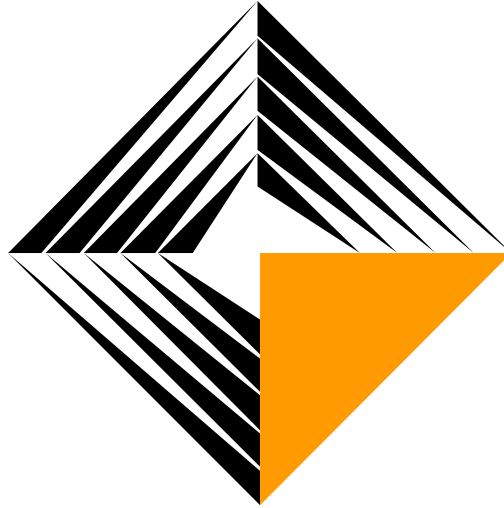




# **ORANGE COUNTY Workforce Investment Board**



## **South Orange County In-School-Youth**

**NOVEMBER 1, 2004 – JUNE 30, 2006**

**REQUEST FOR PROPOSALS  
For  
Workforce Investment Act (WIA)  
Youth Program Services**

**PROPOSAL DUE DATE:        SEPTEMBER 29, 2004**

**BIDDER'S CONFERENCE:    SEPTEMBER 7, 2004**

# Table of Contents

<b>Introduction .....</b>	<b>4</b>
<b>Purpose of Solicitation.....</b>	<b>4</b>
<b>Anticipated Funding, Service Levels and Contracting Availability .....</b>	<b>5</b>
<b>RFP General Information .....</b>	<b>6</b>
Proposal Due Date .....	6
Who Can Apply .....	6
How to Obtain RFP .....	6
Bidder’s Conference .....	6
Estimated RFP Timeline .....	7
OCWIB Business Hours.....	7
Questions Regarding the RFP and the RFP Process .....	7
<b>Project and Scope .....</b>	<b>8</b>
Guiding Principles for Program Design and Activities .....	8
Target Population WIA, §664.200 .....	9
Program Design WIA, §129(c)(1)(A)(B) .....	11
Program Elements WIA, §129(c)(2) .....	11
Performance Accountability Measures WIA §136.....	12
Reference Material .....	13
<b>Requirements.....</b>	<b>13</b>
Proposal Due Date.....	13
Protests.....	14
Administrative Requirements .....	15
Contract Terms and Conditions .....	16
Funding .....	17
Selection Process .....	17
Contract Award .....	17
Proposal Format .....	17
Application Package .....	18
Proposal Evaluation .....	18
Proposal Evaluation Criteria .....	18
<b>Proposal Response Section .....</b>	<b>19</b>
Program Narrative .....	19
Program Design and Service Delivery.....	19
Retention, Performance and Post-Exit 12-Month Follow-up.....	20
Organizational Qualifications .....	20
Budget .....	20

**EXHIBITS:**

EXHIBIT A-1 – Proposal Cover Sheet .....21

EXHIBIT A-2 – Assurances .....22

EXHIBIT B – Youth Activity Matrix .....23

EXHIBIT C –WIA Youth Enrollment Plan .....24

EXHIBIT D-1 –WIA Youth Budget Summary (page 1) .....25

EXHIBIT D-1 –WIA Youth Budget Detail (page 2) .....26

EXHIBIT D-2 –WIA Youth Expenditure Plan .....27

EXHIBIT D-3 –WIA Youth Personnel Breakdown .....28

EXHIBIT D-4 – WIA Youth Partnerships .....29

**ATTACHMENTS:**

ATTACHMENT 1 – Proposal Responsiveness Checklist.....30

ATTACHMENT 2 – Indemnification and Insurance Requirements .....31

ATTACHMENT 3 – Individual Service Plan (ISP) .....34

## INTRODUCTION

The purpose of the Workforce Investment Act (WIA) of 1998 is:

*To provide workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation. WIA §106*

The Orange County Board of Supervisors and Orange County Workforce Investment Board (OCWIB) work in partnership to administer the Workforce Investment Act (WIA) for eligible Orange County residents (note: the cities of Santa Ana and Anaheim are governed by their own Workforce Investment Boards). The OCWIB is comprised of business leaders and representatives from labor, education, economic development, social services, community-based organizations, rehabilitative agencies, and other community entities.

The Orange County Housing and Community Services Department/Special Programs Division (HCS/SPD) is the administrative entity of the OCWIB. HCS/SPD provides staff support to the OCWIB and its committees. Customer services are provided by organizations selected through a competitive application or proposal process.

The Orange County Youth Council is a committee of the OCWIB whose vision is a countywide coordinated continuum of services to provide youth with the resources they need to be successful. The Orange County Youth Council is charged with both the responsibility to oversee youth funds and activities authorized by WIA to meet the needs of eligible youth ages 14 through 21, and to build a youth workforce development system that aligns the county's diverse youth related funding streams (WIA and non-WIA) in ways that support countywide efforts to build an effective service delivery system for all youth. To this end, this solicitation is designed to assist the Orange County Youth Council in meeting both responsibilities.

This Request for Proposals (RFP) for Title I Youth Funds is issued under the provisions of the Workforce Investment Act (WIA) of 1998. The County of Orange reserves the right to make changes to these policies based on clarifications in the regulations, State Legislation, or other guidance provided by the State or Federal Government regarding the implementation of WIA.

## PURPOSE OF SOLICITATION

This RFP solicits proposals that address employment, training needs and skill deficiencies of economically disadvantaged In-School Youth (ISY) ages 14 to 21 as defined in the WIA §127(2) (C) who are South Orange County residents. **In-School Youth (ISY)** are all eligible youth who are attending any school and have not received a secondary school diploma or its recognized equivalent, and those who are attending post-secondary school and are not basic skills deficient. **South Orange County residents** are those who live in the cities and unincorporated areas of Aliso Viejo, Coto de Caza, Dana Point, Foothill Ranch, Laguna Beach,

Laguna Hills, Laguna Woods, Laguna Niguel, Lake Forest, Las Flores, Mission Viejo, Portola Hills, Rancho Santa Margarita, San Clemente, or San Juan Capistrano. Of the estimated 36,590 economically disadvantaged youth ages 14 to 21 in the Orange County Workforce Delivery Area (OCWDA), approximately 7,690 or 21% reside in South Orange County.

The intent of WIA is to prepare youth to meet the challenges of adolescence and adulthood through a coordinated, progressive series of activities and experiences which help them to become socially, emotionally, physically, and cognitively competent. WIA seeks to provide integrated year-round services allowing youth sufficient time to develop their skills through various service strategies so that they can reach program goals and positive outcomes. The emphasis for ISY is to stay in school, graduate and move on to post-secondary education or careers. Year-round activities for ISY may not conflict with the school day.

Having already procured ISY service providers for the county's northern, western and coastal regions, the Orange County Youth Council is soliciting proposals from qualified organizations or individuals to provide youth services for the WIA eligible ISY population specifically in South Orange County.

Successful programs will exhibit the following:

1. Clearly defined goals and an efficiently organized set of components and activities ensuring that participants can successfully achieve them.
2. Activities should emphasize a youth development perspective designed to meet the needs of youth and to build a set of core assets and competencies needed to participate successfully in adolescent and adult life.
3. Collaborative partnerships with organizations from education, business, labor, social services, community-based organizations, higher education and government.
4. Commitments to a continuous improvement strategy that includes collecting and reviewing performance data and customer feedback information/customer satisfaction surveys from both youth and business in order to continually refine the quality of the system and each activity, and conducting self-monitoring to ensure on-going contractual and regulatory compliance.

### **ANTICIPATED FUNDING, SERVICE LEVELS AND CONTRACTING AVAILABILITY**

The Orange County Youth Council has designated \$100,000 to provide youth services to eligible South Orange County ISY from November 1, 2004 through June 30, 2005. This amount is subject to change without notice to bidders submitting proposals.

The \$100,000 total is designated to serve the following:

- New ISY enrollments to be attained between November 1, 2004 and June 30, 2005 from the cities and unincorporated areas of Aliso Viejo, Coto de Caza, Dana Point, Foothill Ranch, Laguna Beach, Laguna Hills, Laguna Woods, Laguna Niguel, Lake

Forest, Las Flores, Mission Viejo, Portola Hills, Rancho Santa Margarita, San Clemente, and San Juan Capistrano

- At most 27 ISY active participants (already enrolled), 16 of whom are younger youth ages 14 to 18 and 11 older youth ages 19 to 21
- Approximately 12 ISY who are in the 12 month post-exit follow up phase, eight of whom are estimated to be younger youth ages 14 to 18 and four older youth ages 19 to 21

Contracts entered into as a result of this RFP will be for an eight month period from November 1, 2004 through June 30, 2005 for a total not to exceed \$100,000. Contracts may be renewed for an additional year (July 1, 2005 through June 30, 2006) at the discretion of the Orange County Youth Council, OCWIB and Orange County Board of Supervisors, based upon contractor performance and funding availability. Contingent on federal and state allocations, the anticipated funding for South Orange County ISY program services in PY 05-06 starting July 1, 2005 is estimated to be approximately \$140,979.

## **RFP GENERAL INFORMATION**

### **PROPOSAL DUE DATE**

Proposals must be received and date-stamped by OCWIB staff by **3:00 PM, September 29, 2004**, in order to be considered for funding. Proposals submitted after the closing date and time will not be accepted nor considered for funding.

### **WHO CAN APPLY**

Proposers may be public agencies, business organizations, public or private not-for-profit corporations, community-based organizations, local educational agencies, or private for-profit corporations organized in accordance with state and federal laws.

### **HOW TO OBTAIN RFP**

The RFP is available through two different methods:

1. It can be downloaded from [www.ocwib.org](http://www.ocwib.org) in Adobe Acrobat pdf or Word formats.
2. A hard copy can be picked up at the OCWIB offices at 1300 South Grand, Building B, 3<sup>rd</sup> Floor – WIB Reception, Santa Ana, CA 92705.

Since the County intends to use electronic technologies to facilitate communications regarding this RFP process and the operation of any programs funded through this RFP activity, proposers must have email, internet and computer capabilities.

### **BIDDER'S CONFERENCE**

A bidder's conference is scheduled to explain the application and review process. Attendance at this conference is not mandatory but is highly encouraged. The conference will last approximately two hours. The date and the location are as follows:

**September 7, 2004 at 2:00 p.m.**  
Orange County Workforce Investment Board Administrative Offices  
**"Conference Room A/B – 2<sup>nd</sup> Floor"**  
1300 S. Grand Ave., Bldg. B, Santa Ana, CA 92705

## **ESTIMATED RFP TIMELINE**

The following dates are tentative dates only and are subject to revision without further notice by the OCWIB:

<b>ACTIVITY</b>	<b>TENTATIVE DATES</b>
Release of RFP	August 30, 2004
Bidder's Conference	September 7, 2004
Due Date for Proposals	September 29, 2004
OCWIB/Youth Council Recommendation	October 12, 2004
Board of Supervisors Approval	October 26, 2004
Initial Contract Date and Start of Programs	November 1, 2004

## **OCWIB BUSINESS HOURS**

Housing and Community Services Department/Special Programs Division (HCS/SPD) regular business hours are:

Monday through Friday                      8:00 a.m. to 5:00 p.m. PST

- September 6, 2004                      Labor Day
- October 11, 2004                      Columbus Day
- November 11, 2004                      Veterans' Day
- November 25 and 26, 2004              Thanksgiving Holiday
- December 24, 2004                      Christmas, Observed
- December 31, 2004                      New Year's Day, Observed
- January 17, 2005                      Martin Luther King, Jr. Day
- February 21, 2005                      President's Day
- May 30, 2005                      Memorial Day

## **QUESTIONS REGARDING THE RFP AND THE RFP PROCESS**

Questions must be e-mailed to [ocwib-rfp@csa.ocgov.com](mailto:ocwib-rfp@csa.ocgov.com) according to the following timeframes:

1. Questions received in writing at the Bidder's Conference and/or on the website by September 7, 2004 at 12:00 p.m. may be answered at the Bidder's Conference but at minimum will be available by approximately 3:00 p.m. on September 9, 2004 by accessing the website at [www.ocwib.org](http://www.ocwib.org).
2. Questions received in writing by September 23, 2004 at 3:00 p.m. will be answered and accessible by approximately 3:00 p.m. on September 24, 2004 by accessing the website at [www.ocwib.org](http://www.ocwib.org).
3. Questions received after September 23, 2004 at 3:00 p.m. will not be answered.
4. It is the proposer's sole responsibility to access the [www.ocwib.org](http://www.ocwib.org) website throughout the entire process to obtain the most up-to-date information regarding this procurement. If, for some reason, an addendum or modification to the RFP needs to be issued, it will immediately be available on the [www.ocwib.org](http://www.ocwib.org) website.

## PROJECT AND SCOPE

### **GUIDING PRINCIPLES FOR PROGRAM DESIGN AND ACTIVITIES**

- A. Youth driven services – Programs must be age sensitive, developmentally and culturally appropriate, and based on the assets, strengths and goals of the individual youth. Opportunities, services and supports, must be tailored to meet the needs of youth to maximize their potential to achieve their goals. Programs must be developed so that young people can make informed choices when given proper information and guidance. Youth must be active partners in the design of the program and take leadership roles in its implementation and evaluation. The community (including but not limited to families and employers) will be informed of and invested in program activities and must be seen as important partners in the youth's development and success.
- B. Focus on Youth Development and Coordination of Activities (WIA, §129(a) (1-6)) - The WIA youth regulations attempt to move away from one-time, short-term interventions and move into a systematic, long-term approach that offers youth a broad range of coordinated services to focus on youth development and positive outcomes. National research identifies the following elements of effective practice for which a menu of varied services may be provided in combination or alone at different times during a youth's development:
- 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
  - Follow-up support over a sustained period
- C. Integration of Program Components and Community Resources – Programs must be comprehensive with sufficient resources to allow for youth success and must clearly identify support agencies. Recognizing that WIA Resources are limited, all partners must come together with their expertise and resources to develop a comprehensive approach (including but not limited to links to One-Stop and Business Service Centers) that maximize available resources and provide a broad array of services that meet the unique needs of the target population. Proposers shall establish operating agreements with One Stop and Business Service Centers in its geographical service area. Proposers shall establish and maintain on-going relationships with school districts and youth-serving entities in its geographical service area. Proposers shall demonstrate through letters of commitment the support of appropriate partners to enhance the career preparation of youth, enable youth to reach their highest academic potential, and leverage monetary and non-monetary resources.

- D. Youth Action Committees - Proposer shall develop and sustain a Youth Action Committee in its geographical service area to attain and document the voice of youth and facilitate leadership and citizenship activities for program participants. Proposer shall encourage youth involvement in decision-making and youth's participation in the Youth Council through the Youth Action Committee. Proposer shall identify and engage older youth in leadership activities (as a component of work experience and/or internships) for the Youth Action Committee and provide older youth with skills such as scheduling monthly Youth Action Committee meetings, preparing the agendas and minutes, peer mentoring, addressing tasks as assigned, participating in Youth Council projects, and serving as Youth Council members. Proposer shall utilize staff and direct youth to support the regional Youth Action Committee.
- E. Performance driven – Programs must have well defined goals and processes that are easily understandable, measurable and accountable. Program benchmarks must emphasize participant progress and show how they will result in positive outcomes. Programs need to be flexible enough to accommodate change for established performance measures since performance goals and customer satisfaction measures issued by the U.S. Department of Labor (USDOL) and the State of California may change.
- F. Continuous Improvement Plan – WIA requires that programs be delivered in the context of a continuous improvement strategy. Programs shall reflect that:
- The organization's leadership supports the program
  - The program fits with the overall strategic plan for the organization
  - The staff will be supported, trained and motivated
  - Information will be collected and analyzed to track activities and assure success
  - Youth input and their satisfaction with the program will be measured on a continuous basis (at least quarterly)
  - The organization will ensure that it meets or exceeds all WIA Youth performance measures.

**TARGET POPULATION WIA, \$664.200**

Eligibility for services funded under this RFP is limited to ISY youth ages 14-21, who meet the low income youth eligibility criteria, [WIA, §127 (2)(c)(I)(ii)], and have one or more of the following barriers to employment:

1. Deficient in Basic Literacy Skills -
  - a. Computes or solves problems, reads, writes, or speaks English at or below grade level 8.9.
  - b. Is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or society.
2. School Dropout - The term *school dropout* means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. Youth enrolled in alternative schools are not school dropouts.

3. Individuals who are homeless, a runaway or a foster child.
4. Offender -
  - a. Has been subject to any stage of the criminal justice process.
  - b. Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
5. Individuals who are pregnant or parenting.
6. Individuals who require additional assistance to complete an educational program, or to secure and hold employment. As defined by the OCWIB, this includes an individual who:
  - a. Has repeated at least one secondary grade level or is one year over age for grade.
  - b. Has a core GPA less than 1.5.
  - c. For each year of secondary education, is at least two semester credits behind the rate required to graduate from high school.
  - d. Is an emancipated youth.
  - e. Is a previous drop-out, or has been suspended five or more times, or has been expelled.
  - f. Is a court/agency referral mandating school attendance.
  - g. Is deemed at risk of dropping out by a school official.
  - h. Has been referred to or is being treated by an agency for a substance abuse related problem.
  - i. Has experienced a recent traumatic event, is a victim of abuse, or resides in an abusive environment as documented by a school official or professional.
  - j. Is physically or mentally challenged.
  - k. Has never held a job (applies to older youth only).
  - l. Has been fired from a job within the 12 months prior to application (applies to older youth only).
  - m. Has never held a full-time job for more than 13 consecutive weeks (applies to older youth only).
  - n. Attends a continuation school.
  - o. Is involved in gang related activities.

Eligible youth ages 18-21 may be enrolled in both youth and adult funded programs. Youth ages 19 and above with no significant barriers to employment will be referred to the One Stop Centers and served as adults.

**PROGRAM DESIGN WIA, §129(c)(1)(A)(B)**

All WIA youth programs must provide:

- A. An Objective Assessment of the individual’s readiness for meaningful work. This is an individual assessment of each participant’s academic and employability skill levels with a review of basic and occupational skills, prior work experience, interests, and aptitudes (including interest in non-traditional jobs). It includes a time frame for anticipated involvement in the program and description of service needs, including but not limited to supportive services and developmental needs of each youth.
- B. An Individual Service Plan (ISP) for each participant that shall identify appropriate goals for younger and older youth with corresponding achievement objectives based on assessments. This must be documented and updated (at least monthly). Please refer to Attachment 3 for a sample ISP document.
- C. Preparation for post-secondary educational opportunities, strong linkages between academic and occupational learning, and/or preparation for unsubsidized employment opportunities. Proposers shall maintain strong links to the job market through relationships with local and regional employers.
- D. Outreach and recruitment. Proposer shall serve individuals who reflect the demographics of the proposed area of service. Proposer shall outreach to and recruit from all cities in their region. Proposer shall obtain the necessary documentation to substantiate WIA Youth eligibility determination.
- E. On-going case management and counseling throughout the program and 12-month follow-up period geared toward the different needs of the participants. Proposers must have the capability to provide on-going case management, counseling and follow-up to non-English and limited English proficient youth.

**PROGRAM ELEMENTS WIA §129(c)(2)**

WIA requires that youth have access to ten specific program elements as relevant to the participant’s age, developmental and cultural needs. Proposers must provide follow-up for youth for a period of 12 months following the youth’s exit from the program.

Competitive proposals will identify partners who will provide any of the ten elements not directly provided by proposer. Proposers must support the existence of partnerships with letters of agreement.

While access to the ten elements is required, proposers are advised that access to the ten elements does not comprise a program design.

The WIA Youth ten program elements are:

1. Tutoring, study skills and instruction leading to completion of secondary school, including dropout prevention strategies.
2. Alternative secondary school services, as appropriate (available through school districts and/or the Orange County Department of Education).
3. Summer employment opportunities directly linked to academic and occupational learning. **Stand-alone summer initiatives will not be funded.**
4. Paid and unpaid work experiences including job shadowing and internships as appropriate. Work experience must be linked to activities, which will result in meeting WIA performance measures and may not be provided on a stand-alone basis.
5. Occupational skills training as appropriate.
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours as appropriate.
7. Supportive services (may include transportation, childcare, and need-related payments that are necessary to enable the youth to participate in activities). The rationale for supportive services must be included in the individual service strategy and documented in the ISP.
8. Adult mentoring during the period of participation and follow-up.
9. Follow-up services for not less than 12 months after the completion of participation (may include activities such as alumni groups or career planning, as well as connection to supportive services and counseling).
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referrals, as appropriate.

### **PERFORMANCE ACCOUNTABILITY MEASURES WIA §136**

In addition to customer satisfaction, the U.S. Department of Labor has established three (3) core performance measures for younger youth ages 14-18 and four (4) measures for older youth ages 19-21.

***Please refer to Exhibit C for PY 04-05 set measures. The County may establish additional Performance Measures in conjunction with the Orange County Youth Council or as required by the Workforce Investment Act.***

#### **A. Younger Youth ages 14-18**

1. Attainment of basic skills and, as appropriate, work readiness or occupational skills
2. Attainment of secondary school diplomas and their recognized equivalents

3. Placement and retention in post-secondary education, advanced training, military service, employment, or qualified apprenticeships

**B. Older Youth ages 19-21**

1. Entry into unsubsidized employment
2. Retention in unsubsidized employment at six (6) months
3. Unsubsidized employment earnings: post-exit earnings in 2<sup>nd</sup> and 3<sup>rd</sup> quarters after exit must exceed pre-enrollment earnings from 2<sup>nd</sup> and 3<sup>rd</sup> quarters
4. Attainment of a recognized credential relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills, by participants who enter unsubsidized employment, or who enter post secondary education, advanced training, or unsubsidized employment

**REFERENCE MATERIAL**

Proposers are encouraged to read and adopt appropriate strategies based upon available research in order to prepare their responses. Useful materials include but are not limited to those found on the following websites:

- Orange County Workforce Investment Board, [www.ocwib.org](http://www.ocwib.org)
- WIA, [www.doleta.gov/usworkforce/asp/act.asp](http://www.doleta.gov/usworkforce/asp/act.asp)
- USDOL, Employment and Training Administration, [www.doleta.gov/youth\\_services](http://www.doleta.gov/youth_services)
- California Employment Development Department, [www.edd.ca.gov/wiacom.htm](http://www.edd.ca.gov/wiacom.htm)
- The National Youth Employment Coalition, [www.nyec.org](http://www.nyec.org)
- Promising and Effective Practices Network, [www.nyec.org/pepnet](http://www.nyec.org/pepnet)
- American Youth Policy Forum, [www.aypf.org](http://www.aypf.org)
- New Ways to Work, [www.nww.org](http://www.nww.org)
- Youth Council Network, [www.lrqinc.com/ycn](http://www.lrqinc.com/ycn)
- Forum for Youth Investment, [www.forumforyouthinvestment.org](http://www.forumforyouthinvestment.org)
- Youth Systems Capacity Building Regional Network, [www.youthsystems.com](http://www.youthsystems.com)

**REQUIREMENTS**

**PROPOSAL DUE DATE**

1. Proposals must be received and date-stamped by OCWIB staff by **3:00 PM, September 29, 2004**. Proposals submitted after the closing date and time will not be accepted nor considered for funding.
2. Proposals should be submitted to:

**Orange County Workforce Investment Board**  
1300 South Grand, Building B, 3<sup>rd</sup> Floor, Santa Ana, CA 92705  
**Attention: Youth RFP Team**

**PROTESTS**

3. Proposers are advised that protests of specifications, terms, conditions or any other aspect of this solicitation must be made prior to the **closing date and time for receipt of proposals**. Protest of specifications and solicitation terms and conditions made after that date and time will not be considered by the OCWIB. Protest of Award must be made immediately and in no event later than five calendar days after the aggrieved party knows, or should have known, the facts giving rise thereto.
4. Protests must be in writing and may be transmitted by fax: (714) 834-7132 or mail to the attention of Janine Boiarsky, Deputy Director; Special Programs Division, 1300 S. Grand Ave., Bldg. B, 3<sup>rd</sup> Floor; Santa Ana, CA 92705.
5. The Board of Supervisors may not consider protests if the described administrative procedure has not been followed.
6. All protests shall include the following information:
  - a. The name, address and telephone number of the protestor;
  - b. The signature of the protestor or the protestor's representative;
  - c. The solicitation or contract name;
  - d. A detailed statement of the legal and/or factual grounds for the protest; and
  - e. The form of relief requested.
7. The Purchasing Agent or the Deputy Purchasing Agent will, within ten working days, issue a decision in writing which shall state the reason for the actions taken. If the protestor wishes to appeal the decision of the Purchasing Agent or Deputy Purchasing Agent, the protest will be referred to the Procurement Appeals Board, chaired by the Purchasing Agent and comprised of County Management and a member of the public. A hearing will be held with both the protestor and the County presenting their positions to a representative group of members of the Procurement Appeals Board. Only those members with no conflict of interest in the contract solicitation or award process will be permitted to serve on the hearing panel. The Procurement Appeals Board, after hearing both sides of the appeal, will issue a decision in writing to the protestor with a copy to the Purchasing Agent or Deputy Purchasing Agent, the CEO, and the Board of Supervisors. If the protestor wishes to appeal the decision of the Procurement Appeals Board, the protest will be referred to the Board of Supervisors. The Board of Supervisors should consider protests only upon appeal after the protestor has followed the procedure described herein.
8. Finality of Decision - The decision by the Purchasing Agent or Deputy Purchasing Agent shall be final unless:
  - a. Overturned by the Procurement Appeals Board;
  - b. Overturned by the Board of Supervisors; or
  - c. Ruled upon by an appropriate court of law.

9. Stay of Procurement During Protests - In the event of a timely protest, the County shall not proceed with the solicitation or award of the contract until the Purchasing Agent or Deputy Purchasing Agent either successfully resolves the matter or, after consultation with the using agency, as appropriate, makes a written determination that the award of the contract, without delay, is necessary to protect the substantial interest of the County.

## **ADMINISTRATIVE REQUIREMENTS**

10. The proposal that is selected becomes part of the contract between the County of Orange and the vendor, and as such becomes public record. If your proposal contains any confidential information, that information must be removed from the body of the response and placed in an Appendix. The Appendix will be referenced by the contract, but will not be available for public viewing. The entire proposal cannot be held confidential; you must be very specific in your designation.
11. All material will be retained by the County of Orange. We reserve the right to reject any or all proposals and to award and contract as is in our best interest. We reserve the right to solicit additional information from any responding vendor after the proposals have been received, including the requesting of systems demonstrations by vendors.
12. This announcement and its attachments are an RFP and are an invitation for prospective firms to respond. Although this solicitation is in RFP format and we will adhere to RFP conventions, we expressly intend that this procurement is for human services and as such we are not bound solely by the lowest price.
13. This RFP does not commit the Orange County Youth Council, OCWIB or the County of Orange to award a contract, pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services and supplies.
14. The County reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this RFP if it is in the best interest of the County to do so.
15. The County reserves the right to withdraw the RFP in the event that the Orange County Youth Council and/or OCWIB determines there is a failed competition defined as follows:
  - Response to RFP is insufficient to proceed
  - Responses to RFP make it economically unfeasible to proceed, or
  - Any changing circumstances in status, as determined by the Orange County Youth Council or OCWIB, that would negate the requirement of the RFP.
16. The scope of services to be provided should be in accordance with WIA and its applicable federal, state, and local laws, regulations, rules and policies, and with specifications of this RFP. Any classes proposed must be approved by and/or comply with all applicable requirements of the California State Department of Education, and/or any other governmental or private entity that controls entry into or the practice of the trade or profession for which said classes are designed to train participants.
17. Proposals must be competitive in terms of cost, performance and contribution to the OCWIB's Strategic Five-Year Local Plan and modifications (available at [www.ocwib.org](http://www.ocwib.org)).

18. Proposers will be required to list the State of California, the County of Orange, and the OCWIB as additional insureds on their general liability, umbrella and fidelity bond insurance policies. If there is a fee for adding the State of California, the County of Orange, and the OCWIB to proposer's policies, include the cost in the proposed budget.
19. Proposers may be subject to a pre-award survey and reference checks. Costs will be compared with pre-bid estimates collected by OCWIB staff. This may include but not be limited to a review of proposer's record keeping procedures, management systems, accounting and administrative systems.
20. All proposals may be subject to negotiation following selection by the Orange County Youth Council and OCWIB. Proposals which cannot be successfully negotiated will not be funded. The number of customers served through any contracts awarded through this proposal process will be negotiated at the point of contract. Proposers should clearly indicate the numbers of customers they anticipate to serve with the requested funding. Specialized services and training as well as innovative proposals will be subject to grant funds available for the proposal.
21. The County reserves the right to negotiate with awarded proposers any modification(s) to the Scope of Work at any time during the contract period that is deemed to be in the County's best interest. This includes, but is not limited to: Types of services, breadth of geographic region, target population of in-school or out-of-school and younger or older youth.

### **CONTRACT TERMS AND CONDITIONS**

22. Contract term will be from November 1, 2004 to June 30, 2005, and may be renewed for an additional year from July 1, 2005 through June 30, 2006.
23. Please refer to County of Orange model WIA agreement available at [www.ocwib.org](http://www.ocwib.org).
24. Providers are required to deliver services in accordance with all performance standards established by the Orange County Youth Council. While there is no performance hold out applicable to the initial contracts negotiated, the Orange County Youth Council reserves the right to subject providers to a 10% hold out for performance which will be tied to deliverables as are applicable to Proposer's program.
25. The OCWIB reserves the right to conduct customer satisfaction follow-up surveys and Proposer, by submitting a proposal, agrees to take such follow-up action as is necessitated from the analysis of the survey results by OCWIB staff or designee.
26. The Contractor agrees to deposit with the County prior to the provision of services under this Agreement, Certificates of Insurance, including all endorsements required herein necessary to satisfy the County that insurance provisions of this Agreement have been complied with, and to keep such insurance and the certificates therein on deposit with the County during the entire term of this Agreement. Please refer to complete County of Orange insurance requirements found in Attachment 2.

## **FUNDING**

27. The anticipated amount of WIA program funds available for this solicitation is approximately **\$100,000**. This amount is subject to change without notice to bidders submitting proposals. If for any reason the funds designated for this program are no longer available, proposed program will not go forward.
28. Proposers' costs per participant are to remain in effect throughout the life of the program proposed.

## **SELECTION PROCESS**

29. OCWIB staff will screen all proposals for completeness and compliance with the terms and conditions of the RFP. In the selection and award of services procured under this RFP, the OCWIB shall ensure that any award will be made only to responsible proposers who have demonstrated ability to perform based upon delivering comparable or related services.

## **CONTRACT AWARD**

30. Contracts will be finalized following the selection process conducted by the Orange County Youth Council and OCWIB, and approved by the Orange County Board of Supervisors. Each proposal should be submitted in the most favorable terms, from a price and technical standpoint, which the proposer can make. However, the Orange County Youth Council, OCWIB and/or County reserve the right to request additional data, oral discussion or presentations in support of written proposals.
31. Contracts resulting from this RFP will be cost reimbursement with monthly billing required (please refer to model agreement available at [www.ocwib.org](http://www.ocwib.org)). Contractors receive no advances. Contractors must be able to support the cost of the program until they are reimbursed, which typically takes three to four weeks because of State cash management requirements.
32. Contractors are required to provide a budget. Only One Stop Contractors may include administrative costs not to exceed 3% of the total amount of funding requested. Those who are not One Stop Contractors shall have only program costs.
33. Profit is limited to 10%. Profit will be negotiated and is not guaranteed at 10% even if proposed and the proposal has been selected.

## **PROPOSAL FORMAT**

34. The proposal submissions must be/have:
  - 12-pitch size, Arial font
  - Single spacing, as appropriate
  - Pages numbered sequentially
  - **Cumulative response section shall be no more than 10 pages in length**, not including required exhibits and letters of commitment from partner agencies.
  - Proposal submission shall include: One (1) original, six (6) copies, and complete proposal saved on diskette(s).
  - Single-sided (all copies and the original)
  - Single-stapled or bound (all copies and the original)

- Divided and tabbed in sections in the order indicated in the Application Package requirement below, with all corresponding exhibits as requested
35. Proposers are asked to designate an Internet email address on their proposal cover sheet.
36. OCWIB will not return proposal responses or exhibits to proposers.

**APPLICATION PACKAGE**

37. The following completed items must be submitted with the proposal(s). If any item or section thereof is omitted, the proposal may be deemed non-responsive, eliminated from further review, and not considered for funding.
- I. Proposal Cover Sheet – Exhibit A-1
  - II. Proposal Assurances – Exhibit A-2
  - III. Proposal Response (Program Narrative, Organizational Qualifications and Expertise, and Budget, including all required exhibits and letters of commitment from partner agencies)
  - IV. Signed Audit Plan
  - V. If private, non-profit agency, proof of non-profit status (most recent IRS 990). If private for profit agency, current business license. No proof is required from public schools or governmental agencies.

**PROPOSAL EVALUATION**

38. Proposers should not contact Orange County Youth Council, OCWIB members or elected officials charged with oversight of these programs during the review process to avoid conflicts or the appearance of conflicts or undue influence over the process.
39. OCWIB staff retains the right to accept, reject, or negotiate proposals received as well as to vary or waive any provisions set forth in this request for proposals in the best interests of the Orange County Youth Council, OCWIB and the Orange County Board of Supervisors.

**PROPOSAL EVALUATION CRITERIA**

40. It will be understood and accepted by the proposer that all decisions and the degree to which a proposal meets the evaluation criteria and the overall needs of the Orange County Youth Council and OCWIB are within the purview and judgment of the Orange County Youth Council, OCWIB and the Orange County Board of Supervisors. A review panel will evaluate all proposals, which pass the initial compliance review.
41. The following criteria will be used to evaluate the proposals. The value of each element is listed next to the criteria.

- I. Program Narrative 70 points**
  - A. Program Design and Service Delivery, including Exhibit B**

**B. Retention, Performance and Post-exit Follow-up,  
including Exhibit C**

**II. Organizational Qualifications and Expertise,  
including Exhibit II** **15 Points**

**III. Budget, including Exhibits D-1 through D-4** **15 Points**

**PROPOSAL RESPONSE SECTION**

**Proposers must address all sections and respond to every question asked. Cumulative response section shall be no more than 10 pages in length, not including required exhibits and letters of commitment from partner agencies.** Restate the question and type your response immediately following the question. All questions/responses with any corresponding and required forms or letters should follow the order and numbers assigned in this RFP. Do not renumber or reorder the questions and corresponding forms and letters. Use the same number that appears in this RFP for the question prior to your answer (Note: The rating sheets are keyed to the question numbers). If you change or reorder the numbering system, raters will not be able to find your responses, and the proposal may be deemed non-responsive, may not be read, submitted for review or considered for funding.

**I. Program Narrative** **70 points**

**IA. Program Design and Service Delivery**

The Program Design and Service Delivery section should include a clear and detailed description of:

- A-1. Outreach and recruitment strategies for target group(s), specific number of youth to be served, and geographical service area within South Orange County.
- A-2. Tools and techniques to assess participants and to establish criteria for meeting WIA Youth performance measures at time of enrollment.
- A-3. Program components and flow, including specifics on: a) enrollment and exit methodology; b) details on how after school activities will be developmentally, culturally and age appropriate to enhance youth developmental outcomes; c) activities geared toward increasing youth's basic, occupational or work readiness skills; and d) how long youth will be in various activities and how they transition from one activity to another.
- A-4. How proposer will develop and sustain Youth Action Committees in their geographical service area.
- A-5. Case management, specifying youth to case management ratio, case management documentation and supervision.
- A-6. Resources in the community and framework for coordination with other youth-serving entities, including details on the delivery of the 10 WIA youth elements and which partner agency(ies) will provide what element(s). Attach completed Exhibit B: Youth Activity Matrix.
- A-7. A continuous improvement plan indicating how proposer will evaluate their operating program's progress and participants' success on a monthly, quarterly, and annual basis.

**IB. Retention, Performance and Post-Exit 12-Month Follow-Up**

Retention, Performance and Post-Exit 12-Month Follow-Up section should include a clear and detailed description of:

- B-1. Strategies to maintain youth engaged in the program after initial enrollment. Specify strategies appropriate to younger and older youth, respectively, that will result in meeting all WIA youth performance measures.
- B-2. Relationships with the South Orange County employer community and how these will result in either work experience, internships, and/or placements for youth.
- B-3. Activities to maintain youth engaged throughout the 12-month post-exit follow-up period. Describe implementation of follow-up approach that will specifically lead toward meeting the established WIA younger youth retention measure and all four older youth measures.
- B-4. Completed Exhibit C: WIA Youth Enrollment Plan.

**II. Organizational Qualifications and Expertise 15 points**

**II. Organizational Qualifications and Expertise**

The Organizational Qualifications and Expertise section should include a clear and detailed description of:

- II-1. The proposer’s potential ability to perform successfully, including proposer’s integrity, record of past performance, and financial and technical resources. If proposer has had no experience in providing the program or services proposed, please indicate what added value will this proposal bring to the system and why the Orange County Youth Council should consider the current proposal.
- II-2. A staffing plan for conducting the program. Include brief job descriptions of positions and staff qualifications/experience. Proposer must have the ability to provide services to monolingual Spanish, Vietnamese and other limited English proficient speaking populations. Proposer must create and attach an organizational chart as Exhibit II.

**III. Budget 15 points**

**III. Budget**

The Budget section should include a clear and detailed description of:

- III-1. Completed Exhibit D-1: Budget Summary and Detail for 11/1/04-6/30/05, and Exhibit D-2: Expenditure Plan for 11/1/04-6/30/05.
- III-2. Completed Exhibit D-3: Personnel Breakdown. Include the full-time equivalents/percent of time and costs for each staff member allocated to the program:
- III-3. Completed Exhibit D-4: WIA Youth Partnerships. The cost effectiveness of the services. Because of the limited amount of youth funds, the Orange County Youth Council is interested in program designs that are able to leverage funds from other non-WIA sources.

**PROPOSAL COVER SHEET**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Total Funds Requested (not to exceed \$ 100,000):	\$ _____
Total Number of youth to be served (11/1/04-6/30/05):	Total: _____ Breakdown: New Enrollments: _____ Carry-Ins: <u>27</u>

Federal ID #: \_\_\_\_\_

**Certifying Agency:** \_\_\_\_\_

***By signing this proposal, the Corporate Officer or Public Officer certifies that no representative of the corporation has exerted any undue influence on the procurement process, violated any federal or state procurement, conflict of interests or ethics law in seeking funding for this proposal.***

Corporate/Public Officer Signature: \_\_\_\_\_

Print/Type Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Check all applicable:**

- |  |   |  |                                      |
|--|---|--|--------------------------------------|
| <input type="checkbox"/> Corporation           | <input type="checkbox"/> Sole Proprietorship          | <input type="checkbox"/> Partnership                         | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> For-Profit            | <input type="checkbox"/> State Agency                 | <input type="checkbox"/> Other Public Agency (Specify) _____ |                                      |
| <input type="checkbox"/> Labor Organization    | <input type="checkbox"/> Community-Based Organization | <input type="checkbox"/> Not-for-Profit                      |                                      |
| <input type="checkbox"/> Business Organization | <input type="checkbox"/> Minority Business Owner      |  |                                      |

**ASSURANCES**

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal on behalf of the "Proposer."
2. The submitted proposal shall remain valid for a period of at least 120 calendar days.
3. Proposer is not currently on any Federal, State of California, or local Debarment List.
4. Proposer will provide records to show that we are fiscally solvent, if needed.
5. Proposer has/will have all of the fiscal control and accounting procedures needed to ensure that WIA funds will be used as required by law and contract.
6. Proposer has additional funding sources and will not be dependent on WIA funds alone to carry out the proposed program(s).
7. Proposer **will meet all applicable Federal, State, and local compliance requirements.** These include, but are not limited to:
  - Meeting County of Orange Insurance requirements
  - Ensuring that records accurately reflect actual performance
  - Maintaining record confidentiality, as required
  - Reporting financial, participant, and performance data, as required
  - Complying with Federal and State non-discrimination provisions
  - Meeting requirements of Section 504 of the *Rehabilitation Act of 1973*
  - Meeting all applicable labor law, including Child Labor Law standards
  - Meeting all child support enforcement certification requirements
  - Meeting all lobbying certification and disclosure of lobbying activities requirements

**8. Proposer will not:**

- Place a youth in a position that will displace a current employee.
- Use WIA money to assist, promote, or deter union organizing.
- Use funds to employ or train of persons in sectarian activities.
- Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- Use WIA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts.

**I hereby assure that all of the above are true.**

---

Name	Title	Date
------	-------	------

**WIA ISY ACTIVITY MATRIX**

Provider: \_\_\_\_\_

Activity	Description	Duration of Activity		Partners Involved	Funding Source
		Hours	Months		
1. Tutoring/Drop-out prevention strategies					
2. Alternative/Secondary School Services					
3. Summer Employment					
Paid & Unpaid Work Experience					
Internships					
Job Shadowing					
4. <u>Work Activities</u>					
Paid & Unpaid Work Experience					
Internships					
Job Shadowing					
5. Occupational Skills Training					
6. Leadership Development					
7. Supportive Services		N/A	N/A		
8. Adult Mentoring					
9. Follow-up					
10. Comprehensive Guidance and Counseling					

**EXHIBIT C**

**WIA ISY ENROLLMENT PLAN: 11/1/04-6/30/05**

Provider: \_\_\_\_\_

<b>NUMBER OF YOUTH TO BE ENROLLED/SERVED</b>	<b>Carry-Ins From PY 03-04</b>	<b>1<sup>st</sup> Qtr 7/1-9/30</b>	<b>2<sup>nd</sup> Qtr 10/1-12/31/04</b>	<b>3<sup>rd</sup> Qtr 1/1-3/31/05</b>	<b>4<sup>th</sup> Qtr 4/1-6/30/05</b>	<b>TOTAL NEW ENR</b>	<b>TOTAL SERVED</b>
Younger Youth (ages 14-18)	16	NA					
Older Youth (ages 19-21)	11	NA					
<b>TOTALS</b>	<b>27</b>	<b>NA</b>					

**OCWIB PERFORMANCE MEASURES**

**YOUNGER YOUTH (AGES 14-18)**

**Skill Attainment Rate** - At least **84%** of all youth must attain a basic, occupational or work readiness skills goal during program participation (**Exiters 4/1/04-3/31/05**)

**Diploma or Equivalent Rate** - At least **57%** of all youth who register without a high school diploma or equivalent must attain a diploma or equivalent by 1<sup>st</sup>. Qtr. after exit (**Exiters 4/1/04-3/31/05**)

**Retention Rate** - At least **58%** of all youth who exit and are found in any of the following activities in the 3<sup>rd</sup>. Qtr. after exit: postsecondary education, advanced training, employment, military service, or qualified apprenticeship (except those who are still in secondary school) (**Exiters 4/1/03-3/31/04**)

**OLDER YOUTH (AGES 19-21)**

**Entered Employment Rate** – At least **63%** of all youth who are *not* employed at registration and do *not* move onto postsecondary education/advanced training must be employed in the 1<sup>st</sup>. Qtr. after exit (**Exiters 10/1/03-9/30/04**)

**Employment Retention Rate** – At least **78%** of all youth who are *employed* in the 1<sup>st</sup>. Qtr. after exit *and* do not move onto post-secondary education/advanced training must be retained in employment in the 3<sup>rd</sup>. Qtr. after exit (**Exiters 10/1/03-9/30/04**)

**Earnings Gain** – Youth who are *employed* in the 1<sup>st</sup>. Qtr. after exit *and* do not move onto postsecondary education/advanced training must show an **average earnings gain of \$3,900** in the 2<sup>nd</sup>. and 3<sup>rd</sup>. Qtrs. after exit (**Exiters 4/1/03-3/31/04**)

**Employment and Credential Attainment Rate** – At least **32%** of youth who are in employment/ post-secondary education/advanced training by the end of the 1<sup>st</sup>. Qtr. after exit must receive a credential by the end of the 3<sup>rd</sup>. Qtr. after exit (**Exiters 4/1/03-3/31/04**)

<b>PROVIDER NAME:</b> _____	
<b>WIA ISY BUDGET SUMMARY: 11/1/04-6/30/05</b>	
<b>CONTRACT NO.</b>	
	<b>TOTAL</b>
1. Salaries	
2. Benefits	
3. Operations	
4. Consultant/Subcontract	
5. Employer Reimbursement (OJT)	
6. Miscellaneous Client Fees	
7. Student Supplies	
8. Participant Wages	
9. Equipment: \$5,000 or Over	
10. Equipment: Computer Related - \$1,000 - 4,999	
11. Equipment: Non Computer - \$1,000 - 4,999	
<b>GRAND TOTAL</b>	

PROVIDER NAME: \_\_\_\_\_

**WIA ISY BUDGET DETAIL: 11/1/04-6/30/05**

	<u>Total \$</u>
<b>SALARIES: (Include titles and FTEs)</b>	
<b>SUBTOTAL - SALARIES</b>	
<b>BENEFITS</b>	
<b>SUBTOTAL - BENEFITS</b>	
<b>OPERATIONS</b>	
<b>SUBTOTAL - OPERATIONS</b>	
<b>MISCELLANEOUS CLIENT FEES</b>	
<b>SUBTOTAL - MISC CLIENT FEES</b>	
<b>STUDENT SUPPLIES</b>	
<b>SUBTOTAL - STUDENT SUPPLIES</b>	
<b>PARTICIPANT WAGES</b> __ Youth X average of __ hrs x \$ __  Work experience and/or internships Participant benefits:	
<b>SUBTOTAL - PARTICIPANT WAGES</b>	
<b>INDIRECT ( __ %)</b>	
<b>EQUIPMENT: \$5,000 and OVER</b>	
<b>EQUIP: COMPUTER RELATED (\$1-5K)</b>	
<b>EQUIP: NON COMPUTER (\$1-5K)</b>	
<b>GRAND TOTAL</b>	







<b>PROPOSAL RESPONSIVENESS CHECKLIST</b> <b>(FOR OCWIB STAFF USE)</b>
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**Note:** This checklist may not be all-inclusive. The requirements included in the entire solicitation document take precedence over the requirements included in this checklist.

This form will be used by OCWIB staff prior to submitting the proposal to the Evaluation Team for review. You may wish to use it before submitting the proposal to assure that all required documents have been submitted and required elements have been addressed. Proposals found lacking any item or section thereof may be deemed as non-responsive and not considered for review.

- Proposal met all format specifications as outlined on page 17, Item 33.
- Proposal included all parts of required application package, with exhibits signed as appropriate:
  - Proposal Cover Sheet, Exhibit A-1 (Form Included)
  - Signed Assurances, Exhibit A-2 (Form Included)
  - I. Program Narrative, including responses and/or exhibits as required in:
    - A.  Program Design and Delivery Service, questions A-1 through A-7
      - Youth Activity Matrix, Exhibit B (Form Included)
    - B.  Retention, Performance and Post-exit Follow-up, questions B-1 through B-4
      - PY 04-05 WIA Youth Performance Matrix, Exhibit C (Form Included)
  - II. Organizational Qualifications, including responses to questions II-1 through II-2 and Exhibit II (Create organizational chart and identify as Exhibit II).
  - III. Budget, including responses to questions III-1 through III-3 and
    - WIA Youth Budget Summary and Detail: 11/1/04-6/30/05, Exhibit D-1 (Form Included)
    - WIA Youth Expenditure Plan, Exhibit D-2 (Form Included)
    - WIA Youth Personnel Breakdown 11/1/04-6/30/05, Exhibit D-3 (Form Included)
    - WIA Youth Partnerships, Exhibit D-4 (Form Included)
- Signed Audit Plan
- If applicable, proof of non-profit status or business license for other than public schools or governmental agencies.

# COUNTY OF ORANGE INSURANCE REQUIREMENTS

ATTACHMENT 2  
3 Pages

## INDEMNIFICATION

30. CONTRACTOR agrees to indemnify, defend with counsel approved in writing by COUNTY, and hold COUNTY, the State of California, and the Orange County Workforce Investment Board, their elected and appointed officials, officers, employees, agents and those special districts and agencies which COUNTY'S Board of Supervisors acts as the governing Board ("COUNTY INDEMNITEES") harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by CONTRACTOR pursuant to this Agreement. If judgment is entered against CONTRACTOR and COUNTY by a court of competent jurisdiction because of the concurrent active negligence of COUNTY or COUNTY INDEMNITEES, CONTRACTOR and COUNTY agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.

## INSURANCE

31. (a) Without limiting CONTRACTOR'S liability for indemnification, prior to the provision of services under this Agreement, the CONTRACTOR agrees to purchase all required insurance at CONTRACTOR'S expense and to deposit with DIRECTOR Certificates of Insurance, including all endorsements required herein, necessary to satisfy COUNTY that the insurance provisions of this Agreement have been complied with and to keep such insurance coverage and the certificates therefor on deposit with DIRECTOR during the entire term of this Agreement.

(b) CONTRACTOR shall ensure that all subcontractors performing work on behalf of CONTRACTOR pursuant to this Agreement shall be covered under CONTRACTOR'S insurance as an additional insured or maintain insurance subject to the same terms and conditions as set forth herein for CONTRACTOR. CONTRACTOR shall not permit any subcontractor to work if subcontractors have less than the level of coverage required by COUNTY from CONTRACTOR under this Agreement. It is the obligation of CONTRACTOR to provide notice of the insurance requirements to every subcontractor, and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by CONTRACTOR through the entirety of this Agreement for inspection by COUNTY representative(s) at any reasonable time.

(c) All insurance policies required by this Agreement shall declare any deductible or self-insured retention (SIR) in an amount in excess of \$25,000 (\$5,000 for automobile liability), which shall specifically be approved by the County Executive Office (CEO)/Office of Risk Management. CONTRACTOR shall be responsible for reimbursement of any deductible to the insurer. Any self-insured retentions (SIRs) or deductibles shall be clearly stated on the Certificate of Insurance. If the CONTRACTOR fails to maintain insurance acceptable to the COUNTY for the full term of this Agreement, the COUNTY may terminate this Agreement.

(d) If CONTRACTOR is a governmental entity, CONTRACTOR may elect to self-insure for the insurance coverage required by this Agreement.

(e) The policy or policies of insurance required herein must be issued by an insurer licensed to do business in the State of California (California Admitted Carrier). If the insurer is not licensed to do business in the State of California, DIRECTOR retains the right to approve or reject the insurer after a review of the insurer's performance and financial ratings by the County Executive Office (CEO)/Office of Risk Management.

(f) The policy or policies of insurance required herein must be issued by an insurer with a minimum rating of "A- (Secure Best's Rating)" and a minimum financial rating of "VIII (Financial Size Category)," as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States** or by going on-line to "ambest.com."

(g) The policy or policies of insurance maintained by CONTRACTOR shall provide the minimum limits and coverage as set forth below:

**Coverage**

Commercial General Liability with  
Broad Form Property Damage  
Endorsement and Contractual Liability  
Automobile Liability including all owned,  
non-owned and hired vehicles

Workers' Compensation  
Employer's Liability

Sexual Misconduct Insurance

**Minimum Limits**

\$1,000,000 combined single limit  
per occurrence

\$2,000,000 Aggregate

\$1,000,000 combined single limit  
per occurrence

\$1,000,000 Aggregate

Statutory

\$1,000,000 per occurrence

\$1,000,000 Aggregate

\$1,000,000 per occurrence

(h) All liability insurance required by this Agreement shall be at least \$1,000,000 combined single limit per occurrence. The minimum aggregate limit for the Commercial General Liability policy shall be \$2,000,000.

(i) The County of Orange, Orange County Workforce Investment Board, and State of California shall be added as an additional insured on all insurance policies required by this Agreement with respect to the services provided by CONTRACTOR under the terms of this Agreement (except Workers' Compensation/Employers' Liability). An additional insured endorsement evidencing that the County of Orange is an additional insured shall accompany the Certificate of Insurance.

(j) All insurance policies required by this Agreement shall be primary insurance, and any insurance maintained by the County of Orange shall be excess and non-contributing with insurance provided by these policies. An endorsement evidencing that CONTRACTOR'S insurance is primary and non-contributing shall specifically accompany the Certificate of Insurance for the Commercial General Liability and Sexual Misconduct Insurance.

(k) All insurance policies required by this Agreement shall give the County of Orange 30 days notice in the event of cancellation. This shall be evidenced by an endorsement separate from the Certificate of Insurance. In addition, the cancellation clause must include language as follows, which edits the pre-printed ACORD certificate:

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

(l) All insurance policies required by this Agreement shall waive all rights of subrogation against the County of Orange and members of the Board of Supervisors, its elected and appointed officials, officers, agents and employees when acting within the scope of their employment or appointment.

(m) The Commercial General Liability policy shall contain a severability of interests clause.

(n) CONTRACTOR is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Workers' Compensation or be self-insured in accordance with provisions of that code. CONTRACTOR will comply with such provisions and shall furnish COUNTY satisfactory evidence that CONTRACTOR has secured, for the period of this Agreement, statutory Workers' Compensation insurance and Employers' Liability insurance with minimum limits of \$1,000,000 per occurrence.

(o) If CONTRACTOR fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Risk Management or by DIRECTOR, award may be made to the next qualified proponent.

(p) COUNTY expressly retains the right to require CONTRACTOR to increase or decrease insurance of any of the above insurance types throughout the term of this Agreement. Any increase or decrease in insurance will be as deemed by CEO/Risk Management as appropriate to adequately protect COUNTY.

(q) COUNTY shall notify CONTRACTOR in writing of changes in the insurance requirements. If CONTRACTOR does not deposit copies of acceptable certificates of insurance and endorsements with DIRECTOR incorporating such changes within thirty (30) days of receipt of such notice, this Agreement may be in breach without further notice to CONTRACTOR, and COUNTY shall be entitled to all legal remedies.

(r) The procuring of such required policy or policies of insurance shall not be construed to limit CONTRACTOR'S liability hereunder or to fulfill the indemnification provisions and requirements of this Agreement.

(s) The County of Orange Certificate of Insurance and the Special Endorsement for the County of Orange can be utilized to verify compliance with the above-mentioned insurance requirements in place of commercial insurance certificates and endorsements.

**Required insurance information/documentation should be forwarded to:**

**Orange County Workforce Investment Board  
1300 South Grand, Bldg. B, 3<sup>rd</sup> Floor  
Santa Ana, CA 92705  
Attention: Operations & Programs Management**

**ORANGE COUNTY WORKFORCE INVESTMENT AREA**

**WIA Title I – Youth Individual Service Plan**

**Date:** \_\_\_\_\_

**Age:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**Case Manager's Name:** \_\_\_\_\_

**OBJECTIVE ASSESSMENT**

MIS Activity Code 71

MIS Goal Codes 001, 002, 003, 004, 005, 006, 013, 015

**EDUCATION:**

**Current Grade Level:** \_\_\_\_\_

School Attending:  Comprehensive  Alternative Ed  Community College  Drop-Out

**BASIC SKILLS/GRADE LEVEL:**

\_\_\_ ABLE \_\_\_ TABE \_\_\_ CASAS \_\_\_ WRAT \_\_\_ Other Date Tested: \_\_\_\_\_

Reading Grade Level: \_\_\_\_\_ Math Grade Level: \_\_\_\_\_

Assessment Recommendation (include remediation plan): \_\_\_\_\_

**Basic Skills Activity: Start Date** \_\_\_\_\_ **End Date** \_\_\_\_\_

EWIE Form – Codes Being Used

MIS Activity Code \_\_\_\_\_ MIS Goal Code \_\_\_\_\_

**WORK HISTORY (include VOLUNTEER WORK)**

Dates	Employer	Position/Duties	Wage

**Labor Market Awareness**

MIS Activity Code **72** -- MIS Goal Code **010**

Career Goal: \_\_\_\_\_

Youth will conduct Labor Market Information research by: Date\_\_\_\_\_ Completed: YES NO

EWIE Form – Code Being Used: MIS Activity Code\_\_\_\_\_ MIS Goal Code\_\_\_\_\_

**Non-Traditional Jobs for Men and Women:**

Youth is interested in training for non-traditional employment opportunities.  
Non-Traditional Employment interest:\_\_\_\_\_

Youth is not interested in training for a non-traditional occupation.

Youth requested more information: Information Given Verbal Written Date:\_\_\_\_\_

**INDIVIDUAL SERVICE PLAN**

Asset Inventory

Youth Asset Development	Planned Activity	Outcome	Dates
<input type="checkbox"/> Basic Skills Deficient			Start: End:
<input type="checkbox"/> Out of School Youth			Start: End:
<input type="checkbox"/> High School Drop-out			Start: End:
<input type="checkbox"/> Foster Child/Living In Group Home			Start: End:
<input type="checkbox"/> Emancipated Youth			Start: End:
<input type="checkbox"/> Pregnant/Parenting Teen			Start: End:
<input type="checkbox"/> Runaway/Homeless			Start: End:
<input type="checkbox"/> Gang Affiliated			Start: End:
<input type="checkbox"/> Ex-offender			Start: End:
<input type="checkbox"/> Substance Abuse			Start: End:
<input type="checkbox"/> Family Drug /Alcohol			Start: End:
<input type="checkbox"/> Child Abuse			Start: End:
<input type="checkbox"/> Emotional, Medical, or Psychological Issue			Start: End:
<input type="checkbox"/> Lack of Child Care			Start: End:
<input type="checkbox"/> Deficient in Occupational Skills			Start: End:
<input type="checkbox"/> Requires Additional Assistance			Start: End:

**PLANNED ACTIVITIES**

Circle appropriate MIS Codes as they relate to the youth's activities

Activity	Progress/Update	Outcome	Date
<input type="checkbox"/> Tutoring, Study Skills Training (MIS Activity Code 71/Goal Codes 001, 002, 003, 004, 005, 006, 013, 015)			
			Start: End:
<input type="checkbox"/> Alternative School Services (MIS Activity Code 71/Goal Code 015)			
			Start: End:
<input type="checkbox"/> Summer Employment <input type="checkbox"/> WIA <input type="checkbox"/> Non-WIA (MIS Activity Code 70, 75 (for TANF Summer Activity)/Goal Code 007)			
			Start: End:
<input type="checkbox"/> <b>Occupational Skills Training</b> (MIS Activity Code 72/Goal Code 007, 008, 016, 019)			
			Start: End:
<input type="checkbox"/> Paid/Unpaid Work Experience (MIS Activity Code 72/Goal Code 007, 008)			
			Start: End:
<input type="checkbox"/> Leadership Development (MIS Activity Code 73/Goal Code 014)			
			Start: End:
<input type="checkbox"/> Supportive Services (MIS Activity Code 81/link to primary goal code)			
			Start: End:
<input type="checkbox"/> Adult Mentoring (MIS Activity Code 74/Goal Code 020)			
			Start: End:
<input type="checkbox"/> Follow Up Activity			
			Start: End:
<input type="checkbox"/> Comprehensive Guidance & Counseling (MIS Activity Code 74/Goal Code 006)			
			Start: End:
<input type="checkbox"/> <b>Work Readiness</b> (MIS Activity Codes 72, 73, 74/Goal Codes 009, 010, 011, 012, 014, 017, 018, 020)			
			Start: End:

NOTE: Youth will have access to above program elements/activities based on youth's needs.

**Goals**

Check-Off appropriate MIS Goal Code as it applies to youth's goals  
**Note:** (1) Goals must be achieved within 12 months of the date the goal was set. (5) For younger youth: If participant is basic skills deficient, then primary goal must address basic skills.  
 (2) Minimum of one goal/Maximum of 3 goals per year.  
 (3) Any combination of 'skill' goals may be set.  
 (4) Goal(s) must be specific and measurable

**Basic Skills Goal**

Goal Type #1  **Primary (1)**  **Secondary (2)**

MIS Goal Code  001  002  003  004  005  006  013  015

DATE: \_\_\_\_\_

1. \_\_\_\_\_ Set: \_\_\_\_\_ Achieved: \_\_\_\_\_

2. \_\_\_\_\_ Set: \_\_\_\_\_ Achieved: \_\_\_\_\_

3. \_\_\_\_\_ Set: \_\_\_\_\_ Achieved: \_\_\_\_\_

**Occupational Skills**

Goal Type #2  **Primary (1)**  **Secondary (2)**

MIS Goal Code  007  008  016  019

DATE: \_\_\_\_\_

1. \_\_\_\_\_ Set: \_\_\_\_\_ Achieved: \_\_\_\_\_

2. \_\_\_\_\_ Set: \_\_\_\_\_ Achieved: \_\_\_\_\_

3. \_\_\_\_\_ Set: \_\_\_\_\_ Achieved: \_\_\_\_\_

**Work Readiness**

Goal Type #3  **Primary (1)**  **Secondary (2)**

MIS Goal Code 009  010  011  012  014  017  018  020

DATE: \_\_\_\_\_

1. \_\_\_\_\_ Set: \_\_\_\_\_ Achieved: \_\_\_\_\_

2. \_\_\_\_\_ Set: \_\_\_\_\_ Achieved: \_\_\_\_\_

3. \_\_\_\_\_ Set: \_\_\_\_\_ Achieved: \_\_\_\_\_

**Projected Outcomes**  
**Youth Ages 14-18**

Basic Skills Attainment  
 Job Readiness Skills Attainment

High School Diploma/GED Attainment  
 Enter into Post –Secondary Ed.  
 or  
 Advanced training  
 or  
 Placement in military services  
 or  
 Employment  
 or  
 Qualified apprenticeship  
 Retention Post-Secondary Ed.,  
 Advanced training (6 months after entry)  
 Retention in military services,  
 employment or qualified apprenticeship  
 (6 months after entry)

**Youth Ages 19-21**  
 Enter into Unsubsidized employment  
 Employer: \_\_\_\_\_  
 Date Employed \_\_\_\_\_  
 Entry Wage: \_\_\_\_\_

Unsubsidized job retention (6 months after entry)  
 Earnings received in unsubsidized employment (6 months after entry)  
 Attain credential relating to achievement of educational skills  
 Credential: \_\_\_\_\_



Follow-Up Activities		
Follow-Up	Date	Comments:
30 Days		
60 Days		
90 Days (1 <sup>st</sup> Quarter)		
2 <sup>nd</sup> Quarter Month of _____ Month of _____ Month of _____		
3 <sup>rd</sup> Quarter Month of _____ Month of _____ Month of _____		
4 <sup>th</sup> Quarter Month of _____ Month of _____ Month of _____		

**Exit**  
Date: \_\_\_\_\_

**Follow-Up**  
**Examples**

**SCHOOL BASED**

Job Shadowing  
Youth Day  
Group Meetings  
One-on-One Meetings  
Phone Calls  
Adult Mentoring  
Peer Mentoring  
Team Leadership  
Educational Opportunity  
Other \_\_\_\_\_

**WORK BASED**

Employer Contact  
Job Search Assistance  
Other \_\_\_\_\_

***NOTES:***

- 1) Ensure to follow up with participants on a monthly basis or more often as needed.
- 2) State reporting requires four quarters of follow up.

9/22/03 Revised