Rate** | **Average Wage** |
| **Individualized Career** | % | % | % | $ |
| **OJT/SE** | % | % | % | $ |
| **VESL and/or GED Preparation** | % | % | % | $ |

B. Provide the following performance outcomes:

1. Training Completion Rate -      %

2. Training Placements in SacWorks approved Occupational Clusters -      %

TO MAINTAIN UNIFORMITY OF RESPONSES, THE FOLLOWING EXHIBITS MUST BE LETTERED AS OUTLINED BELOW AND MUST BE ATTACHED AT THE BACK OF THE PROPOSAL. DO NOT RELETTER EXHIBITS.      (fill-in prompt included only to enable access to this page)

THE REQUIRED EXHIBITS ARE AS FOLLOWS:

EXHIBIT A Corporate Resolution **(supplied by respondent)**

EXHIBIT B Organizational Chart **(supplied by respondent)**

EXHIBIT C Job Descriptions **(supplied by respondent)**

EXHIBIT D Budget and Cost Allocation Plan Form

EXHIBIT E References Questionnaire Form

EXHIBIT F Partners, Responsibilities, and Resources Chart

EXHIBIT G Current Funding Sources Form

EXHIBIT H Pending Applications Form