



**REQUEST FOR PROPOSALS (RFPs)**

**YOUTH EMPLOYMENT AND TRAINING  
RFP for NAPA COUNTY**

WORKFORCE INVESTMENT ACT  
TITLE I-B

ISSUED BY:  
NAPA-LAKE WORKFORCE INVESTMENT BOARD

**Date Issued: March 7, 2012**  
**Deadline for Submissions: April 12, 2012 at 5:00 p.m.**

An Equal Opportunity Employer  
Auxiliary Aids and Services are Available Upon Request  
To Individuals with Disabilities

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## PROPOSED SCHEDULE FOR RFP

PLEASE NOTE: The following proposed schedule is presented for informational purposes only. All dates are subject to change at the NLWIB's sole discretion.

| <u>ACTIVITY</u>   | <u>DATE</u>          |
|---|----------------------|
| Release of Request for Proposals (RFPs).....                              | 3/7/12               |
| Respondent's RFP Conference .....<br>650 Imperial Way, Suite 103, Napa CA | 3/12/12 @ 9:30 a.m.  |
| Requests for Clarifications Due.....                                      | 3/13/12              |
| Posting of Responses to Clarifications .....                              | 3/16/12              |
| Proposals Due .....   | 4/12/12 by 5:00 p.m. |
| Letter of Intent Issued .....   | 4/26/12              |
| Contract Negotiations .....   | Week of 4/30/12      |
| Award Recommendation Issued.....  | 5/7/12               |
| Napa County Board of Supervisors Contract Approval.....                   | 6/12/12              |
| Services Begin.....   | 7/1/2012             |

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Contact Julia Smith by close of business on March 11, 2012 to confirm your attendance at the conference(s). 707-299-1765 or email [Julia.Smith@countyofnapa.org](mailto:Julia.Smith@countyofnapa.org)























































































































































**Exhibit "5"**  
**SCOPE OF WORK**  
**YOUTH EMPLOYMENT AND TRAINING PROGRAM**

This RFP is for the design, development and administration of a youth service system. This system will provide programs that assist youth to become life-long learners with the necessary skills to prepare youth to make a successful transition to adulthood, to obtain long-term academic and employment success and to provide a means to develop the potential of youth as citizens, employees and leaders in the community. This youth program will assist at-risk youth ages 14-21 in achieving major educational attainment, skills development and/or employment through a focus on intensive year round programming; an emphasis on long-term outcomes; the delivery of the ten required program elements; and increased connections to employer and labor market information.

For purposes of this scope of work, the Respondent that has been awarded the Youth Employment and Training Program will herein be referred to as the "Provider".

1. **General Responsibilities of the Provider:**

- 1) Contract with the NLWIB and comply with all terms and conditions of the agreement for the delivery of services;
- 2) Work under the direction of, and in cooperation with NLWIB staff;
- 3) Meet regularly with NLWIB staff to ensure that expectations are communicated, issues are resolved, and that program implementation and effective coordination are occurring;
- 4) Support the NLWIB in all policy-making decisions for WIA-funded youth activities in Napa County;
- 5) Provide fiscal, operational, and performance reports as required by the NLWIB; and
- 6) Implement a continuous improvement process.

2. **Required Program Elements.** The following 10 elements must be made available to every WIA youth participant; however referrals can be made to other resources to fulfill this requirement. The most effective programs are those that connect these elements through a collaboration of community resources.

- 1) **Tutoring, study skills training, and instruction** that lead to the completion of secondary school and include dropout-prevention strategies and basic skills



instruction. This will include instructional services that assist out-of-school youth to show gains in Literacy and Numeracy under the WIA Youth Performance Measures (please refer to Section 5 – Outcome Measures in this scope of work)

- 2) **Alternative secondary school** services that include referral services and development of linkages to community resources;
- 3) **Summer employment opportunities** that are directly linked to academic and occupational learning. WIA moves the workforce development system away from short term interventions, instead emphasizing the long-term development of young people;
- 4) **Paid or unpaid work experience** which is structured opportunities that occur in the workplace for a specific period, connect with individual plans of service, and support goal achievement. Paid and unpaid work experience opportunities may include internships, job shadowing, and short term employment.
- 5) Occupational skills training including apprenticeship programs.
- 6) **Leadership development opportunities** including community service and peer-centered activities encouraging responsibility and other positive social behaviors. Leadership activities should take place during non-school hours, may be coordinated with local schools or other existing leadership opportunities, and may include:
  - Exposure to post-secondary educational opportunities.
  - Peer mentoring and peer tutoring.
  - Organizational and team work training.
  - Service learning projects.
  - Involvement with local non-profit boards looking for youth participation, including the Youth Council.
  - Training in decision-making and prioritizing.
  - Citizenship training in areas such as life skills, budgeting, parenting, appropriate work behavior, and social responsibility, including the importance of preventing out-of-wedlock pregnancies.
  - Training in positive social behavior, including positive attitude development, and self-esteem building, cultural diversity, work simulation activities, and other soft skills development.
- 7) **Supportive services** to reduce the barriers to success in school and work, including referrals to other agencies in the community to assist youth with specific needs. Supportive services may include:
  - Linkage to social, medical and housing services, education assistance, and other needed services.

- Assistance with uniforms, appropriate work attire, and work-related tool costs.
- Assistance with transportation costs, including bus passes to ensure youth are able to participate in work experience opportunities.

8) **Mentoring** to match youth with adults who have similar interests and backgrounds and will continue the relationship for a minimum of twelve months. Work-based mentoring may take place in conjunction with a job or internship activity. Mentoring may begin before the youth exits the program and continue beyond exit and can be part of the required follow-up services;

9) **Mandatory follow-up services** for 12 months after the completion of participation. All WIA youth participants must receive follow-up services for a minimum of twelve months after exiting the Youth Employment & Training program. Follow-up services must consist of case management services combined with other services, depending on the individual needs of the youth. Examples of follow-up services include:

- Leadership development and supportive services, as described above.
- Work-related peer-support groups.
- Periodically scheduled group or individual meetings to discuss educational and career goals.
- Assistance in obtaining or retaining jobs, career development, and in pursuing further educational opportunities.
- Monthly contact including but not limited to phone calls, emails, and in-person visits.
- Regular contact with a youth's employer, and assistance in addressing work-related problems.
- Adult mentoring.
- Tutoring or school-based study groups.
- Any other appropriate activities necessary to support the participant.

10. **Comprehensive guidance and counseling** which may include drug and alcohol abuse counseling and referral, as appropriate.

3. **Target Population to be Served.** For purposes of this RFP, a youth is defined as an individual who:

- 1) Is age 14-21 (Note: Youth 18-21 may also be serviced through the WIA Title I-B Adult Program;
- 2) Is low income; and
- 3) Is within one or more of the following categories;
  - Low basic skills;

- School dropout (A “Dropout” is defined as an individual no longer attending any school, including an alternative school);
- Homeless, runaway, or foster child;
- Pregnant or parenting youth;
- Offender; or
- Needs additional assistance to complete an educational program or secure and retain employment.

4. **Other Program Components.** It is expected that proven “best practices” will be incorporated in the delivery of the following program components.

- 1) **Outreach and Recruitment:** Providers have the primary responsibility for conducting outreach and recruitment to identify program participants.
- 2) **Intake Screening:** Under the WIA legislation, all youth must meet eligibility criteria as defined in the “Target Population” section of this RFP. Providers will screen applicants for suitability for program participation.
- 3) **Eligibility:** Certification of eligibility for any WIA-funded programs will be the sole responsibility of Napa WIA Staff. Napa WIA Staff will conduct eligibility interviews prior to enrollment. Certification includes income determination. The Napa WIA Staff will provide final approval of WIA eligibility before any services are provided to youth participants. The NLWIB has the sole authority to approve final eligibility of applicants under relevant laws and regulations. Napa WIA Staff will enter all eligibility data in the WFN VOS data system prior to final eligibility approval.
- 4) **Orientation:** All participants must receive information on the full services that are available to youth.
- 5) **Assessment:** Each participant shall be provided with an objective assessment of his/her academic, employment skills, and supportive service needs. This includes a review of educational skill levels, occupational skills, prior work experience, employability, interests, aptitudes, and supportive service needs. Where appropriate, recent assessments can be used in lieu of additional assessment. The goal is to accurately evaluate the youth in order to develop an appropriate service strategy to meet his/her individual needs.

WIA youth must be tested for basic skills within 30 days of the enrollment date or provide documentation that testing occurred no more than six months prior to enrollment; and pre-test for Literacy and Numeracy skill level no later than 60 days after the youth’s initial enrollment date.

6) **Individual Service Strategy (ISS):** An individualized, written plan of long and short-term goals to address each WIA participant's unique needs and barriers as identified in the objective assessment (that includes needed educational, employment related and personal support services) must be developed and maintained for each participant. The plan should specify a delivery method to meet those needs or overcome the barriers identified. The level of services needed by a participant will determine the program elements to be included in the ISS. The plan should be used to track services to be delivered and/or coordinated by the program and should be regularly reviewed and updated as changes occur.

7) **Referral to Services:** Providers are strongly encouraged to link and share information with other youth-serving agencies, organizations and training providers in order to meet the individual needs of all youth.

8) **Coordination with One-Stop System:** The One-Stop system provides workforce development services to adults. NLWIB youth Providers will be expected to engage in partnerships to provide resources and services to youth. Specifically, programs should provide for a seamless transition to the One-Stop system.

9) **Academic Requirements:** The target population to be served includes youth who has low basic skills, defined as below 8<sup>th</sup> grade level. All programs must provide academic services to assist in skill gains for basic skills deficient youth. Assessment instruments must be utilized to show skill level gains. The following are examples of strategies that may help youth attain academic skills:

- a) Instruction leading to high school diploma or GED;
- b) Basic skills instruction leading to grade or skill level increase, including English as a Second Language;
- c) Preparation for entry into post-secondary education;
- d) Project-Based Learning with learning objectives tied to academic competencies;
- e) Community and Service Learning; and
- f) Tutoring and/or Study Skills leading to educational success and ultimate school completion.

10) **Employer Connections:** Employer connections are essential to the success of an employment program. Providers shall create meaningful employer connections that will result in placements in employment or continuing education as well as exposure to the world of work with resultant measurable skill increases.

Career development experiences should demonstrate meaningful employer involvement. These may be described as structured, supervised, contextual world-of-work experiences, with documented learning outcomes. Work-based learning experiences are those that take place in the context of actual work environments, link to learning outcomes, are developed with employer input, align with industry-specific skill standards and competencies, and are based upon labor market information.

Employment-related activities can include subsidized or unsubsidized work experiences; internships; job shadows; exposure to various aspects of industry; job search assistance, placement and retention; project-based learning; career mentoring; service learning; occupational skill training; and employment opportunities directly linked to academic and/or occupational goals.

11) **Best Practices:** National research identifies the following elements of effective practice and the Provider is encouraged to exemplify the following principles in the delivery of services to youth: relationships that maintain continuity of contact with caring adults; strong connections to employers; a variety of contextual educational options for skill/competency gains or academic learning through practical application; opportunities for leadership and decision-making; positive peer support; opportunities for post-secondary education; opportunities for meaningful service to others; and follow-up support over a sustained period. In addition, the Youth Council will continuously research, analyze and possibly adopt new best practices throughout the contract period. It is expected that the selected Provider will work very closely with the NLWIB/Youth Council in the implementation of such practices.

5. **Performance Outcomes:** The selected service provider will be expected to meet the **WIA Youth Performance Measures for WIA youth**. WIA measures are fully explained below. These performance measures are subject to change based on guidance received from the California Employment Development Department. The WIA Youth Performance Measures and levels of expected engagement are:

1) **Placement in employment or education**

*Of those who are not in post-secondary education, employment, or the military at the date of participation:*

Measures the percentage of all youth participants who are engaged in one of the following activities in the first quarter after exiting the program:

- Employment
- Military

- Post-secondary Education
- Advanced Training/Occupational Skills Training

**2) Attainment of a Degree or Certificate**

*Of those enrolled in education (at the date of participation or at any point during the program):*

Measures the percentage of all youth participants who are enrolled in any organized program of study and receive a diploma or certificate by the end of the third quarter after exiting the program.

**3) Literacy and Numeracy Gains**

*Of those out-of-school youth who are basic skills deficient (in-school youth are excluded):*

Measures the percentage of basic skills deficient out-of-school youth who increased one or more educational functioning levels\* within one year of youth program participation. \* Each educational functioning level is equivalent to 2 grade levels.

Pre-tests will be administered by Napa WIA Staff no later than 60 days after the youth’s first program service.

Post-tests will be administered by Napa WIA Staff within one year of program participation.

The following table should be used to form the development of the performance plans.

| Youth WIA Requirements at Section 136© | PROPOSED WIA Performance Measures for Prg Yr 2012/2013 | FINAL WIA Performance Measures for Prg Yr 2012/2013 |
|--|--|---|
| Placement in Employment or Education   | 67%  | 65%   |
| Attainment of a Degree or Certificate  | 47%  | 61%   |
| Literacy & Numeracy Gains              | 30%  | 40%   |

**Exhibit "6"**  
**BUDGET DETAIL WORKSHEET**  
**YOUTH TRAINING AND EMPLOYMENT PROGRAM**

|  | <b>Funds<br/>Requested</b> | <b>Leveraged<br/>Resources</b> | <b>TOTAL<br/>BUDGET</b> |
|--|----------------------------|--------------------------------|-------------------------|
| <b>PERSONNEL COSTS</b>                           |                            |                                |                         |
| Salaries   | \$                         | \$                             | \$                      |
|  |                            |                                |                         |
| Total Salaries                                   | \$                         | \$                             | \$                      |
|  |                            |                                |                         |
| Fringe Benefit Cost                              | \$                         | \$                             | \$                      |
| Fringe Benefit Rate                              |                            |                                |                         |
|  |                            |                                |                         |
| Total Personnel Costs                            | \$                         | \$                             | \$                      |
|  |                            |                                |                         |
| <b>PARTICIPANT COSTS</b>                         |                            |                                |                         |
|  |                            |                                |                         |
| Total Participants Costs                         | \$                         | \$                             | \$                      |
|  |                            |                                |                         |
| <b>EQUIPMENT PURCHASE COSTS</b>                  |                            |                                |                         |
|  |                            |                                |                         |
| Total Equipment Purchase Costs                   | \$                         | \$                             | \$                      |
|  |                            |                                |                         |
| <b>CONTRACTUAL SERVICE COSTS</b>                 |                            |                                |                         |
|  |                            |                                |                         |
| Total Contractual Service Costs                  | \$                         | \$                             | \$                      |
|  |                            |                                |                         |
| <b>INFRASTRUCTURE/OPERATING COSTS</b>            |                            |                                |                         |
| Total Infrastructure/Operating Costs             | \$                         | \$                             | \$                      |
|  |                            |                                |                         |
| <b>INDIRECT COSTS</b>                            |                            |                                |                         |
|  |                            |                                |                         |
| Indirect Costs (applied based on Cost Agreement) | \$                         | \$                             | \$                      |
| Indirect Cost Base                               |                            |                                |                         |
|  |                            |                                |                         |
| <b>TOTAL OTHER COSTS</b>                         | \$                         | \$                             | \$                      |
|  |                            |                                |                         |
| <b>TOTAL BUDGET</b>                              | <b>\$</b>                  | <b>\$</b>                      | <b>\$</b>               |

## ADDENDUM #1

Napa-Lake Workforce Investment Board & Napa County

Napa Youth Employment & Training RFP

Issued: March 16, 2012

This addendum provides additional information and clarification of several items identified at the Respondent's Conference on March 12, 2012.

**B. General Provisions: #10 Contract Period – page 7. Clarification that the total contract period is not to exceed 3 years.**

The term of the contract for the program shall be for a one-year period beginning July 1, 2012 and ending June 30, 2013. At its discretion, based on performance and funding availability and adherence to WIA and contract requirements, the NLWIB and Napa County may extend the length of contracts for an additional year, not to exceed a total of three (3) years *for the contract period*. The contract budget shall be renewed annually based on the availability of funds.

**B. General Provisions: #11 Estimated Funding Distribution Chart – page 7. The following was omitted from the RFP.**

Any contract awarded as a result of this RFP will be contingent upon the availability of funding. In the event the dollar amount changes, the WIB may amend any awarded contract to reflect such changes. Such amendment to increase or decrease the dollar value of the contract shall be at the sole discretion of the WIB.

In the event additional funds become available, any contract awarded may be renegotiated to provide for additional services, *therefore proposals must provide an average cost per individual. The cost per individual amount should be included in the Budget Detail narrative of the proposal.*

**Exhibit 5-Scope of Work: #3. Target Population to be Served – page 70. The target population has been corrected to include the following:**

For purposes of this RFP Youth is defined as an individual who:

1. Is age 14 – 21 (Note: Youth 18 – 21 may also be served through the WIA Title I-B Adult program);
2. Is low income; **and**
3. is within one or more of the following categories:



- Low basic skills;
- School dropout (A “dropout” is defined as an individual no longer attending **any** school, including an alternative school);
- Homeless, runaway, or foster child;
- Pregnant or parenting youth;
- Offender;
- Needs additional assistance to complete an educational program or secure and retain employment.

Youth are further categorized as in-school or out-of-school. A minimum of thirty percent (30%) of available youth funds must be expended on out-of-school youth. An **out-of-school youth** is an individual who, at the time of program enrollment:

- Is an eligible youth who is a **school dropout**; or
- Is an eligible youth who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or underemployed.

Up to five percent of youth served in WIA Title I-B funded programs may be youth who do not meet the income criterion, provided that they are within one or more of the following categories:

- Basic skills deficient
- One or more grade levels below the grade level appropriate to the individual’s age
- Pregnant or parenting
- Possess one or more disabilities, including learning disabilities
- Homeless or runaway
- Offender

Proposals may serve any or all ages within the allowable 14 – 21 age range. In addition, proposals may be written for specific target groups, including in-school, out-of-school or a combination thereof. While projects involving services exclusively to in-school youth will be considered proposers are reminded that the WIB will allocate a minimum of 30% of total available youth dollars to out-of-school youth.

Further, proposals that include “all youth, one system” components that assure that 1) incorporate a “youth friendly one-stop system that is staffed, in part, by youth; and 2) assure that youth not eligible for WIA funding are referred to service providers/partners in the community that meet their needs, will be highly regarded.

## ADDENDUM #2

Issued: March 16, 2012

# NAPA YOUTH EMPLOYMENT & TRAINING PROGRAM RFP RESPONDENTS CONFERENCE AGENDA & MINUTES

March 12, 2012

650 Imperial Way, Suite 103

9:30 to 10:30

### 1) Welcome

- a. Welcome by Bruce Wilson, Executive Director of the Napa-Lake Workforce Investment Board (NLWIB).
- b. Described the new make up of the Local Workforce Investment Area that is now comprised of Napa and Lake County.
- c. Conference is being held to allow prospective bidder's to ask questions and request clarifications of the RFP.

### 2) Introductions : Attendee's Present: Diana Gordon, On The Move; Matt Moon-Bailey, V.O.I.C.E.S., and Paul Castro and Maria Rosado, CHD.

### 3) The main areas of focus:

- a. Respondents are strongly advised to carefully read and analyze the complete set of the RFP documents which address the RFP requirements in depth.
- b. The purpose of this meeting is to clarify issues and to answer questions on any matter that may be raised in respect to the RFP for the Youth Program. Any questions that cannot be answered today and clarifications will be posted on the NLWIB and Napa County website as an addenda to the RFP @ [www.napaworkforce.org](http://www.napaworkforce.org) or [www.countyofnapa.org](http://www.countyofnapa.org)
- c. Any questions received by March 13, 2012 at 5 p.m. will also be posted on the website with the answer.
- d. We hope to have the questions/answers posted by March 16, 2012.
- e. It is the responsibility of the Respondent to check the website for any documents/information related to this RFP.

### 4) Examples of RFP rejection:

- a. Late submission. The RFP is handed in after the deadline for submission, either by hand or by courier. Time shall be strictly respected if RFP is delivered on the last day;

- b. The RFP not properly signed as per instruction in the call for the Request for Proposals;
- c. Insufficient documents have been provided;
- d. Documents provided do not directly address each and every point of the evaluation criteria. The rating sheet will be based on the Format & Content section of the RFP.

## 5) Clarifications

- a. The Professional Services Agreement (Exhibit 2 of the RFP) is a sample of the county document and may change based on the conditions negotiated.

## 6) Questions & Answers

**Q1.** Is there a limit on the number of pages that can be submitted?

**A1.** No.

**Q2.** Is there a limit on the number of attachments that can be included?

**A2.** No. You should include anything that supports your case.

**Q3.** How should the document be fastened?

**A3.** The document should be fastened with a clip, placed in a binder or any method that would securely fasten the proposal in the manner you wish to have us review it.

**Q4.** On page 14, there is reference to the Letter of Transmittal. Is there a format we should use, or is there template that we should use? Is this considered an "Intent to Submit"? Or is it considered part of the proposal and should it be the first page of the proposal?

**A4.** The letter of transmittal is considered a part of the proposal and should be the first page of the proposal. In the Format and Content section of the RFP-page 14, item # 2.1-6 describes the information that should be included on the letter of transmittal.

**Q5.** On page 18, the RFP refers to leveraged funds. There is a table that illustrates the calculation but it is confusing. How do you arrive at the 51%? Is it based on the total budget?

**A5.** No. In the sample table, the leveraged funds in the amount of \$17,850 represent 51% of the WIA funds, \$35,000, not the total budget amount.

**Q6.** On page 17 section d) refers to the Bonus Points for Direct Services to Youth. It states that training costs are an example of direct services to youth. Can you please clarify what training costs would be allowable as a direct service to youth?

**A6.** Training costs are an allowable cost for direct services to youth. However, if the training costs are excessive, the program may not be able to serve as many youth and therefore may not be as cost effective. It is up to the program provider to determine how they would like to utilize the funding to serve as many youth as possible in the most cost-effective manner.

**Q7.** Please clarify the eligible youth category. In regards to the in-school/out-of-school, do you have a requirement of a percentage that must be spent on out-of-school youth?

**A7.** In the Scope of Work, Exhibit 5, page 70, Item #3, the full description of the target population was omitted from the RFP. Addendum #1 will be issued with the full description of the Youth Target Population served under this RFP.

**Q8.** Is this RFP asking for youth to be served throughout Napa County?

**A8.** Yes, the goal is to serve youth throughout all of Napa County. All youth should have equal opportunity to be enrolled no matter where they live.

**Q9.** Do you have a number of youth that we are expected to serve or is it up to the provider to determine?

**A9.** No. That is for the proposer to determine based on the program they develop. We would want the most cost effective program that has the most penetration, so that is why the leveraged funding is important.

We would like the proposer to submit a cost per individual served. In the event that additional funds become available the cost per individual served amount will help us determine the number of youth that can be served with the available funding. This request for cost per individual served was omitted from the RFP and clarification will be included in Addendum #1.

**Q10.** The estimated funding amount is \$150,000. What expenses/services are carried by the County, and what should the \$150,000 cover?

**A10.** All expenses are covered by the \$150,000. Leveraged funds/services that you negotiate with your partners could increase the funding to provide services.

**Q11.** How many youth are currently served by the program?

**A11.** Approximately 35 enrolled participants are currently being served.

**Q12.** There is a big jump in the Final WIA Performance Measures for Attainment of a Degree or Certificate from 47% to 61%. What type of training qualifies for this measure?

**A12.** We get these numbers from the State. As long as the course has a vocational certificate attached to it and the individual completes the course, it would count towards this performance measure.

**Q13.** Will you be looking at the Performance Measures under the WIA rules, the third quarter after exit or at Performance at the end of the Program Year?

**A13.** Whoever is selected will be following the WIA performance measures rules.

**Q14.** Whoever receives the award, will they be renewed 2 years or 3 years? The last RFP allowed only a total of 3 years? Has it been increased to a total of 4 years?

**A14.** We will look in to this. However, it is a one-year RFP and at the end of every cycle, the program operator would provide their outcomes for the previous year to the WIB and the WIB will make the decision to extend the contract based on performance. If the contract is renewed, it would include any new funding amounts and changes to the scope of work.

Upon reexamination of the contract period, Item #10 of the General Provisions on page 7, the paragraph has been amended to clarify that the total contract period may not exceed 3 years.

#### **10. Contract Period. (page 7)**

The term of the contract for the program shall be for a one-year period beginning July 1, 2012 and ending June 30, 2013. At its discretion, based on performance and funding availability and adherence to WIA and contract requirements, the NLWIB and Napa County may extend the length of contracts for an additional year, not to exceed a total of three (3) years *for the contract period*. The contract budget shall be renewed annually based on the availability of funds.

**Q15.** Can the work experience be public and private sector placements?

**A15.** Work experience is available for private, and non-profit. It is limited only in that youth cannot be placed at a casino or other gambling establishment, aquarium, zoo, golf course or swimming pool.

**Q16.** Are there any websites that provide best practices and that announce WIA program conferences?

**A16.** Yes. The following websites offer information on program, policy, best practices, conference information and links to other youth resources.

- 1) California Workforce Association - [www.calworkforce.org](http://www.calworkforce.org)
- 2) New Ways to Work - [www.nww.org](http://www.nww.org)
- 3) Workforce3One - [www.workforce3one.org](http://www.workforce3one.org)
- 4) EDD - [www.edd.ca.gov](http://www.edd.ca.gov)

**Q17.** How do we certify that we are in compliance with the Clean Water Act?

**A17.** By entering in to agreement with the County, and signing the Professional Services Agreement, you are certifying that you will comply with all Napa County

requirements contained in the contract. Napa County policies are posted on the NLWIB website at [www.napaworkforce.org](http://www.napaworkforce.org) under the About Us>Opportunities with Us>RFPs>County Policies

**Q18.** In the Scope of Work, Exhibit 5 page 71 regarding Eligibility it states that Napa WIA staff will certify the eligibility. Will the provider do the eligibility paperwork?

**A18.** No. The WIA staff will conduct the intake process and enter all data in to the WorkforceNapa Virtual One-Stop System. The County of Napa will assume responsibility for the individual. [JG: This last sentence is a bit unclear.] So, in the case that services are provided and the youth is not eligible, Napa County would be responsible for the disallowed costs. The intent is that this is a partnership, and what that partnership will look like should be addressed in the proposal.

**Q19.** Have the assessment tools changed?

**A19.** No. However, there are many different tools used to conduct assessments and best practices is something that is important to us. So the assessment tools can change based on input from the provider.

**Q20.** Are we going to use CASAS for the testing?

**A20.** There is currently research being done to determine what we are going to use for the pre/post testing.

**Q21.** There is concern that we are allowing 60 days from the youth's first program service before we administer the pre-test.

**A21.** This doesn't mean that it is going to take 60 days, just that it will be done within 60 days. However, this is something that can be negotiated.

**Q22.** Do we have until 5pm on March 13 to provide additional questions?

**A22.** Yes.

**Q23.** Can you explain how this RFP differs from the last RFP that was released?

**A23.** The last time there was \$105,000 funds available. Now there is an estimated funding amount of \$150,000 estimated funding. Change # 2 – The operator owned eligibility certification and all the fiscal responsibility that came with that. Now, the County of Napa will own the eligibility certification. Change #3 is that the County will also retain the pre-post test scores function.

**Q24a.** Is there a template for the Conflict of Interest policy for staff that must be provided?

**Q24b.** Is there someplace where we can find the "applicable Clean Air Act, the Clean Water Act, and the Energy Conservation Act?

**A24 a&b.** By entering in to agreement with the County, and signing the Professional Services Agreement, you are certifying that you will comply with all Napa County requirements contained in the contract, which includes the Clean Air Act, Clean Water Act and the Energy Conservation Act listed above. Napa County policies are posted on the NLWIB website at [www.napaworkforce.org](http://www.napaworkforce.org) under the About Us>Opportunities with Us>RFPs>County Policies

**Q25.** In the program design it asks for “administrative policies to be followed”. Can you explain more about what you are looking for here? Is this related to administrative costs or an employee handbook?

**A25.** The administrative policies are those that are listed in the Professional Services Agreement that are referenced in Q&A 24 above.

**Q26.** Why is there such a large increase in performance measures for attainment of degree or certificate?

**A26.** A draft directive (WSDD-62) dated January 3, 2012 provided the LWIA performance goals for the Adult, DW and Youth Programs requesting comments to the final PY 2011-12 performance goals. The comment period was closed effective January 13, 2012. We have not yet heard if there will be any changes based on the comments received. If there are any changes to the performance measures after the contract is awarded and signed, this could result in an amendment to the contract to capture any updated performance measure changes.

**Q27.** The RFP states “Letters of commitment must be included from agencies/partners that will provide leveraged funds or resources.” Do you have a template for that? What exactly do you want to know from those funders?

**A27.** Please refer to the following:  
Proposal Format & Content section of the RFP, page 16: We are asking you to demonstrate how WIA funding will be leveraged with other financial resources. The list of leveraged resources, a brief description, the dollar amount of the resource that is being provided, and the source of the contribution should be included in the program narrative. A letter of commitment from the agency/partner providing the leveraged resource(s) reflecting their contribution should also be included as a part of the proposal.

Exhibit 4, Budget Detail Worksheet Instructions, second paragraph on page 65: This section explains that any leveraged resource amounts should be included on the budget detail worksheet (center column) and must correspond to the amounts and types of support documented by the Letters of Commitment, MOU or other grant award documents submitted in the proposal.

**Q28.** The RFP states that additional points will be awarded to Respondents that demonstrate a proven local understanding of the Napa County community, its businesses and youth population? How would you demonstrate a proven local understanding?

**A28.** An understanding of the Napa County community, its businesses and youth population could be demonstrated in the proposal narrative by the knowledge of the workforce needs of the local community, businesses and youth population; by the experience and work history of the staff; by the program's history working in the community and with the youth population; and through references received.