



**TO:** Interested Parties

**FROM:** Workforce Development Council of Seattle-King County

**DATE:** April 7, 2016

**SUBJECT:** Request for Proposal #16-07  
Rainier CSO Youth Services Pilot, Career Specialist

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### **PROJECT BACKGROUND & OVERVIEW**

The Workforce Development Council (WDC) of Seattle-King County, in partnership with Washington State's Department of Social and Health Services (DSHS), will create education, employment, and work-based training opportunities for youth through the *Rainier Community Service Office (CSO) Youth Services Pilot*. The pilot will help 40 young adult Temporary Assistance to Needy Families (TANF) recipients, ages 16-24, connect to education, training, and work activities that will prepare them to engage in the workforce, build their network, and develop skills that will contribute to future employment.

Through the partnership with DSHS, the WDC of Seattle-King County looks to achieve best practices to sustain this work. The lessons learned during the pilot will become the foundation for future work to lead a system change in serving youth and young adults who deal with employment barriers, as well as inform how best to help transition individuals from public assistance to self-sustainability.

### **PURPOSE OF THE REQUEST FOR PROPOSAL**

To support the goals of the *Rainier CSO Youth Services Pilot*, the WDC is issuing Request for Proposal (RFP) #16-07 to procure a Career Specialist to work with 40 TANF youth participants. The Career Specialist will work with TANF youth recipients, their employers and partnering community agencies, to successfully connect youth to education, training and employment.

Up to \$90,000 will be available to the awarded agency through March 31, 2017. Examples of services to be provided by the Career Specialist should include support and expertise for the following activities:

- **Deliver comprehensive case management** and conduct individual youth assessment of goals, skills, and opportunities as they relate to education, employment, and training goals.
- **Develop an Individual Career and Service Plan**, and meet with the youth participants at least monthly to ensure progress is tracked and the expected completion dates are updated.
- **Connect participants and facilitate referrals** to existing resources (support services) in the youth and adult WorkSource system as appropriate to the needs of participants.
- **Maintain frequent communication** with the Rainier CSO WorkFirst staff member assigned to the pilot regarding the progress and needs of participating youth, and coordinate with the WDC’s Youth Business Services Liaison.
- **Lead and organize a youth job club**, which will incorporate career-learning modules into the overall pilot, and help youth create a network of peers and professionals that will provide employment information and support with entry into and completion of education and employment.
- **Develop a “Stay-at-Work Plan”** for each youth participant, after employment is secured, to ensure employment retention and completion of education, employment, or training.

## **ELIGIBILITY**

Eligible applicants include community and technical colleges, governmental organizations, local education agencies, private for-profit or non-profit organizations, and community-based organizations; with experience in coordinating services for Temporary Assistance for Needy Families (TANF) enrolled youth and adults.

## **RESPONSE FORMAT**

Parties interested in submitting a proposal should respond by providing the following:

### **A. Experience & Qualifications**

- Identifying information.
- Organization’s interest and experience working with projects focused on improving outcomes for Temporary Assistance for Needy Families (TANF) eligible participants, including young adults.
- Qualifications of the primary applicant or agency applying, including number of years of relevant experience in workforce development and/or occupational skills training programs.
- Timeline, including milestones toward project completion.

## **B. Proposed Approach**

- Given the goals and approach of the project as described above, please outline how you would design the Career Specialist's work plan, including key activities that would be appropriate for this project.
- Please describe examples of the proposed Career Specialist's workload, and how that position would presumably work to provide case management, coordinate services, and provide information and resources to improve outcomes for TANF youth recipients.

## **C. Budget**

- A line-item budget including salaries and benefits, and additional costs such as indirect costs or travel. Maximum proposed budget must not exceed \$90,000 for the period of the grant start date through March 31, 2017.
- A description of how leveraged resources will enhance the program and progress toward deliverables.
- If applicable, describe any faculty/staff professional development activities included in your proposal and/or any technical assistance you would request from the WDC.

The selection process will be based upon quality of information provided, cost effectiveness, expertise, professional background, and review of references.

**Each response is limited to 5 pages of narrative in 12-point, double-spaced, Times New Roman font using one-inch margins. Tables/charts included in the response, as appropriate and necessary, are exempt from the double-spacing requirement.**

## **RATING**

Each proposal that is received by the due date and is responsive to this RFP will be evaluated according to the following criteria:

- Experience & Qualifications (40%)* Responses will be evaluated on the strength of the organization's experience with similar types of projects.
- Proposed Approach (40%)* Responses will be evaluated on the clarity of the proposed approach and the extent to which it is aligned with the goals and priorities included in this solicitation.
- Budget (20%)* Responses will be reviewed and evaluated in terms of the reasonableness of costs relative to the proposed evaluation activities.

## **PROPOSAL SUBMISSION**

**Proposals must be received no later than 4:00p.m. on May 5, 2016.** Please submit your proposal in PDF format, via email to [operations@seakingwdc.org](mailto:operations@seakingwdc.org), with RFP 16-07 in the subject line.

Late responses will not be considered. The WDC reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contract(s) in whole or in part as is deemed to be in the best interests of the WDC. The WDC reserves the right to negotiate with any or all respondents on modifications to proposals and/or integration of components across proposals to achieve maximum efficiency. *Award is contingent on available funds.*

The Workforce Development Council of Seattle-King County is an Equal Opportunity Employer and provider of employment and training programs. Auxiliary aids and services are available upon request to persons with disabilities. Washington Telecommunications Relay Service 800.833.6384 or 7-1-1