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**INVITATION FOR BID**

**Workforce Innovation and Opportunity Act Youth Program Elements**

Date Available: October 13, 2015 4:00 PM

Closing Date: OPEN

Procurement Officer: Chad Pettera

Telephone: 316-771-6600

E-Mail Address: chad@workforce-ks.com

Web Address: http://www.workforce-ks.com

**Item: Youth Program Elements**

Agency: The Workforce Alliance of South Central Kansas

Location: Butler, Cowley, Harper, Kingman, Sedgwick, Sumner Counties, Kansas

Scope: The Workforce Alliance of South Central Kansas is requesting bids from private or public sector entities (“bidders”) to provide certain elements to Workforce Innovation and Opportunity Act Youth Program (Youth Program) participants. This Invitation for Bid (IFB) is a formal invitation to bidders to submit bids in accordance with the requirements, specifications, and bid format instructions described herein.

#### READ THIS INVITATION CAREFULLY

***Failure to abide by all of the conditions and requirements of this Invitation for Bids may result in the rejection of a bid.***

INVITATION FOR BID

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**SECTION I**

**CONDITIONS TO SUBMITTING BID(S)**

**1.1** **Inquiries:** All inquiries, written or verbal, shall be directed to the Workforce Alliance.

**Chad Pettera**

**Workforce Alliance of South Central Kansas**

**300 W. Douglas, Suite 850**

**Wichita, Kansas 67202**

Telephone: 316-771-6600

Facsimile: 316-771-6690

E-mail Address: [Chad@workforce-ks.com](mailto:Chad@workforce-ks.com)

Communication is prohibited between the Contractors, its employees, representatives, or agents, and any Workforce Alliance employee, representative, or agent, other than as stated above, regarding this Invitation except with designated participants in attendance **ONLY DURING:**

Negotiations

Contract Signing

As otherwise specified in this Invitation

Violations of this provision by the bidder or Workforce Alliance personnel may result in the rejection of the bid.

**1.2** **Negotiated Procurement:** Final evaluation and award is made by the Workforce Alliance.

**1.3** **Appearance Before Committee:** Any, all, or no bidders may be required to appear before the Workforce Alliance to explain their understanding and approach to the project and/or respond to questions from the Workforce Alliance concerning the bid; or, the Workforce Alliance may award to the low bidder without conducting negotiations. The Workforce Alliance reserves the right to request information from bidders as needed. If information is requested, the Workforce Alliance is not required to request the information of all bidders.

Bidders selected to participate in negotiations may be given an opportunity to submit a best and final offer to the Workforce Alliance. Prior to a specified cut‑off time for best and final offers, bidders may submit revisions to their technical and cost bids. Meetings before the Workforce Alliance are subject to the Open Meetings Act. Bidders are prohibited from electronically recording these meetings. All information received prior to the cut‑off time will be considered part of the best and final offer.

No additional revisions shall be made after the specified cut‑off time unless requested by the Workforce Alliance

**1.4** **Cost of Preparing a Bid:** The cost of developing and submitting a bid is entirely the responsibility of the Contractor. This includes costs to determine the nature of the engagement, preparation of the bid, submitting the bid, negotiating for the contract and other costs associated with this Invitation. All responses will become the property of the Workforce Alliance of South Central Kansas and will be a matter of public record subsequent to signing of the contract or rejection of all bids.

**1.5** **Criteria for Evaluating Bids:** The Workforce Alliance shall make the Award in the best interest of the Alliance.

All bids submitted in response to the IFB will be evaluated by the Workforce Alliance using the following criteria and factors (listed in no particular order of importance):

1.5.1 Experience and Qualifications. The Contractor will be scored on experience in providing services to Youth with knowledge of the United States Workforce Innovation and Opportunity Act.

1.5.2 **Youth with Low Incomes and Barriers to Education and Employment**. Bidders will be scored based on knowledge and experience working with individuals aged 14-24 who are low-income and have barriers to education and employment.

1.5.3 Price of Bid. The WA expects the Contractor to provide existing services to Youth participants who are in need of the service at a rate and level not exceeding that which is available to any person seeking services independently. If services are available at no charge to any person seeking services independently, no charge shall be levied to Youth participants.

1.5.4 Timing of Delivery. The numbers of participants who will utilize the proposed service(s) are unknown, as services are determined on an individual basis per the participants’ needs. Not all participants will be in need of all services.

1.5.5 Technical Response. The extent to which the Contractor effectively demonstrates an understanding of the needs of the Workforce Alliance, as described in this IFB.

1.5.6 Response Format and Completeness. Adequacy and completeness of the bid is required and carries an important weighting in the evaluation of all bids. The bid is to be complete, clear, and understandable. Pages are to be consecutively numbered.

1.5.7 Financial Ability. The Contractors demonstrated financial ability to implement, manage and maintain the proposed offering.

**1.6** **Acceptance or Rejection:** The Workforce Alliance reserves the right to accept or reject any or all bids or part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; modify any criteria in this Invitation; and unless otherwise specified, to accept any item in a bid.

**1.7** **Contract Formation:** No contract shall be considered to have been entered into by the Workforce Alliance until all statutorily required signatures and certifications have been rendered; and a written contract has been signed by the successful Contractor.

**1.8** **Open Records Act (K.S.A**. **45-205 et seq.):** All bids become the property of the Workforce Alliance of South Central Kansas. All information contained in bids will become open for public review once a contract is signed or all bids are rejected.

**1.9** **Federal, State and Local Taxes‑Governmental Entity:** Unless otherwise specified, the bid price shall include all applicable federal, state and local taxes. The successful Contractor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Invitation.

**1.10** **Debarment of Contractors.** Any Contractor who defaults on delivery as defined in this Invitation may, be barred (a) after reasonable notice to the person involved and reasonable opportunity for that person to be heard, the president/CEO after consultation with the attorney of record for the Workforce Alliance to debar a person for cause from consideration for award of contracts. The debarment shall not be for a period exceeding three years. The president/CEO, after consultation with the attorney, shall have authority to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity, which might lead to debarment. The suspension shall not be for a period exceeding three months unless an indictment has been issued for an offense which would be a cause for debarment under subsection (b), in which case the suspension shall, at the request of the attorney remain in effect until after the trial of the suspended person.

**1.11** **Insurance:** The Alliance shall not be required to purchase any insurance against loss or damage to any personal property nor shall the Alliance establish a "self‑insurance" fund to protect against any loss or damage. Subject to the provisions of the Kansas Tort Claims Act, the bidder shall bear the risk of any loss or damage to any personal property provided by bidder. Certificate of insurance proving coverage of property, occupants, invitees, building, and the environment must be provided to the Workforce Alliance.

**SECTION II**

**BID INSTRUCTIONS**

**2.1** **Preparation of Bid**. The Workforce Alliance has the right to rely on any price quotes provided by Contractors. The Contractor shall be responsible for any mathematical error in price quotes. The Alliance reserves the right to reject bids which contain errors.

The Contractor must submit the required bid sheet(s) for service(s) and a signature sheet (all available at <http://workforce-ks.com> under the About and RFP Tab) for which the Contractor wants to provide. Contractor must also submit information about the agency to support the agencies record and abilities to provide such services.

The Workforce Alliance of South Central Kansas is relieved of any responsibility if the Contractor fails to comply with this requirement.

A bid shall not be considered for award if the price in the cost was not arrived at independently and without collusion, consultation, communication or agreement as to any matter related to price with any other bidder, competitor, or Alliance employee.

**2.2** **Signature of Bid:** Each Contractor shall complete the required signature sheet located with the RFP materials on the website. Complete mailing address of the Contractor and be signed by an authorized representative by original signature with his or her name and legal title typed below the signature line. FEIN and/or DUNs numbers are required for debarment certification. Each bid shall include the Contractors social security number or Federal Employer's Identification Number.

**2.3** **Acknowledgment of Addenda:** The Alliance reserves the right to change the acquisition schedule and amend the IFB. If it becomes necessary to revise any part of the IFB, an Addendum shall be published at [www.workforce-ks.com](http://www.workforce-ks.com) under the About and RFP Tab. All Contractors shall include acknowledgment of all Addenda as part of their bid. Failure to acknowledge Addenda may be grounds for disqualification of the bid.

**2.4** **Modification of Bid:** A Contractor may modify a bid by letter or by email transmission at any time.

**2.5** **Withdrawal of Bids:**  A bid may be withdrawn on written request from the Contractor to the Workforce Alliance contact person.

**2.6** **Contractor Disclosures:** Only the names of those who submitted bids shall be made public information. No price information will be released.

Contractor results will not be given to individuals over the telephone. Results may be obtained after contract finalization by obtaining bid tabulation from the Workforce Alliance.

Copies of individual bids may be obtained under the Kansas Open Records Act by emailing [chad@workforce-ks.com](mailto:chad@workforce-ks.com) to request an estimate of the cost to reproduce and post the documents and remitting that amount with a written request to the above address, or a bidder may make an appointment by calling the above number to view the bid file. Upon receipt of the funds, the documents will be emailed. Information in bid files shall not be released until a contract has been executed or all bids have been rejected.

**2.7 Notice of Award:** An award is made on execution of the written contract by all parties. Only the Alliance is authorized to issue news releases relating to this Invitation, its evaluation, award and/or performance of the contract.

**2.8** **Additional Bids**: Contractors may submit only one bid. However, the Contractor may propose to provide any one service or combination of services.

**SECTION III**

**SCOPE OF INVITATION**

##### 3.1 scope and Background

The purpose of this IFB is to secure contractors which can provide Youth element services to WIOA Youth Program participants in Butler, Cowley, Harper, Kingman, Sedgwick, and Sumner counties in need of such services. The WA intends to compile an approved contractors list indicating the name and location of successful bidder(s) and the activities the successful Contractor(s) will provide to Youth participants.

The numbers of participants who will utilize the proposed service(s) are unknown, as services are determined on an individual basis per the participants’ needs.

The WA expects the bidder to provide existing services to Youth participants who are in need of the service at a rate and level not exceeding that which is available to any person seeking services independently. If services are available at no charge to any person seeking services independently, no charge shall be levied to Youth participants.

Bids will be reviewed monthly and the Board or Committee of the Board will make a final decision on contract awards. Contracts will have to be in place between the contractor and the WA for any youth participant to be eligible for Youth element services through a contractor.

**SCOPE**

**Description of Services Sought**

Services available for bid are:

1. **Tutoring, Study Skills Training and Instruction, and Evidence-Based Dropout Prevention and Recovery Strategies**

The objective of tutoring, study skills training, and evidence-based dropout prevention and recovery strategies is to provide guidance and instruction to prepare and lead the participant to completion of the requirements for a secondary school diploma or it’s recognized equivalent or for a recognized post-secondary credential. These services will be provided at a Workforce Center or agreed upon public locations.

Tutoring

Tutoring may include structured programs/sessions that offer instruction leading to completion of high school and/or an increase in basic skills.

Study Skills Training and Instruction

Study skills training and instruction may include the following: assisting young people to judge how much time an activity will take by using homework schedules; identifying time and place for homework that is relatively free from distraction; developing plans for breaking large assignments into smaller tasks; e.g. note-taking, outlining, summarizing, memory aides, organization, and test-taking strategies.

Drop-out Prevention and Recovery Strategies

Drop-out prevention strategies may include the following: efforts made on continual basis to engage youth participants in school-based activities; importance of education to self-sufficient employment; violence prevention; conflict resolution; school safety planning; impulse control; increasing parental involvement.

1. **Work Experience (Paid or Unpaid)**

The objective of work experience is to assist the participant in gaining work readiness skills and in making decisions regarding academic and career choices.

Work Experiences include planned, structured learning experiences that take place in a workplace for a limited time. The purpose is to provide the participant with the opportunities for career exploration and skill development. A work experience can take place in the private for-profit sector, non-profit sector, or the public sector. This may include internships, summer employment, job shadows, pre-apprenticeship, on-the-job training, entrepreneurship, and other elements designed to achieve the goals of work experiences. All youth participants will be paid at least minimum wage of $7.25 per hour for work performed. Contractor must provide a set cost of reimbursement based on occupational codes.

The Contractor will be the employer of record and perform the following:

1) Perform Job Interviews of participants forwarded to the Contractor by WA

2) Complete all New Hire Paperwork

3) Provide any orientation and training for participants

4) Assist WA with the placement of participants at work sites

5) Maintain Payroll and personnel records; withhold and transmit payroll taxes; making unemployment contributions; handling unemployment and workers’ compensation claims.

6) Provide screening or testing required by worksites (examples: drug testing, TB Testing, Background checks, etc.)

7) Notify WA of any accidents or incidents on job sites

8) Will ensure all placed participants maintain a safe worksite and OSHA Compliance

9) Provide payroll reports and documentation to the WA

10) Provide copies of employee files to WA

11) Invoice WA for services provided in a timely manner

1. **Adult Mentoring**

The objective of adult mentoring is to encourage young adults to reach their potential through supportive relationships.

Adult Mentoring must:

* + Last at least 12 months
  + Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee
  + Include a mentor who is an adult other than the assigned youth case manager
  + The WA will match the youth with an individual mentor with whom the youth participant interacts on a face-to-face basis

Mentoring may include workplace mentoring where the WA matches a youth participant with an employer or employee of a company

1. **Alternative Secondary School**

The objective of Alternative Secondary School is to offer testing for out-of-school youth, so they are able to earn a GED or a recognized certification. Alternative Secondary School may include GED preparation, GED testing, basic skill remediation, and English as a Second Language (ESL) but is not required.

1. **Counseling**

The objective of counseling is to address issues that may prevent a participant from reaching personal, education, and employment goals.

Counseling shall include career and academic, mental health, drug abuse, and alcohol abuse counseling as appropriate to the needs of the participants.

1. **Leadership Development**

The objective of leadership development is to guide young adults toward becoming mature adults, good neighbors and conscientious citizens by encouraging responsibility, confidence, self-determination, employability and other positive social behaviors.

Leadership development opportunities shall include group activities that provide training critical to the process of selecting, obtaining, and maintaining employment; community service projects, civic engagement activities, peer-centered activities, training topics that may include organizational and team work, decision making, work readiness skills, life skills, conflict resolution and problem solving, and improving self-image; and any other leadership activities that place youth in a leadership role.

1. **Education offered Concurrently with and in the same Context as Workforce Preparation Activities and Training for a Specific Occupation or Occupational Cluster**

The objective of education offered concurrently with and in the same context as Workforce preparation activities and training for a specific occupation or occupation cluster is to prepare youth participants for the workforce and allow them to gain the necessary academic skills needed for their occupation.

This program element reflects the integrated education and training model and requires integrated education and training to occur concurrently and contextually with workforce preparation activities and workforce training. Some activities that would achieve this goal would be workforce preparations activities and basic academic skills.

1. **Financial Literacy Education**

The objective of financial literacy education is to provide youth participants with training to help them gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability.

Financial literacy education activities may include:

* + Creation of budgets, initiation of checking and savings accounts at banks, and making informed financial decisions
  + Education on how to effectively manage spending, credit, and debt such as student loans, credit cards, etc
  + Teaching participants about the significance of credit reports and credit scores, their rights regarding this information, how to improve scores, and how to maintain good credit
  + Educating participants about identity theft, ways to protect oneself, and how to resolve cases of theft
  + Supporting activities that address particular financial literacy needs of non-English speakers
  + Any other approaches or activities to help participants gain financial security and independence

1. **Entrepreneurial Skills Training**

The objective of entrepreneurial skills training is to provide education and training to youth participants in order for them to gain basic knowledge of starting and operating a small business.

Training must develop the skills associated with entrepreneurship. Such skills can include:

Taking initiative, creatively seeking out and identifying business opportunities, developing budgets and forecasting resource needs, understanding various options for acquiring capital and the trade-offs associated with each option, and marketing oneself.

Approaches to teaching youth participant’s entrepreneurship skills can include:

Education that provides an introduction to the values and basics of starting and running a business, the development of a business plan, simulations of business start-up and operations, enterprise development that allows youth to develop their own business, and experiential programs that provide youth participants with experiences in the day-to-day operation of a business.

1. **Activities that Help Youth Prepare for and Transition to Post-Secondary Education and Training**

The objective of this element is to administer activities that will help youth participants prepare for and transition to post-secondary education, or to prepare for and transition into training in order for youth participants to be confident and successful in moving forward in their future.

1. **Labor Market and Employment Information about In-Demand Industry Sectors or Occupations Available in the Local Area**

The objective of Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local areas is to help youth gain the necessary knowledge about careers that are available to them in the local area.

Labor market and employment information can include: Career awareness, career counseling, and career exploration.

1. **Occupational Skills Training**

The objective of occupational skills training is to assist the participant in obtaining skills required to ensure self-sufficient employment.

Occupational skills training is defined as an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

Occupational skills training must be: outcome-oriented and focused on an occupational goal, be of sufficient duration to impart the skills needed to meet the occupational goal, and result in attainment of a recognized post-secondary credential, associate degree, bachelor degree, or a skill recognized by employers in accordance with the United States Department of Labor definitions.

Duties of Contractor for All Services:

1) Provide services to Youth participants who are referred by the WA in accordance with this IFB

2) Complete WA forms and paperwork as requested

3) Invoice WA for services provided in a timely manner. Invoices shall include documentation of participant

attendance.

Duties of WA:

1) Determine eligibility and enroll participants

2) Refer participants to Contractor for services

3) Process Invoices from Contractor in a timely manner

4) Monitor activities of Contractor for compliance and outcomes

**Background of the Youth Program**

The Youth Program serves a mix of out of school and in school youth between the ages of 14-24 with a mix of barriers to education and employment. The majority of the participants in the program, at least 75%, are out of school youth.

**Out of School Youth are as follows:**

* Between the ages of 16 and 24
* Not attending any school
* Eligible to work in the United States
* One of the following options
  + School dropout
  + 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
  + An individual who is subject to the juvenile or adult justice system
  + A homeless individual, homeless child, or youth
  + A runaway
  + In foster care or has aged out of the foster care system
  + A child eligible for assistance under Section 477 of the Social Security Act
  + An out of home placement
  + Pregnant or parenting
  + Individual with a disability
  + Recipient of a secondary school diploma or its recognized equivalent and is low income and basic skills deficient or an English language learner
  + Low income individual who requires additional assistance to enter or complete an educational program or to secure and hold employment

**In School Youth are as follows:**

* Between the ages of 14 and 21
* Attending school, either secondary or post-secondary
* Eligible to work in the United States
* Low income
* One of the following options
  + Basic skills deficient
  + An English language learner
  + Offender
  + A homeless individual, homeless child or youth
  + A runaway
  + In foster care or has aged out of the foster care system
  + A child eligible for assistance under Section 477 of the Social Security Act
  + An out of home placement
  + Pregnant or parenting
  + Individual with a disability
  + Individual who requires additional assistance to complete an educational program or to secure and hold employment, eligibility under this option is limited to 5% of in school youth

**Attachment A-- Certificate of Debarment and Suspension**

**WORKFORCE ALLIANCE SERVICE PROVIDER**

**CERTIFICATE OF DEBARMENT AND SUSPENSION**

Contractor:

DEBARMENT AND SUSPENSE REGULATIONS

Bidders and their Contractors are to require applicants for Federal assistance funds to submit a Certification of Debarment and Suspension. Sub-recipients and their sub-grantees may reply on the certification document and are not required to check the List of Parties Excluded from Procurement of Non-Procurement Programs prior to approving contract. The Certificate, however, must be on file with the Sub-recipient for each covered transaction.

**COVERAGE:** Covered transactions include, but are not limited to, grants, cooperative agreements, payment or specified use and subcontracts. Non-mandatory awards to Sub-recipients are also covered by the regulations, e.g. competitive awards to Sub-recipients.

Sub-tier grantees are those below the level where funding is an entitlement of is mandatory. These include all grantees other than States, State agencies and LAs. The requirement to obtain a signed certificate is only for procurement of more than $25,000.00 except for procurement of services, regardless of the amount, under which the person providing the services will have critical influence on or substantive control over the covered transaction.

**EXCEPTIONS:** Exempt from the regulations are: 1) Grants which are statutory entitlements or mandatory awards. 2) Procurements (contracts) of goods or services for amount less than $25,000.00 are exempt from the regulations except in those instances in which the person providing the services will have a critical influence or substantive control over the transaction. If the Sub-recipient has individual contracts of less that $25,000.00 with a specific Contractor, but when the individual contracts are added together total more than $25,000.00, the Sub-recipient is required to secure a Certificate of Debarment and Suspension from the Contractor.

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| **CERTIFICATION OF DEBARMENT, SUSPENSION,**  **INELIGIBILITY AND VOLUNTARY EXCLUSION**  **LOWER TIER COVERED TRANSACTIONS** |
| This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part of the May 26, 1988, Federal Register pages 19160-19211.  The prospective recipient of federal assistance funds certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by any federal department or agency.  Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such a prospective participant shall attach an explanation to this bid.       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name (print) and Title of Authorized Official  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date |

**Attachment B—Equal Opportunity**

**REVISED NON‑DISCRIMINATION AND**

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM**

**REQUIREMENTS** **STATEMENT FOR CONTRACTS OR AGREEMENTS**

During the term of this contract, the contractor or subcontractor, contractor or supplier of the WA, by whatever term identified herein, shall comply with the following Non‑Discrimination‑‑Equal Employment Opportunity/Affirmative Action Program Requirements:

A. During the performance of this contract, the contractor, subcontractor, contractor or supplier of the WA, or any of its agencies, shall comply with all the provisions of the Civil Rights Act of 1964, as amended: The Equal Employment Opportunity Act of 1972; Presidential Executive Orders 11246, 11375, 11131; Part 60 of Title 41 of the Code of Federal Regulations; the Age Discrimination in Employment Act of 1967; the Americans with Disabilities Act of 1990 and laws, regulations or amendments as may be promulgated thereunder.

B. Requirements of the State of Kansas:

1. The contractor shall observe the provisions of the Kansas Act against Discrimination (Kansas Statutes Annotated 44‑1001, et seq.) and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, and age except where age is a bona fide occupational qualification, national origin or ancestry;

2. In all solicitations or advertisements for employees, the contractor shall include the phrase, "Equal Opportunity Employer", or a similar phrase to be approved by the "Kansas Human Rights Commission";

3. If the contractor fails to comply with the manner in which the contractor reports to the "Kansas Human Rights Commission" in accordance with the provisions of K.S.A. 1976 Supp. 44‑1031, as amended, the contractor shall be deemed to have breached this contract and it may be canceled, terminated or suspended in whole or in part by the contracting agency;

4. If the contractor is found guilty of a violation of the Kansas Act against Discrimination under a decision or order of the "Kansas Human Rights Commission" which has become final, the contractor shall be deemed to have breached the present contract, and it may be canceled, terminated or suspended in whole or in part by the contracting agency;

5. The contractor shall include the provisions of Paragraphs 1 through 4 inclusive, of this Subsection B, in every subcontract or purchase so that such provisions will be binding upon such subcontractor or contractor.

C. Requirements of the WA, relating to Non-Discrimination ‑‑ Equal Employment Opportunity/Affirmative Action Program Requirements:

1. The contractor, supplier, contractor or subcontractor shall practice Non-Discrimination ‑‑ Equal Employment Opportunity in all employment relations, including but not limited to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor, supplier, contractor or subcontractor shall submit an Equal Employment Opportunity or Affirmative Action Program, when required, to the WA, Kansas, in accordance with the guidelines established for review and evaluation;

2. The contractor, supplier, contractor or subcontractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, supplier, contractor or subcontractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, "disability, and age except where age is a bona fide occupational qualification", national origin or ancestry. In all solicitations or advertisements for employees the contractor, supplier, contractor or subcontractor shall include the phrase, "Equal Opportunity Employer", or a similar phrase;

3. The contractor, supplier, contractor or subcontractor will furnish all information and reports required by the WA for the purpose of investigation to ascertain compliance with Non‑Discrimination ‑‑ Equal Employment Opportunity Requirements. If the contractor, supplier, contractor, or subcontractor fails to comply with the manner in which he/she or it reports to the WA in accordance with the provisions hereof, the contractor, supplier, contractor or subcontractor shall be deemed to have breached the present contract, purchase order or agreement and it may be canceled, terminated or suspended in whole or in part by the WA, and further Civil Rights complaints, or investigations may be referred to the State;

1. The contractor, supplier, contractor or subcontractor shall include the provisions of Subsections 1 through 3 inclusive, of this present section in every subcontract, sub-purchase order or sub-agreement so that such provisions will be binding upon each subcontractor, subcontractor or sub supplier.
2. If the contractor fails to comply with the manner in which the contractor reports to the Department of Finance as stated above, the contractor shall be deemed to have breached this contract and it may be canceled, terminated or suspended in whole or in part by the contracting agency;

D. Exempted from these requirements are:

* + 1. Those contractors, subcontractors, contractors or suppliers who have less than four (4)

employees, whose contracts, purchase orders or agreements cumulatively total less

than five thousand dollars ($5,000) during the fiscal year of WA are exempt from

any further Equal Employment Opportunity or Affirmative Action Program submittal.

2. Those contractors, suppliers, contractors or subcontractors who have already complied with the

provisions set forth in this section by reason of holding a contract with the Federal government

or contract involving Federal funds; provided that such contractor, subcontractor, contractor or

supplier provides written notification of a compliance review and determination of an

acceptable compliance posture within a preceding forty‑five (45) day period from the Federal

agency involved.

Attachment: Tutoring

**Workforce Alliance of South Central Kansas**

**IFB Youth Program Elements PY2015  
Invitation for Bid Sheet**

The Workforce Alliance (WA) is developing a menu of services (elements) and a list of approved service providers for Workforce Innovation and Opportunity Act Youth participants. Please complete an Invitation for Bid sheet for each service you wish to provide.

|  |  |  |
| --- | --- | --- |
| Bidder Name: |  | |
| **1. TUTORING** | | |
| The objective of tutoring is to provide guidance and instruction to prepare and lead the participant to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential. | | |
| What is your current ***tutoring*** service capacity? | |  |
| How many openings for ***tutoring*** services do you currently have? | |  |
| Is there a waiting list for your ***tutoring*** services? If yes, what is the average wait time for services? | |  |
| Please indicate counties where you provide ***tutoring*** services. | |  |
| What is the cost for ***tutoring*** services? Please indicate if cost is per client, per hour, per service, etc. | |  |
| Please provide a description of your ***tutoring*** services. Please indicate whether services are provided individually or in a group. | | |
|  | | |

Attachment: Study Skills Training and Instruction

**Workforce Alliance of South Central Kansas**

**IFB Youth Program Elements PY2015  
Invitation for Bid Sheet**

The Workforce Alliance (WA) is developing a menu of services (elements) and a list of approved service providers for Workforce Innovation and Opportunity Act Youth participants. Please complete an Invitation for Bid sheet for each service you wish to provide.

|  |  |  |
| --- | --- | --- |
| Bidder Name: |  | |
| **2. STUDY SKILLS TRAINING AND INSTRUCTION** | | |
| Study skills training and instruction may include the following: assisting young people to judge how much time an activity will take by using homework schedules; identifying time and place for homework that is relatively free from distraction; developing plans for breaking large assignments into smaller tasks; e.g. note-taking, outlining, summarizing, memory aides, organization, and test-taking strategies. | | |
| What is your current ***study skills training and instruction*** service capacity? | |  |
| How many openings for ***study skills training and instruction*** services do you currently have? | |  |
| Is there a waiting list for your ***study skills training and instruction*** services? If yes, what is the average wait time for services? | |  |
| Please indicate counties where you provide ***study skills training and instruction*** services. | |  |
| What is the cost for ***study skills training and instruction*** services? Please indicate if cost is per client, per hour, per service, etc. | |  |
| Please provide a description of your ***study skills training and instruction*** services. Please indicate whether services are provided individually or in a group. | | |
|  | | |

Attachment: Drop-Out Prevention and Recovery Strategies

**Workforce Alliance of South Central Kansas**

**IFB Youth Program Elements PY2015  
Invitation for Bid Sheet**

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| Bidder Name: |  | |
| **3. DROP-OUT PREVENTION AND RECOVERY STRATEGIES** | | |
| Drop-out prevention strategies may include the following: efforts made on continual basis to engage youth participants in school-based activities; importance of education to self-sufficient employment; violence prevention; conflict resolution; school safety planning; impulse control; increasing parental involvement. | | |
| What is your current ***drop-out prevention and recovery strategies*** service capacity? | |  |
| How many openings for ***drop-out prevention and recovery strategies*** services do you currently have? | |  |
| Is there a waiting list for your ***drop-out prevention and recovery strategies*** services? If yes, what is the average wait time for services? | |  |
| Please indicate counties where you provide ***drop-out prevention and recovery strategies*** services. | |  |
| What is the cost for ***drop-out prevention and recovery strategies*** services? Please indicate if cost is per client, per hour, per service, etc. | |  |
| Please provide a description of your ***drop-out prevention and recovery strategies*** services. Please indicate whether services are provided individually or in a group. | | |
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Attachment: Work Experience

**Workforce Alliance of South Central Kansas   
IFB Youth Program Elements PY2015  
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| Bidder Name: |  | |
| **4. WORK EXPERIENCE** | | |
| The objective of work experience is to assist the participant in gaining work readiness skills and in making decisions regarding academic and career choices.  Work Experiences include planned, structured learning experiences that take place in a workplace for a limited time. The purpose is to provide the participant with the opportunities for career exploration and skill development. This may include internships, summer employment, job shadows, pre-apprenticeship, on-the-job training, entrepreneurship, and other elements designed to achieve the goals of work experiences. | | |
| What is your current ***work experience*** service capacity? | |  |
| How many openings for ***work experience*** services do you currently have? | |  |
| Is there a waiting list for your ***work experience*** services? If yes, what is the average wait time for services? | |  |
| Please indicate counties where you provide ***work experience*** services. | |  |
| What is the cost for ***work experience*** services? Please indicate if cost is per client, per hour, per service, etc. | |  |
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Attachment: Adult Mentoring

**Workforce Alliance of South Central Kansas**

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| Bidder Name: |  | |
| **5. Adult Mentoring** | | |
| The objective of adult mentoring is to encourage young people to reach their potential through supportive relationships.  Adult mentoring is defined as an adult who provides support, counsel, friendship, reinforcement and constructive examples for an extended period and is intended to establish a supportive relationship. | | |
| What is your current ***adult mentoring*** service capacity? | |  |
| How many openings for ***adult mentoring*** services do you currently have? | |  |
| Is there a waiting list for your ***adult mentoring*** services? If yes, what is the average wait time for services? | |  |
| Please indicate counties where you provide ***adult mentoring*** services. | |  |
| What is the cost for ***adult mentoring*** services? Please indicate if cost is per client, per hour, per service, etc. | |  |
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Attachment: Alternative Secondary School

**Workforce Alliance of South Central Kansas**

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| Bidder Name: |  | |
| **6. ALTERNATIVE SECONDARY SCHOOL** | | |
| The objective of Alternative Secondary School is to offer testing for out-of-school youth, so they are able to earn a GED or a recognized certification. Alternative Secondary School may include GED preparation, GED testing, basic skill remediation, and English as a Second Language (ESL) but is not required. | | |
| What is your current ***alternative secondary school*** service capacity? | |  |
| How many openings for ***alternative secondary school*** services do you currently have? | |  |
| Is there a waiting list for your ***alternative secondary school*** services? If yes, what is the average wait time for services? | |  |
| Please indicate counties where you provide ***alternative secondary school*** services. | |  |
| What is the cost for ***alternative secondary school*** services? Please indicate if cost is per client, per hour, per service, etc. | |  |
| Please provide a description of your ***alternative secondary school*** services. Please indicate whether services are provided individually or in a group. | | |
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Attachment: Counseling

**Workforce Alliance of South Central Kansas**

**IFB Youth Program Elements PY2015  
Invitation for Bid Sheet**

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Please complete an Invitation for Bid sheet for each service you wish to provide.

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| Bidder Name: |  | |
| **7. COUNSELING** | | |
| The objective of counseling is to address issues that may prevent a participant from reaching personal, education, and employment goals.  Counseling shall include career and academic, mental health, drug abuse, and alcohol abuse counseling as appropriate to the needs of the participants. | | |
| What is your current ***counseling*** service capacity? | |  |
| How many openings for ***counseling*** services do you currently have? | |  |
| Is there a waiting list for your ***counseling*** services? If yes, what is the average wait time for services? | |  |
| Please indicate counties where you provide ***counseling*** services. | |  |
| What is the cost for ***counseling*** services? Please indicate if cost is per client, per hour, per service, etc. | |  |
| Please provide a description of your ***counseling*** services. Please indicate whether services are provided individually or in a group. | | |
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Attachment: Leadership Development

**Workforce Alliance of South Central Kansas**

**IFB Youth Program Elements PY2015  
Invitation for Bid Sheet**

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| Bidder Name: |  | |
| **8. LEADERSHIP DEVELOPMENT** | | |
| The objective of leadership development is to guide Youth toward becoming mature adults, good neighbors and conscientious citizens by encouraging responsibility, employability and other positive social behaviors.  Leadership development opportunities shall include group activities that provide training critical to the process of selecting, obtaining, and maintaining employment; training topics may include work readiness skills, life skills, conflict resolution, problem-solving, and improving self-image. | | |
| What is your current ***leadership development*** service capacity? | |  |
| How many openings for ***leadership development*** services do you currently have? | |  |
| Is there a waiting list for your ***leadership development*** services? If yes, what is the average wait time for services? | |  |
| Please indicate counties where you provide ***leadership development*** services. | |  |
| What is the cost for ***leadership development*** services? Please indicate if cost is per client, per hour, per service, etc. | |  |
| Please provide a description of your ***leadership development*** services. Please indicate whether services are provided individually or in a group. | | |
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Attachment: Education and Workforce Preparation Activities and Training

**Workforce Alliance of South Central Kansas   
IFB Youth Program Elements PY2015  
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| Bidder Name: |  | |
| **9. EDUCATION AND WORKFORCE PREPARATION ACTIVITIES AND TRAINING** | | |
| The objective of education offered concurrently with and in the same context as Workforce preparation activities and training for a specific occupation or occupation cluster is to prepare youth participants for the workforce and allow them to gain the necessary academic skills needed for their occupation. | | |
| What is your current ***education and workforce preparation activities and training*** service capacity? | |  |
| How many openings for ***education and workforce preparation activities and training*** services do you currently have? | |  |
| Is there a waiting list for your ***education and workforce preparation activities and training*** services? If yes, what is the average wait time for services? | |  |
| Please indicate counties where you provide ***education and workforce preparation activities and training*** services. | |  |
| What is the cost for ***education and workforce preparation activities and training*** services? Please indicate if cost is per client, per hour, per service, etc. | |  |
| Please provide a description of your ***education and workforce preparation activities and training*** services. Please indicate whether services are provided individually or in a group. | | |
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Attachment: Financial Literacy Education

**Workforce Alliance of South Central Kansas   
IFB Youth Program Elements PY2015  
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| Bidder Name: |  | |
| **10. Financial Literacy Education** | | |
| The objective of financial literacy education is to provide youth participants with training to help them gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability.  Financial literacy education activities may include: creation of budgets, initiation of checking and saving accounts, credit reports and credit scores, identity theft protection, maintaining good credit, and any other approaches or activities to help participants gain financial security and independence. | | |
| What is your current ***financial literacy education*** service capacity? | |  |
| How many openings for ***financial literacy education*** services do you currently have? | |  |
| Is there a waiting list for your ***financial literacy education*** services? If yes, what is the average wait time for services? | |  |
| Please indicate counties where you provide ***financial literacy education*** services. | |  |
| What is the cost for ***financial literacy education*** services? Please indicate if cost is per client, per hour, per service, etc. | |  |
| Please provide a description of your ***financial literacy education*** services. Please indicate whether services are provided individually or in a group. | | |
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Attachment: Entrepreneurial Skills Training

**Workforce Alliance of South Central Kansas   
IFB Youth Program Elements PY2015  
Invitation for Bid Sheet**

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| Bidder Name: |  | |
| **11. ENTREPRENEURIAL SKILLS TRAINING** | | |
| The objective of entrepreneurial skills training is to provide education and training to youth participants in order for them to gain basic knowledge of starting and operating a small business.  Training must develop the skills associated with entrepreneurship. Such skills can include:  Taking initiative, creatively seeking out and identifying business opportunities, developing budgets and forecasting resource needs, understanding various options for acquiring capital and the trade-offs associated with each option, and marketing oneself. | | |
| What is your current ***entrepreneurial skills training*** service capacity? | |  |
| How many openings for ***entrepreneurial skills training*** services do you currently have? | |  |
| Is there a waiting list for your ***entrepreneurial skills training*** services? If yes, what is the average wait time for services? | |  |
| Please indicate counties where you provide ***entrepreneurial skills training*** services. | |  |
| What is the cost for ***entrepreneurial skills training*** services? Please indicate if cost is per client, per hour, per service, etc. | |  |
| Please provide a description of your ***entrepreneurial skills training*** services. Please indicate whether services are provided individually or in a group. | | |
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Attachment: Post- Secondary Education and Training Bid Sheet

**Workforce Alliance of South Central Kansas   
IFB Youth Program Elements PY2015  
Invitation for Bid Sheet**

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| Bidder Name: |  | |
| **12. PREPARATION AND TRANSITION TO POST-SECONDARY EDUCATION AND TRAINING** | | |
| The objective of this element is to administer activities that will help youth participants prepare for and transition to post-secondary education, or to prepare for and transition into training in order for youth participants to be confident and successful in moving forward in their future. | | |
| What is your current ***preparation and transition to post-secondary education and training*** service capacity? | |  |
| How many openings for ***preparation and transition to post-secondary education and training*** services do you currently have? | |  |
| Is there a waiting list for your ***preparation and transition to post-secondary education and training*** services? If yes, what is the average wait time for services? | |  |
| Please indicate counties where you provide ***preparation and transition to post-secondary education and training*** services. | |  |
| What is the cost for ***preparation and transition to post-secondary education and training*** services? Please indicate if cost is per client, per hour, per service, etc. | |  |
| Please provide a description of your ***preparation and transition to post-secondary education and training*** services. Please indicate whether services are provided individually or in a group. | | |
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Attachment: Labor Market and Employment Information

**Workforce Alliance of South Central Kansas   
IFB Youth Program Elements PY2015  
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|  |  |  |
| --- | --- | --- |
| Bidder Name: |  | |
| **13. Labor Market and Employment Information** | | |
| The objective of Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local areas is to help youth gain the necessary knowledge about careers that are available to them in the local area.  Labor market and employment information can include: Career awareness, career counseling, and career exploration. | | |
| What is your current ***labor market and employment information*** service capacity? | |  |
| How many openings for ***labor market and employment information*** services do you currently have? | |  |
| Is there a waiting list for your ***labor market and employment information*** services? If yes, what is the average wait time for services? | |  |
| Please indicate counties where you provide ***labor market and employment information*** services. | |  |
| What is the cost for ***labor market and employment information*** services? Please indicate if cost is per client, per hour, per service, etc. | |  |
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Attachment: Occupational Skills Training

**Workforce Alliance of South Central Kansas   
IFB Youth Program Elements PY2015  
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| Bidder Name: |  | |
| **14. Occupational Skills Training Information** | | |
| The objective of occupational skills training is to assist the participant in obtaining skills required to ensure self-sufficient employment.  Occupational skills Training is defined as an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.  Occupational skills training must be: outcome-oriented and focused on an occupational goal, be of sufficient duration to impart the skills needed to meet the occupational goal, and result in attainment of a recognized post-secondary credential, associate degree, bachelor degree, or a skill recognized by employers in accordance with the United States Department of Labor definitions | | |
| Is there a waiting list for your ***occupational skills training*** services? If yes, what is the average wait time for services? | |  |
| Please indicate counties where you provide ***occupational skills training*** services. | |  |
| What is the cost for ***occupational skills training*** services? Please include cost for tuition, fees, books, materials, etc. Please indicate if cost is per client, per hour, per service, etc. | |  |
| Please provide a description of your ***occupational skills training*** services. | | |
|  | | |