



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

**Request for Proposals for
Workforce Innovation & Opportunity Act
(WIOA)
Youth Program:
Career in Focus**

ISSUE DATE: March 14, 2025

DUE DATE: April 14, 2025

The WDB is an equal opportunity employer and provider of employment and training programs. Auxiliary aides and services are available upon request to persons with disabilities.

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Section I: Introduction

The Workforce Development Board (WDB) of Solano County is issuing this Request for Proposal (RFP) to interested and qualified respondents to provide Workforce Innovation and Opportunity Act (WIOA) Youth and Young Adult Programs for Out-Of-School Youth (OSY) participants ages 16-24. Respondents are invited to submit proposals in accordance with the instructions of this RFP.

This solicitation is conducted pursuant to the requirements and conditions of WIOA and the applicable policies and regulations of the U.S. Department of Labor, the California Employment Development Department (EDD), Solano County, and the WDB.

This RFP provides potential respondents with background information and describes the desired services, guidelines for proposals, and the sub-recipient selection process. The RFP and related documents can be found on the WDB website at: www.solanoemployment.org/opportunities.

A. BACKGROUND

The WDB is a 501(c)(3) nonprofit organization that works to build and sustain a skilled workforce, support a vibrant economy, and create a shared prosperity for the community of Solano County. The WDB oversees federally funded workforce services through WIOA on behalf of Solano County, as well as implements other special projects. Staff members provide tailored job search services, job preparation, training, and placement services to job seekers, as well as work with local businesses to support both business-specific talent development efforts and industry-wide initiatives.

Out-of-School Youth (OSY) or opportunity youth – young adults who are between the ages of 16 and 24 who are neither working nor are in school – represent a sizable population in Solano County. The county's OSY are an underutilized resource in our economy and community, and additional supports are needed to enable Solano's OSY to be successful in future education and employment.

The WDB's guiding principles for the Career in Focus program are to:

- Ensure alignment of Career in Focus-funded youth programs with the WDB's vision and mission.
- Place an emphasis on work-based learning opportunities for young adults served.
- Provide the necessary wrap-around services for young adults to succeed in workforce development programs and in the workplace.
- Support career pathway development for young adults served.

Given the current changing training and economic landscape, the WDB prioritizes the following program design components for young adults:

- **Career Exploration and Guidance** – Young adults will need guidance to make better inform career choices and the opportunity to learn about careers in Solano County and the region. Career exploration may be built into work experience activities through job shadowing opportunities. (*The WDB provides a [Career Coach](#) career exploration and guidance platform at no cost that respondents may leverage.*)
- **Interpersonal Skills** – Essential workplace skills, such as time management, communication skills, problem-solving, self-confidence, and conflict resolution continue to be key for success in the workplace.

- **Job Search Skills** – The changing landscape of technology and economic shifts have changed the labor market and the approach needed to conduct an effective job search, including online job search, effective application and resume development, and interview skills.
- **Digital Literacy** – Although youth adults may be adept at Google platforms and social media, many young adults struggle to use digital literacy skills in an employment setting, using tools such as video conferencing platforms, office software, and employment apps. (*The WDB provides a [NorthStar](#) digital literacy assessment and self-paced digital literacy courses at no cost that respondents may leverage.*)
- **Support and Mentorship** – The WDB places importance on culturally responsiveness and trauma-informed program models so that WIOA Youth targeted populations from diverse background feel supported throughout the WIOA Youth journey. Support may include mental health supportive services and should include connections to community organizations providing relevant resources for participants.

Given the demographic distribution of opportunity youth in Solano County, the WDB is soliciting proposals to target service delivery to one or more of the following sub-sets of WIOA-OSY eligible youth:

- Justice-involved youth;
- High school graduates who are low income and either basic skills deficient or are an English Language learner;
- Young adults without a high school diploma;
- Youth in foster care or who have aged out of the foster care system;
- Homeless youth;
- Pregnant or parenting youth;
- Youth with a disability;
- Youth within Vallejo.

B. RFP TIMELINE

The following calendar is presented to advise all prospective respondents of the anticipated timelines for the bid, review, and selection process for the Career in Focus RFP. The WDB reserves the right to adjust this schedule as it deems necessary. Notification of any adjustments will be posted on the WDB’s website at www.solanoemployment.org/opportunities. Respondents are responsible for periodically viewing the WDB’s website for any revisions.

Event	Dates
Request for Proposal issued	March 12, 2025
Virtual Bidders’ Conference	March 26, 2025, at 10:00 a.m. PT
Technical Assistance Webinar	April 2, 2025, at 3:00 p.m. PT
Deadline to submit questions for Q &A	April 7, 2025, by 5:00 p.m. PT
Responses for Email Q &A posted	April 9, 2025, by 5:00 p.m. PT
Proposals Due	April 14, 2025, by 4:30 p.m. PT
Award Announcement	April 25, 2025
Board of Directors Approval	May 16, 2025
Final Funding Approval from Board of Supervisors	June 10, 2025
Program Service Commencement	July 1, 2025

C. ESTIMATED FUNDING

The WDB anticipates awarding up to \$300,000 in WIOA Youth funding through this RFP for a twelve (12) month contract to operate from July 1, 2025 through June 30, 2026. The WDB may award up to two respondents. Based on the performance of the selected sub-recipient(s), the WDB may renew the contract for up to two (2) years at an anticipated total investment of \$300,000 annually.

The WDB is soliciting WIOA Youth proposals based on U.S. Department of Labor projections and planning estimates for Program Year 2025-2026; the funding amount is an estimate and is subject to change. The WDB anticipates it will receive notification of its WIOA Youth funding allocation by May 2025. The WDB reserves the right to reallocate funds within this budget based on program needs and funding availability.

Funding is based on a cost-reimbursable model and the Successful respondent(s) should be prepared for a reimbursement timeline of up to six (6) weeks.

D. VIRTUAL BIDDERS' CONFERENCE

An informational Bidders' Conference is scheduled for:

Date: Wednesday, March 26, 2025

Time: 10:00 – 11:00 a.m. PT

Zoom Meeting Details:

<https://us02web.zoom.us/j/88218028431?pwd=U3KZirNH1GmkTJ047dWJEfh14K5avL.1>

Meeting ID: 882 1802 8431

Passcode: 037979

Dial by your location:

+16699006833,,88218028431#,,, *037979# US (San Jose)

+16694449171,,88218028431#,,, *037979# US

Attendance is strongly encouraged. Staff will review the RFP and respond to questions regarding its requirements. Staff will not answer questions or provide assistance regarding a respondent's individual program design. Questions formulated prior to the Bidders' Conference may be submitted by email to opportunities@solanowdb.org; all questions submitted prior to the Bidders' Conference will be answered at the conference. All questions and answers provided at the Bidders' Conference will be made publicly available and posted to the WDB website at: www.solanoemployment.org/opportunities. Answers provided during the conference will not be considered final until posted on the website.

E. TECHNICAL ASSISTANCE WEBINAR

A Technical Assistance Webinar is scheduled for:

Date: Wednesday, April 2, 2025

Time: 3:00 – 4:00 p.m. PT

Zoom Meeting Details:

<https://us02web.zoom.us/j/84350721521?pwd=GOF9bsRmFJM4ReVbvXSaec1XQELgPO.1>

Meeting ID: 843 5072 1521

Passcode: 033497

Dial by your location

+16699006833,,84350721521#,,, *033497# US (San Jose)

+16694449171,,84350721521#,,, *033497# US

Attendance is strongly encouraged. Staff will review the federal guidance for programmatic, administrative, and financial requirements to operate WIOA Youth programs and respond to questions regarding its requirements. Staff will not answer questions or provide assistance regarding a respondent's individual program design. Questions formulated prior to the Technical Assistance Webinar may be submitted by email to opportunities@solanowdb.org; all questions submitted prior to the Technical Assistance Webinar will be answered at the webinar. All questions and answers provided at the Technical Assistance Webinar will be made publicly available and posted to the WDB website at: www.solanoemployment.org/opportunities. Answers provided during the webinar will not be considered final until posted on the website.

F. WRITTEN QUESTIONS

To ensure a fair and open competition, questions related to the RFP that arise after the Virtual Bidders' Conference must be submitted via email to opportunities@solanowdb.org. Written questions will be accepted through April 7, 2025. Responses will be posted on the WDB's website weekly, with the final posting on April 9, 2025. Questions received after the deadline will not be answered.

G. PROPOSAL DEADLINE

Proposals must be submitted by 4:30 p.m. PT, Monday, April 14, 2025 via email to opportunities@solanowdb.org. Late proposals will not be accepted. Proposal documents must be in a .pdf, .xls, or .doc format.

H. ELIGIBLE RESPONDENTS

Any public entity, private non-profit entity, private for-profit entity, or a consortium of entities meeting the qualifications as outlined in this RFP may apply. Eligible respondents are organizations which have adequate administrative controls and personnel to provide OSY services under the provisions of WIOA. Successful respondent(s) will serve as sub-recipient(s) of federal WIOA funds from the U.S. Department of Labor through the California Employment Development Department and the WDB.

This funding is not intended to support the development and start-up costs of a completely new organization, with no prior service delivery experience. The successful respondent(s) may be expected to continue service provision to existing Youth customers as a part of this contract.

No organization will be considered that has been debarred by an action of any government agency. Subrecipients of federal funding must have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>) pursuant to 2 CFR Part 25, including obtaining a unique entity identifier unless exempt under 2 CFR 25.110. The selected respondent(s) may register after receipt of the award, but SAM registration must be completed before invoices are processed and before the submission of mandatory reporting.

SECTION II: PROGRAM DESCRIPTION & SERVICE EXPECTATIONS

A. SCOPE OF WORK

The goal of the Career In Focus program is to provide a comprehensive array of services that give OSY enrollees the tools necessary to make sound decisions about their future and career choice, as well as expose them to opportunities through work experiences that will prepare them to be successful in Solano's economy. The required program design components include:

Outreach and Intake

Recruitment efforts to engage young adults in the WIOA Youth program should be focused on priority demographics, as outlined in WIOA and in the respondent's plan.

Objective Assessment

WIOA requires that each participant receive an objective assessment that identifies service needs, academic levels, and skill levels. The objective assessment should also outline any barriers to employment or program success. Digital literacy should be assessed as part of the Objective Assessment.

Individual Service Strategy (ISS)

WIOA requires that each participant have a plan developed with staff that identifies the employment goals, educational objectives, and planned services for the participant that lead to their educational and employment goals. Digital literacy activities must be available to participants.

Service Delivery

Activities for participants must include career coaching services, provision of work experience activities per WIOA guidelines, and job placement or post-secondary education enrollment assistance. WIOA Youth must be able to access all 14 of the WIOA-identified Program Elements.

Follow-Up Services

Per WIOA requirements, follow-up services must be provided for each participant for up to 12 months post-service exit.

Work experience activities are a critical element to the solicited young adult services. Work experiences provide an opportunity for young adults to gain the needed skills to succeed in the workplace. Work experience activities will be a required component of the Career in Focus contract.

Respondents may deliver programs and services in a manner they deem appropriate, as long as the above-mentioned components and WIOA regulatory requirements are met. Program design must include a year-round program model and must be designed in a way that meets the needs of the targeted young adult population.

The successful respondent(s) will be able to utilize collaborative partnerships to support participant success and leverage internal or community resources that will result in cost efficiency. The successful respondent will also be able to document and communicate participant progress in a professional and responsible manner to the WDB and in CalJOBS, the state's participant performance tracking system.

WIOA Youth Providers are a required partner of the America's Job Centers of California (AJCC) system. Therefore, youth providers will be asked to participate in monthly One-Stop Operator meetings, where AJCC partners collaborate and share information that benefits the AJCC system. It is also intended for participants served to be introduced to the AJCCs in Fairfield and/or Vallejo, and for subrecipient(s) to coordinate services as appropriate for young adults with Solano AJCC staff, as appropriate.

Vendors may use the basic career service training rooms and computer labs in Fairfield and Vallejo at no cost for WIOA Youth activities. In addition, vendor(s) may rent space at either AJCC for more effective service delivery; the WDB will help facilitate rental of space if desired.

B. ROLES AND RESPONSIBILITIES

Frequent, regular, and open communication between the sub-recipient(s) and the WDB is paramount to the success of the Career In Focus program. Therefore, appropriate sub-recipient staff is required to meet at least monthly with the WDB staff assigned to the Career In Focus program.

Roles and Responsibilities of the sub-recipient include, but are not limited to the following:

- a. Deliver program services in accordance with the negotiated scope of work and budget;
- b. Provide and train qualified staff to plan and administer all contracted services;
- c. Provide program sustainability for the duration of the contract;
- d. Provide services during scheduled business days and hours and/or appropriate to program participant's needs;
- e. Provide a regular location where services can readily be provided for program participants;
- f. Provide internal monitoring and oversight of all program activities and requirements;
- g. Participate in system-wide training and staff development opportunities provided by the WDB;
- h. Guarantee that all program services provided are readily accessible to eligible individuals and meet Americans with Disabilities Act (ADA) requirements;
- i. Comply with all terms and conditions of sub-award agreement for the delivery of services;
- j. Maintain required contact with participants in the program;
- k. Enter participant data into the state CalJOBS system and maintain a hard copy or digital file for each participant with documentation of activities and outcomes; and
- l. Maintain effective communication with WDB staff.

Roles and Responsibilities of the WDB include, but are not limited to the following:

- a. Leverage the Business Services unit to support connections with businesses throughout Solano County;
- b. Support outreach and recruitment of targeted youth through AJCC and WDB efforts;
- c. Provide access to vocational training funds for participants through collaborative case management with Successful respondent(s) as needed;
- d. Evaluate and monitor the management and operations of the selected subrecipient(s), including annual fiscal, programmatic, and administrative monitoring;
- e. Provide technical assistance to sub-recipient staff in the areas of WIOA compliance, CalJOBS data entry and performance;
- f. Inform sub-recipient of Federal, State, and local policies and procedures that may impact the operations of the program, and give assistance as needed to implement them accordingly;
- g. Ensure compliance with all rules, regulations, and policies issued under WIOA;
- h. Process payments for services; and
- i. Include sub-recipient staff in appropriate ongoing professional development and training.

The roles and responsibilities of the WDB and sub-recipient may be refined in contract negotiations or due to changes in Federal, State or Local law, regulations, or policies relating to WIOA Youth implementation.

C. WIOA YOUTH PROGRAM REQUIREMENTS

The sub-recipient will be required to provide the following services to participants under WIOA guidelines:

1. Eligibility determination;
2. An objective assessment of each participant for the purpose of identifying appropriate services, including CASAS testing of academic skills;

3. An Individual Service Strategy (ISS) for each participant that identifies the appropriate services for the participant and achievement objectives;
4. Provision or referral of service for each of the WIOA Youth 14 Elements; and
5. Implementation of work experience activities.

Youth Eligibility

To qualify as an out-of-school youth (OSY), WIOA regulations outline that the youth must be:

- i. Authorized to work in the US;
- ii. Meet Military Selective Service registration requirements, if applicable;
- iii. Not be attending any school (as defined under State law);
- iv. Not younger than 16 or older than age 24 at time of enrollment; **and**
- v. One or more of the following:
 1. A school dropout;
 2. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 3. A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is either basic skills deficient/low levels of literacy or an English language learner;
 4. An individual who is subject to the juvenile or adult justice system (justice-involved youth/ex-offender);
 5. In foster care or has aged out of the foster care system or has attained 16 years of age and left foster care for kinship guardianship or adoption;
 6. A homeless youth;
 7. An individual who is pregnant or parenting, including non-custodial parents;
 8. An individual with a disability; **and/or**
 9. A low-income individual who “requires additional assistance to enter or complete an educational program or to secure or hold employment.”

Note: a youth living in a high-poverty area automatically qualifies as low-income and no additional documentation is required. To view the high-poverty areas in Solano County and for further detail on eligibility requirements, view the WDB *WIOA Youth Eligibility and Enrollment Policy* at <https://solanoemployment.org/policies/>

All eligibility information and documentation to validate information on the application must be collected and stored as part of the participant file. The information collected must meet strict documentation guidelines as outlined by the WDB *WIOA Youth Eligibility and Enrollment Policy*.

Work Experience

WIOA places a priority on providing youth with occupational learning opportunities through work experience. Work experience activities are federally-defined as “a planned, structured learning experience that takes place in a workplace for a limited period of time....Work experience provides the youth with opportunities for career exploration and skill development.” Paid and unpaid work experiences must include academic and occupational education (provided either concurrently or sequentially) and must include one of the following:

- Summer employment opportunities and other employment opportunities available throughout the school year;

- Pre-apprenticeship programs, which include the following elements:
 - Training and curriculum that aligns with the skill needs of employers in the economy of the state or region involved.
 - Access to educational and career counseling and other supportive services, directly or indirectly.
 - Hands-on, meaningful learning activities that are connected to education and training activities.
 - Opportunities to attain at least one industry-recognized credential.
 - A formal partnership with one or more Registered Apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program;
- Internships;
- Job shadowing, where participants learn about a job by walking through the workday as a shadow opportunity. It is considered a temporary, unpaid exposure to the workplace.
- On-the-job training (OJT) opportunities that meet the following criteria:
 - Provides knowledge or skills essential to the full and adequate performance of the job.
 - Is made available through a program that provides reimbursement to the employer of up to 50% of the wage rate of the participant or up to 75% for participants with disabilities;
 - Is limited in duration to the occupation for which the participant is being trained, considering the content of the training, the prior work experience of the participant, and the service strategy of the participant.

WIOA Youth funds may be used to pay a participant's wages and related benefits for work experience in the public, private, for-profit, or non-profit sectors when the participant's objective assessment and individual service strategy indicate that a work experience is appropriate. It is intended that at least 30% of Career in Focus expenditures be spent on work experience activities.

Additional allowable work experience expenditures may include the following:

- Staff time spent identifying potential work experience opportunities;
- Staff time collaborating with employers to develop the work experience;
- Staff time spent collaborating with employers to ensure a successful work experience;
- Staff time spent evaluating the work experience;
- Classroom training or the required academic education component related to the work experience;
- Orientation sessions for participants and employers;
- Incentive payment to youth for an achievement directly tied to the work experience;
- Supportive services provided to the individual to ensure successful completion of a work experience; and
- Employability skills/job readiness training to prepare youth for a work experience.

WIOA 14 Program Elements

WIOA has defined 14 Program Elements that WIOA youth need to be successful. The 14 Elements can be viewed in Attachment A. Sub-recipients are not required to provide all 14 Elements to each participant. Respondents, however, have the flexibility to determine which additional elements a youth will receive based upon the youth's assessment and service strategy. Sub-recipient(s), in partnership with the WDB, however, must ensure that all 14 Program Elements are available in their local area if needed. Sub-

recipients must provide *WIOA Youth Element 3: Paid and Unpaid Work Experience* and *WIOA Youth Element 9: Follow Up Services* as part of this contract.

Accessibility and Accommodations

All respondents must ensure that locations and service delivery meet Americans with Disabilities Act (ADA) and WIOA Section 188 requirements. Included in these requirements are a prohibition to exclude or deny participation in services due to race, color, religion, sex, national origin, age, disability, political affiliation, or belief. The successful respondent(s) must include federally required accommodations and accessibility language and practices into their service delivery. Facilities for participants must be ADA compliant. For further detail, view the WDB’s *Accessibility and Accommodations Policy* at: <http://solanoemployment.org/wioa-policies>.

Required Documentation and Reporting

WIOA requires extensive data collection and file maintenance to validate performance and eligibility. The WDB will provide technical assistance and support to ensure the selected sub-recipient is successful in meeting documentation requirements. Activities and outcomes will be tracked in a state administered system (CalJOBS), and must be entered following state and WDB guidelines. In addition, the sub-recipient(s) will be required to submit monthly program and fiscal reports/invoices to the WDB.

The successful respondent(s) will be responsible for maintaining a physical or digital case file for every participant determined eligible for services. At a minimum, the case files shall include documentation of each of the following: all eligibility and data validation items; assessments; the ISS; case notes; outcomes information and verification. These files will be the property of the WDB and must be turned over to the WDB upon request and at the end of the contract period.

D. PERFORMANCE REQUIREMENTS

To demonstrate an effective use of federal dollars in workforce development efforts, WIOA establishes performance standards as an accountability system for each state, who in turn sets standards for each local workforce area.

As a result, sub-recipient(s) will be required to meet the WIOA performance measures that have been negotiated between the WDB and the State. For the upcoming program year, the WIOA Youth subrecipient(s) will be held to the following performance indicators:

Outcome	Description	Measure
Placement in Employment or Education, Second Quarter After Exit	Measured in second quarter after exit	75%
Placement in Employment or Education, Second Quarter After Exit	Percentage of participants in education, training, or unsubsidized employment; measured in fourth quarter after exit	71%
Median Earnings	Median earnings of participants in unsubsidized employment during second quarter after exit	\$3,490
Credential Attainment	Percentage of participants who are enrolled in a training program and obtain a recognized post-secondary credential or diploma up to 1 year after program exit	60%
Measurable Skills Gain	Percentage of participants who are enrolled in a training program that achieve educational milestones	60%

To meet these Solano County requirements, sub-recipient(s) will be held to real-time indicators in their contract that lead to these WIOA measures. Respondents must propose measures based on their program model and the 14 Elements that are proposed.

Required performance outcomes include:

- Number of Participants Enrolled
- Number Participating in Work Experience Activities
- Number Completing Work Experience Activities
- Number Placed in Employment or Post-Secondary Education
- Wage of Employment Outcome

Outcomes proposed should be based on the anticipated cost per participant. For example, if planned work experience costs include participant wages, enrollment numbers will likely be lower than if only providing job shadow experiences.

The first contract year enrollment measure will be based on new enrollments. Each year thereafter, the enrollment measure will be replaced by number served. This is intended to allow impactful service delivery based on the need and understanding of the targeted population. The WDB understands a long-term commitment to the young adult may be needed to reach successful outcomes. The Successful respondent(s) may be expected to serve OSY enrollees already on the program at time this contract is awarded.

SECTION THREE – SUBMITTAL REQUIREMENTS

To receive consideration, proposals shall be made in accordance with the following general instructions.

A. PROPOSAL FORMAT

Entities seeking funding must submit a complete proposal package. All requirements must be complete for the proposal to be considered for funding. The narrative shall not exceed 15 pages. General letters of support should not be submitted at this time.

All proposals must be submitted as follows:

- 12 point font size
- 1” margins on sides, bottom and top
- Single spaced
- Pages numbered sequentially

B. PROPOSAL SUBMISSION REQUIREMENTS

For ease of review and to facilitate the evaluation, the proposal shall be organized and presented in the order requested.

Proposal Package:

- A. Cover Sheet – Form A signed by an authorized representative
- B. Narrative – meeting guidelines below
- C. Budget Form – Form B
- D. Budget Narrative – meeting guidelines below

E. Certifications and Assurances

- i. Certification of Compliance Form – Form C
- ii. General Terms & Conditions Acknowledgment Form – Form D

C. NARRATIVE

The narrative should provide a clear understanding of the Respondent’s proposed program design and capacity to deliver the services outlined in the RFP. Responses should be specific, complete, and concise.

A. Statement of Need

Identify and describe the proposed target populations. Provide a brief narrative of the job readiness and employment needs of the identified sub-set of WIOA-eligible youth to be served. Where possible, support your statements with local or regional data.

B. Youth Service Delivery Model

Provide a general description on how your entity intends to provide the proposed youth services. Include a description of your proposed staffing levels and location(s) for service delivery.

Provide a detailed description of your program approach and design, including how your organization intends to conduct the functions listed below:

1. Recruitment and eligibility strategies;
2. Assessment of barriers and barrier removal, as appropriate;
3. Development of ISS and career coaching/case management strategies;
4. Supportive services and incentives, as appropriate;
5. Work experience activities;
6. Job Placement; and
7. Follow Up Services

Identify any other 14 Program Elements that will be provided through the proposed program. Describe how Work Experience will be incorporated into the program. If providing paid work experience, outline how the entity will ensure California HR requirements are met. Describe how connections with the local AJCCs could support program and participant success.

Outline any local community partner relationships that would be leveraged as part of this project to support program and participant success.

C. Proposed Outcomes

Describe the specific outcomes to be achieved by the proposed project. Provide proposed measures based on your program model. Required performance outcomes include:

- Number of Participants Enrolled
- Number Participating in Work Experience Activities
- Number Completing Work Experience Activities
- Number Placed in Employment or Post-Secondary Education
- Wage of Employment Outcome

Include the rationale for proposed outcomes and the proposed cost per enrolled participant. (Cost per enrolled participant is calculated as total program cost less administrative costs divided by the total number of enrolled participants.)

D. Work Plan

Provide a timeline and anticipated work plan for the contract period. Include any necessary start-up activities and participant activities.

E. Related Qualifications and Experience

Provide an overview of your organization and describe how your organization’s mission relates to the proposed youth services. Include a description of your organization’s experience and demonstrated competency in: a) providing services to the target population(s); and b) administering complex, publicly funded programs. For any relevant experience delivering programs, outline quantitative outcomes showing the success of past service delivery. Provide a summary of relevant qualifications of all staff who will provide services under this contract.

Detail any experience administering federally regulated, or related, grant programs (lack of experience administering federal funds will not preclude a respondent from being selected). If the organization has received funds from the WDB before, identify the project and outline any activities and outcomes. Outline the fiscal and administrative controls in place to fulfill contract expectations. Detail your capability to manage cash flow until invoices are paid. Outline your current or proposed capabilities to meet documentation and administrative requirements.

Outline any experience managing and tracking participant data and outcomes, particularly any experience entering data into CalJOBS.

D. BUDGET

Provide a budget outlining the costs to operate the program. Respondents may use the budget form using Form B or may submit a different format as long as the same budget categories are outlined.

In addition, provide a budget narrative outlining the costs proposed. In the budget narrative, provide a concise description of the calculations and estimations utilized for each budget line item. Every cost should be justified according to the services proposed.

Due to WIOA regulations and the WDB’s priorities, a minimum of 30% of the annual budgeted amount must be expended on work experience activities. Ensure that all costs proposed are “reasonable, necessary, and allowable” and conform to OMB Uniform Guidance at 2 CFR Part 200. Local travel must be reimbursed at the IRS-identified rate.

Any supportive services provided to participants must follow WIOA guidelines; these guidelines are outlined in the WDB’s *Supportive Services and Incentives Policy*. Supportive services may include emergency assistance and employability / training assistance. Supportive service funds may not be utilized to pay for expenses incurred prior to the participant’s enrollment into the WIOA program and not exceed \$2,000 in total for each participant. Incentives are allowable based on a participant’s attendance and/or performance. Respondent(s) including supportive services or incentives in their budget would need to submit written fiscal procedures for the distribution and tracking of funds post-award. Supportive services must have back-up documentation to substantiate the expenditure.

Respondents may propose administrative costs but will be required to adhere to the administrative cost allowability as outlined in [20 CFR 683.215](#). Respondents may use one of two approaches to administrative costs:

1. *Indirect Cost Rate* – Respondents may use a federally-negotiated indirect cost rate. Documentation of the approved indirect cost rate must be provided during contract negotiations.
2. *De minimis Rate* – Organizations that do not have a federally-approved Negotiated Indirect Cost Rate Agreement (NICRA) are eligible to request a 15% de minimis indirect cost rate to support allowable administrative costs which support the work of the project.

E. PROPOSAL SUBMISSION RULES AND REGULATIONS

Proposals submitted in response to this solicitation are not legally binding documents. However, the contracts, which are based on the proposals and resulting contract negotiations, become legally binding after being signed by both parties.

The WDB has the right to reject proposals that do not conform to agency goals and objectives and may request design modifications based on WIOA requirements during contract negotiations. All costs associated with the development of a proposal must be borne by the respondent.

The WDB reserves the right to accept any offers, as a whole or in part, on the basis of the general conditions set forth in this RFP. The WDB also reserves the right to negotiate the final terms of all contracts with successful respondent(s). Items that may be negotiated include, but are not limited to, scope of services, allowability of costs adjustment, costs and prices, target populations, and service levels.

Additional Proposal Regulations:

A. Final Contract Award Determination

Notwithstanding a recommendation of the WDB President/Executive Director and approval by the Board, the Solano County Board of Supervisors (acting as the fiscal agent) retains the right to exercise its judgment concerning the selection of any proposal or agency and the terms of any resulting contract. The Board of Supervisors makes the final determinations necessary to arrive at a decision to award, or not to award a contract.

B. Lobbyist Ordinance Compliance Certification

Each Respondent submitting a response to this RFP certifies that no lobbying activities will be conducted using funds provided by this contract award.

C. EEO Certification

The selected respondent will be required to certify and agree that all persons employed by them, their affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex, in compliance with all federal, State, and local anti-discrimination laws.

D. ADA

The selected respondent will be required to comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA) and Section 188 of WIOA.

E. Prohibition

Participants shall not be employed under this title to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the

organization operating the facility is part of a program or activity providing services to participants).

F. **Compliance with RFP**

The response to this RFP shall be made according to the specifications contained herein. Failure to adhere to RFP instructions may be cause for rejection of the proposal. A proposal containing conditions or limitations set by the proposer shall be deemed irregular and rejected by the WDB.

G. **Truth and Accuracy of Representation**

False, incomplete, or unresponsive statements in connection with a proposal may be cause for its rejection. The evaluation and determination of the fulfillment of this requirement shall be in the WDB's sole judgment, and its judgment shall be final and conclusive.

H. **Changes to RFP**

A respondent submitting a proposal shall not change the wording of the RFP and no words or comments shall be added to the general conditions and detailed specifications. Proposals submitted with unauthorized changes to the RFP shall be deemed irregular and rejected.

I. **Compliance with All Past, Present, and Future Requirements**

All firms awarded contracts will be subject to all actions (past, present, and future) by the U.S. Department of Labor (DOL), State of California – Employment Development Department (EDD), the WDB and the County of Solano regarding matters affecting the contract. This includes but is not limited to periodically issued State WIOA policies and directives.

J. **Financial Solvency**

The successful service provider must be economically viable and have other funding sources so that it will survive with or without a contract resulting from this solicitation.

K. **Funding Restrictions**

- Budget must reflect 100% of funds toward actual planned activities;
- Funds may not be used to support activities other than those described in this RFP, and resulting contract;
- Costs may not cover activities not appropriate and reasonable for the operation of this contract;
- Costs may not cover acquisition of equipment not necessary for the operation of the contract; and,
- Costs for activities and expenses incurred prior to the effective date of the contract are prohibited and will not be reimbursed.
- Any equipment purchased with WIOA funds over \$5,000 must be pre-approved by the WDB and the State of California.
- No costs spent prior to an individual's enrollment will be eligible for reimbursement.

L. **Past Performance**

A Respondent may not be recommended for funding, regardless of the merits of the proposal submitted, if the respondent has a history of contract non-compliance with the WDB or other funding source and/or poor past or current contract performance with the WDB or other funding source. The Respondent may be given a provisional award with the stipulation that specific terms and conditions regarding the areas of concern will be a part of the contract.

M. Public Records Act

All proposals in response to this RFP become the exclusive property of the WDB. At such time as the WDB recommends a proposal to the Board or a contract to the Solano County Board of Supervisors and that recommendation appears on their agendas, all proposals and related documents become a matter of public record and shall be regarded as public records, with the exception of those proposal parts which are clearly defined by the proposer as business or trade secrets and so marked as “confidential” or “proprietary.”

Neither the WDB nor the County shall be in any way liable or responsible for the disclosure of any such records or any part thereof if disclosure is required under the Public Records Act or other applicable law.

N. Cost of Proposal

Neither the WDB nor the County shall be in any way liable or responsible for any costs incurred in connection with preparation of or delivery of any proposal submitted in response to this RFP.

O. Gratuities

It is improper for any WDB or Solano County officer, employee or agent to solicit consideration in any form from a proposer with the implication, suggestion or statement that the proposer’s provision of the consideration may secure more favorable treatment for the proposer in the award of the contract or that the proposer’s failure to provide such consideration may negatively affect consideration of the proposer’s proposal.

A proposer shall not offer or give, either directly or through an intermediary, consideration in any form to a WDB or County officer, employee, or agent for the purpose of securing favorable treatment with respect to the award of a contract. Among other items, such improper consideration may take the form of cash, discounts, and service, the provision of travel/entertainment, or tangible gifts.

SECTION FOUR – SELECTION PROCESS

A. PROPOSAL EVALUATION

All proposals received by the specified deadline will be reviewed by the WDB for content, including but not limited to cost, program design, related experience, and professional qualifications of the respondent.

Staff will review proposals to ensure respondents meet the minimum threshold of receiving WIOA funding. A respondent’s RFP shall be rejected prior to scoring if it:

- a. Is received at any time after the exact deadline time and date set for receipt of proposals;
- b. Is incomplete or fails to meet all the RFP specifications: i.e., does not clearly document ability to meet specifications on the attached forms;
- c. Does not include a Proposal Cover Sheet signed by the authorized representative;
- d. Is not prepared in the format described; or,
- e. Contains misrepresentation or lack of accurate and specific information by a respondent.

Should a proposal be disqualified for not meeting the minimum criteria, the proposal will not be reviewed or rated. Final funding decisions cannot be appealed based on disqualification.

The proposals will then be reviewed and rated by an Ad Hoc Committee of the Workforce Development Board. Committee members will evaluate each proposal based on the evaluation numbering system.

Each proposal submitted for consideration will be evaluated and rated on its own merits. The proposal rating criteria and weighting are as follows:

<u>Proposal Rating Criteria</u>	<u>Possible Points</u>
Statement of Need	10
Youth Service Delivery Model	40
Proposed Outcomes and Work Plan	10
Related Qualifications and Experience	30
Budget	10
Total Points Available	100

The Committee reserves the right to request additional data, oral discussion, or presentation in support of written proposals.

The recommended service provider shall be prepared to enter a contract with the WDB that shall incorporate elements within the proposal. The WDB reserves the right to add stipulations and terms and conditions, deemed to be in the best interest of the WDB during final contract negotiations. Final award of a contract will be contingent upon successful negotiation of an agreement; acceptance by the respondent of the contract agreement terms and conditions; and availability of funding.

If a responding firm fails to sign and return the contract drawn pursuant to this RFP process and contract negotiations within seven (7) days of its delivery to the proposed service provider, the WDB may determine at its sole discretion that the proposed service provider is non-responsive to the terms of this RFP and withdraw the proposed contract. The WDB reserves the right to consider beginning negotiations with another proposer.

Once the final contract is completed, signed and returned, WDB staff will prepare a recommendation to the Solano County Board of Supervisors to approve the final contract.

The RFP files shall be made available for public inspection immediately following contract approval.

B. APPEALS PROCESS

Proposers may appeal the preliminary funding recommendations by submitting a written letter within three (3) working days prior to the Workforce Board meeting to be held on May 16, 2025:

***WDB Executive Committee
c/o WDB President/Executive Director
500 Chadbourne Road, Suite A
Fairfield, CA 94534
Attn: "Appeals RFP# FY-25-008
Youth Career in Focus Services"***

Appeals may also be emailed to Tammy Gallentine, Executive and Board Support Specialist, at tgallentine@solanowdb.org.

Appeals will be limited to the following two (2) issues:

1. The requirements, policies and procedures were not followed; or,
2. The rating criterion was incorrectly applied to a respondent's proposal.

Appeals will be heard only if the written request is received by 5:00 p.m. on May 13, 2025. The WDB will make all funding decisions based on recommendations forwarded to the Board with staff input and on any appeals, if applicable.

SECTION FIVE – FORMS

A. REQUIRED PROPOSAL FORMS

- Proposal Application/Cover Sheet – Form A
- Program Budget Summary – Form B
- Certification of Compliance – Form C
- General Terms & Conditions Acknowledgment Form – Form D

B. ATTACHMENTS

- WIOA 14 Program Elements – Attachment A