Proposal Narrative and Character Count
RFP #21-04

Bidders must provide the following information in their proposal.

I. Organization Description (15 points)
   • Organization History. Provide an overview of the lead organization including primary location of the organization, type of organization (for-profit, nonprofit, etc.), size, years in operation, history of organization, mission and vision, areas of focus and/or services, and any other relevant information that helps provides an overview of the organization. Include organizational chart. (3000 characters)
   • Consortium History. If applying as a consortium, include how long the consortium has been operating together and provide a brief history of each organization other than the lead. (1500 characters)
   • Staffing Plan. Describe the staffing plan and management structure clarifying which staff will participate in the delivery of services funded with this RFP. (1500 characters)
   • Qualifications and Expertise. Describe the approach for recruitment, training, staff development and support for all staff involved in the program. Include how the approach to staffing considers the diverse needs of youth served. (3000 characters)
   • Culturally Appropriate Services. Describe the organization’s knowledge and experience working with youth facing challenges and expertise in providing culturally appropriate and relevant services for the populations prioritized in the proposal. (3000 characters)
   • Equity. Describe the diversity of the board of directors, organizational leadership, and staff of the lead organization/consortium members and how this diversity assures culturally relevant services and community connections for the customers to be served. (3000 characters)

II. Demonstrated Effectiveness (20 points)
   • Performance. Provide evidence of the organization’s ability to successfully perform the services described in this RFP, including descriptions of past projects completed with a similar scope of work. (3000 characters)
   • Youth Engagement. Provide evidence of the organization’s track record in recruiting, providing services and achieving positive employment related outcomes for eligible customers, especially customers farthest from opportunity who have been prioritized for services in this proposal. (3000 characters)
   • Data Management. Provide evidence of the lead organization’s success in using data entry systems to capture service delivery data,
case notes, and documents necessary for the provision of workforce development services. Describe a plan for ensuring data security and participant privacy in accordance with state policy (http://media.wpc.wa.gov/media/WPC/adm/policy/1021.pdf). (3000 characters)

- **Continuous Improvement.** Provide evidence of the organization’s success in using quantitative and qualitative performance data to drive service design and delivery to expand access to services or improve results for customers farthest from opportunity. (3000 characters)

### III. Implementation Plan (125 points total – *broken up below*)

**Targeted Population Based Strategies (30 Points)** (5000 characters for each population bidders intend to apply)

Please provide information questions below for specific population you are applying to serve. If you are applying to serve more than one of the below populations, you must complete the questions for each separate proposal.

**BIPOC Opportunity Youth**
- Describe your strategy to eliminate barriers and social determinants that BIPOC youth face related to education, employment, and training. Use specific examples of successful outcomes.
- How will your program specifically work to address bias and racism in employment practices that contribute to the high disconnect rates within the BIPOC community?
- How will your organization connect education and training services with the community to increase trust, positive interactions, and experiences?

**Refugee/ Immigrant and/or English Language Learner**
- How will you ensure program services are available in multiple languages? How will you provide ELL ongoing opportunities to learn and practice English? Include examples from your staffing plan and services in the 14 youth program elements.
- Describe your process for integrating vocational ELL classes into your program structure. Include examples from each of the core program services – education, employment, and training.
- How will you structure a multi-organizational partnership to ensure participant support and success?

**Homeless Youth**
- Describe your organization's experience and results in connecting homeless youth with resources to establish housing and assisting with rent and utilities.
- Describe how you will provide housing for youth. Please list any units you operate or partner units you will leverage to allocate to youth in this grant. What percentage of
youth served will be housed, including transitional and permanent housing? For those to which you cannot provide housing, explain how you will create a plan to serve them.

- How will you collaborate with school and community partners to identify homeless in-school youth and provide appropriate referrals and partner agencies?

**Justice Involved Youth**

- Describe your experience in implementing restorative justice curriculum. Explain how you will incorporate restorative justice curriculum in your program components. Use examples of past experiences and successful outcomes.
- What strategies will your organization employ to support justice-involved youth in transitioning back into the community and avoiding reincarceration. What techniques will you use to advocate on their behalf when interacting with employers?
- Explain your organization’s experience in navigating justice involved youth through education and employment.

**WIOA Required Elements (30 Points)**

- **Outreach, Recruitment and Orientation** – describe your plan to reach eligible youth, especially youth that are farthest from opportunity including BIPOC youth, foster youth, juvenile justice involved youth, and/or youth with disabilities. Please also describe the geographic footprint you intend to serve within King County. (3000 characters)
- **Intake, Eligibility Determination and Registration** – describe how you intend to onboard eligible youth, including collection of eligibility documentation such as birth certificates and social security cards, and ensure secure electronic registration. (3000 characters)
- **Objective Assessment and Referral** – describe your approach to assessing each youth’s needs, assets, and skills. Refer to any tools or frameworks you may intend to use. (3000 characters)
- **Individual Service Strategy (ISS)** – describe your approach to goal setting and establishing realistic, yet ambitious, plans tailored to each participant. Refer to any tools or frameworks you intend to use. (3000 characters)
- **Case Management** – describe your approach to case management, building trust, and ensuring each participant has an attentive, asset-based case manager working with them. (3000 characters)
- **Access to a Range of Services** – describe your plan to ensure that youth have access to all 14 WIOA Service Elements. (6000 characters)
- **Follow-up Services** – describe your plan to provide the required 12 months of follow-up services, including how case management will differ between active participants and those in follow-up services. (3000 characters)

**Core Activities (30 Points)** (5000 characters)
• Please describe your program model and service delivery – include a description to demonstrate the ability to provide all three core components; Education Services, Training Services and Employment Services.

**Equity Focus and BIPOC Community Collaboration (25 Points)**

• Please describe your approach in centering racial equity in effective service delivery and ability to partner with BIPOC community and service providers. (3000 characters)
• How have your services and programs been designed and informed by the unique needs of Black, Indigenous, and Latinx communities and/or any other intersecting population(s) you intend to serve? (3000 characters)
• Describe your agency’s commitment to recruit, support, and retain staff, board and leadership who reflect your focus population(s)? (3000 characters)

**COVID Impacts and Service Delivery Plan (10 Points) (5000 characters)**

• COVID-19 has changed the way that education, training, and workplaces look and feel. Please describe how your organization will address employment, education, authentic relationships, and mental health due to the negative impact of the Covid-19 Pandemic. The following themes are key areas of the Covid-19 pandemic to highlight:
  o Meet basic needs: food, shelter, Wi-Fi access, and transportation
  o Centering youth and staff relationships
  o Emphasizing mental health supports
  o Finding creative ways to connect with youth (virtual and hybrid services)
  o Adapting to setbacks to education and employment
• Please describe your plans on ensuring participant and staff safety.

**IV. Planned Outcomes (10 points)**

Bidders must describe the outcomes they will be working toward during the performance period, using the Planned Outcomes form.

• **Relevance.** Explain why the outcomes you have projected are reasonable for the new enrollees you are planning to serve. (3000 Characters)
• **Data Management.** Explain how the organization/consortium will provide appropriate data entry and management in order to track customers, services, costs and outcomes. If data management functions will be centralized, describe the arrangement and how it addresses WDC
requirements. (3000 Characters)

- **Use of Qualitative Data.** Explain how the organization/consortium will collect and use qualitative data – customer feedback, customer stories, youth voice, etc. – to identify potential service gaps and improve customer outcomes. (3000 Characters)

V. **Budget and Cost Proposal (30 points)**

Bidders will use the Budget and Cost Proposal form to submit their cost proposal.

- Describe the fiscal agent’s capacity and experience in managing federal, state and other public funds and applying fund accounting and accrual accounting. (2000 characters)
- Describe the accounting software and payroll system being used by the fiscal agent and internal controls for accuracy and validity. (2000 characters)
- Describe how the resources requested through this RFP will be used to support the proposal, and how the funding requested will be integrated with other financial and non-financial resources to achieve the maximum benefit to customers. If applying as a consortium, clearly identify the financial and non-financial resources to be provided by each organization participating in the consortium. Identify all leveraged resources with specificity. Administrative and overhead costs should be minimized because federal workforce funding is limited and may be declining. Efforts to maximize workforce services per dollar are critical. All administrative and operating/overhead/indirect costs will be reviewed by WDC staff and are subject to negotiation and potential reduction as part of contract negotiations. (2000 characters)
- Provide evidence of lead organization’s/fiscal agent’s past fiscal performance/ compliance derived from the last two year audited financial statement and monitoring reports of the organization. Audits are required for any non-federal entity that expends $750,000 or more in federal awards during their fiscal year (single or program-specific audit). For bidders whose fiscal agent does not meet this threshold, please provide the fiscal agent’s most recent financial statements (Statement of Revenue and Expenses, Balance Sheet) with documentation of approval by the organization’s Board of Directors. (2000 characters)
- **NOTE:** If awarded successful bidders will be required to provide the following: (1) A copy of current liability insurance. If applying as a consortium, provide a copy of insurance liability for all partners. (2) provide a Federally approved Indirect Cost Rate letter or Cost Allocation Plan if charging indirect costs to the grant funding.