

**Request for Proposals
Summer Youth Employment and Training Program
For Ages 15-19**

The Community and Business Development Department of the City of Winston-Salem is accepting proposals to provide employment and training services to at-risk low/moderate income youth, ages 15-19, who are residents of the city of Winston-Salem. Program services must engage youth and focus on activities such as career awareness, job readiness, skills training and work/project activities that prepare them for future employment opportunities. The program model should be designed to engage low/moderate income youth in work and/or related project activities, teach fundamental job readiness skills training and world-of-work awareness through meaningful summer experiences.

I. FUNDING AND AMOUNT OF ASSISTANCE

Up to \$250,000 will be available from the City of Winston-Salem to administer the 2015 and 2016 Summer Youth Employment and Training Programs. Funds will be allocated up to \$125,000 for each program year. However, City funds must not exceed 75% of the program budget. Fund approval will be awarded by City Council. No funds will be released or expended prior to July 1, for the program year.

II. SCHEDULE OF PERTINENT DATES

Release of RFP	February 5, 2015
Bidder's Conference	February 16, 2015
Proposals Due	February 24, 2015
Program Start Date	July 1, 2015 (approximate)

III. BIDDERS' CONFERENCE

While attendance is not mandatory, bidders are strongly encouraged to attend the February 16, 2015, Bidders' Conference being held at the Bryce Stuart Municipal Building, 100 East First Street, 4th Floor Conference Room at 2:00 p.m. Parking is available on the street, in the Church Street Parking deck, or in the attended lot beside City Hall.

IV. PROPOSAL CONTENTS

The proposal should contain the following materials. Proposers should utilize this section as a "checklist" to assure completeness prior to submitting their proposals.

1. The Agency/Service Provider name, mailing address, e-mail address, phone and fax numbers.
2. A description of the scope of work to which the agency will commit.
 - a) The proposed contract amount and a proposed payment schedule.
 - b) A description of the basis for all cost items, e.g. hours of work and hourly rate for each activity, including planning, and reporting.
 - c) A scope of work, substantially in the form of the Addendum to this RFP.
 - d) Proposed sources and uses of matching funds.

- e) Copy of proposed budgets and expenditures (2015 and 2016)
 - f) Copy of last year and current audit.
3. A list of all of the persons to be involved in carrying out the proposed work, describing each person's qualifications and proposed involvement in specific tasks. Attach a resume or job description for each person.
 4. The income limits applied and the point in time benefit determined.
 5. A list and description of similar work completed by the Agency in the last five years.
 6. Any additional information or materials relevant to the Agency's availability, qualifications, and capacity to do the work.

V. SELECTION PROCEDURES

Selection will be based on the following criteria:

- i. Demonstrated quantity and quality of successful, relevant experience
- ii. Demonstrated level of organizational capability and capacity
- iii. Quality of proposed program
- iv. Cost effectiveness and leveraging of matching funds

VI. PROPOSALS SUBMISSION

Applicants must submit a proposal with original signature along with (3) copies. Proposals should be submitted to:

By Mail:

Mellin L. Parker, Planning Sr. Project Supervisor
 Community and Business Development
 P. O. Box 2511
 Winston-Salem, NC 27102-2511

By Hand Delivery:

Community and Business Development
 Bryce A. Stuart Municipal Building
 100 East First Street (Corner of Church St.)
 Winston-Salem, NC 27102-2511

If you have any questions, please contact Wanda Nichols at (336) 734-1307 or wandan@cityofws.org

To facilitate review, in addition to hard copy submissions, proposals should be e-mailed to Wanda Nichols at wandan@cityofws.org.

VII. DEADLINE

All responses to this RFP must be received by 5:00 p.m., Tuesday, February 24, 2015.

VIII. RESTRICTIONS AND DISBURSEMENT OF GRANT FUNDS

Funds may be used for employment wages for project participants and other program costs. Documentation must demonstrate that City funds represent no more than 75% of program costs. Generally, funds will be provided on a reimbursement basis, as frequently as monthly, although funds may be advanced on a limited basis. In order to receive reimbursement, the Agency must provide the following:

- a) A list by family or household served indicating client identifier, address, apartment unit, household size, income, age, sex, race and ethnicity of household head; and additional demographic data as applicable to services provided.
- b) Information on each participant, including name, address, employer, job title, hourly wage, and hours to be worked per week. The information only needs to be provided with the first request for reimbursement for the participant.
- c) Proof of matching funds must be verified prior to the executed contract between the City and Agency.
- d) Copies of the participants' time sheets or written verification of the participants' hours
- e) Evidence of payment, such as the payroll report from a payroll service

IX. PROGRAM EVALUATION

At the conclusion of the 2015 Summer Youth Employment and Training Program, the Agency must submit completed evaluation forms, in a format to be provided by the City, no later than August 31, 2015. Separate evaluations are to be completed by the agency, youth participants, and participating employers. Sample evaluation forms are available for review. At the conclusion of the 2015 Summer Youth Employment Training Program, the Agency must submit completed evaluation forms, in a format to be provided by the City, no later than August 31, 2015.

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The City of Winston-Salem is an Equal Employment Opportunity Employer. The City of Winston-Salem employment practices are guided by federal, state, and local rules and regulations guaranteeing employment opportunities to all persons without regard to and prohibiting discrimination or harassment on the basis of race, creed, color, sex, sexual orientation, pregnancy, age, religion, political affiliation or beliefs, national origin or handicap, unless a bonafide occupational qualification exists.

ADDENDUM A
SAMPLE SCOPE OF WORK
(all numbers are for purposes of illustration only)

SCOPE OF SERVICES

The program proposes to place 80 youth in meaningful work experiences at a rate of *\$ 7.25 per hour or prevailing rate for 20 hours per week for seven weeks with funds provided by the City of Winston-Salem and private donors.

The Agency will provide the following services to the 2015 and 2016 summer programs:

- Accept and process all applications for summer employment from youth 15-19 years of age
- Provide assessment and job readiness training for all youth prior to referrals for interviews
- Ensure that all required pre-employment paperwork is obtained and completed prior to placement (i.e. work permits)
- Identify and develop work sites for job placement
- Provide program orientation to all work site representatives
- Require work sites to submit job descriptions for all positions prior to placement
- Match youth applicants with work site job opportunities
- Assist with the interview process
- Provide on-going site monitoring for the duration of the program
- Make contact at least weekly with each job site
- Collect and process participant timesheets
- Process payroll checks to participants

*Rate to be adjusted if needed.