

TENCO Workforce Development Board

Youth Committee

Youth Request for Proposal 2025 Highlights

- Allow TENCO WDB Staff to move forward with procurement for the Youth Employment Program to begin April 1, 2025 – August 31, 2026 with the changes as presented; and
 - Dedicate \$550,000.00 youth funding to the Youth Employment Program.
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- Contract period: **April 1, 2025** – August 31, 2026
 - Program Period: **April 1, 2025** – August 31, 2025
 - When contracts are made, put an eligibility enrollment and start of WEX deadline for earlier in August than the 31st
 - Ages 16-24
 - In-school youth cannot exceed 20% of the contract
 - **Wages allowed at a range for bidders to propose on a per-contract-basis (not a per-participant basis): \$9.25 to \$10.00 per hour**
 - 30 hours per week for a maximum of 8 weeks = 240 hours total
 - Require: Paid Work Experience; Financial Literacy; Labor Market Information; Occupational Component; Transitioning to Post Secondary; Employment Preparation; Educational Component; Follow-up Services
 - Incentives are allowable – up to \$100.00 per employment and/or educational achieved goal.
 - **Incentive Cap: \$400**
 - Orientation Incentive added this past program year

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PROJECTED FY26 BUDGET

Available Balance:	\$1,162,132.02 (calculating all budgets through FY25)
Projected Unused:	\$ 100,000.00
Sub-Total:	\$1,262,132.00

Projected New Funds (April 25): \$1,317,340.00

Projected Total Available: \$ 2,579,472.00

Projected FY25 New Expense:	\$180,000.00 (Administrative & Fiscal)
Customer Carryover Expense:	\$100,000.00 (ITA obligations for FY26)
Carryover (20% of new funds):	\$263,468.00
Projected New Obligations:	\$250,000.00

(Current Contracts if approved) \$781,504.29

(New ITAs) \$120,000.00

Total Projected Obligations: \$1,694,972.29

Projected Total Available: \$884,499.71

*Budgeted Last Year for Summer Programs: \$360,028.33

*Total Spent Last Year for Summer Programs: \$238,019.47

Youth Employment Program Proposal Rating Sheet 2025

Proposal Evaluation Criteria:

In response to this RFP, each proposal, which meets the minimum requirements, will be evaluated and scored based on criteria in the following categories:

<u>Evaluation Category</u>	<u>Points</u>
General Program Operations	25
Program Activities and Design	50
Budget Narrative, Worksheet and Proposal	25

Bonus Points:

In-kind funding is at or above \$7,500.00	5
Proposal identifies services for multiple counties	5
Personnel costs are 25% or less of the requested amount	5
Successful Past performance	5

(In-kind funding must be described in the Budget Narrative and amounts listed per service/item must be considered a reasonable cost estimate in order to be calculated toward an in-kind contribution.)

Youth Employment Program
Proposal Rating Sheet
2025

The rating process is designed to assist individuals reviewing the attached proposals in selecting the proposal(s) that meet WIOA regulations and TENCO's youth goals as presented in the Request for Proposal. We are searching for proposals that are clear, precise and conscientious of funding and performance. Youth service providers should provide detail on their ability to connect to employers and outside agencies/organizations in order to holistically assist youth in overcoming their barriers and achieving success in employment and/or education.

General Program Operations

Available Points: 25

EACH QUESTION IS WORTH UP TO 5 POINTS

1. Did the proposal provide sufficient detail on the organization's past experiences and performance that accurately reflects their success in serving at-risk youth?
2. Is the service location for the provision of services identified including hours of operation and accessibility?
3. Did the proposal clearly identify the number of staff included in operating the program, identify how the number of staff needed is determined (ex. Ratio of students versus staff), and how staff would be selected?
4. Does the staff seem adequate in comparison to the number of youth requested?
5. Does the proposal provide a detailed explanation of why the program is vital for the proposed area of service?

Please rate the Program Operations Section: _____ out of 25 points available.

Program Activities and Design

Available Points: 50

EACH QUESTION IS WORTH UP TO 10 POINTS

6. Will the recruitment strategy identified in the proposal be adequate to obtain the number of youths requested?
7. Did the proposal provide a detailed description of the workshops used to provide the required contract elements as described in the Request for Proposal and of how a participant is successful in completing the proposed program?
8. Did the table provide a variety of possible business and agency/organizations available to meet the expectations of the contract, including worksites, referrals for other services, and workshop presenters?
9. Was the proposal clear in the selection of worksites and pay for participants?

November 18, 2024

10. If applicable, was the proposal clear in how incentives could be earned, including the amount earned and when the participants would receive the incentives?

Please rate the Program Activities and Design Section: _____ out of 50 points available.

Budget Narrative, Worksheet and Proposal

Available Points: 25

EACH QUESTION IS WORTH UP TO 5 POINTS

11. Was an accurate detailed line-item budget provided?
12. Does the cost per participant support program efficiency?
13. Did the proposal provide supporting documentation for the budget, if applicable (supplies)?
14. Was a budget narrative submitted identifying the components requested in the proposal, including job descriptions and information for each proposed program employee?
15. Does the proposal describe how shared/indirect costs are determined, if applicable?

Please rate the Budget Narrative, Worksheet and Proposal Section: _____ out of 25 points available.

Bonus

Available Points: 20

16. Does the proposal include documented in-kind funding at or above \$7,500.00?
17. Does the proposal identify services for multiple counties?
18. Are personnel costs 25% or less of the total budget?
19. Has past-performance been at or above program requirements?

Please rate the Bonus Section: _____ out of 20 points.

*In-Kind funding must be described in the Budget Narrative and amount listed must be documented as reasonable.

*Personnel costs are based on staff salary, staff fringe, staff travel, and utilities, and staff supplies. Percentage of personnel costs are based on accurate calculations of these items.