



**REQUEST FOR PROPOSAL  
(Workforce Innovation Opportunity Act)**

**2019  
YEAR ROUND  
YOUTH PROGRAM  
July 1, 2019 – June 30, 2020**

City of Yonkers  
Office of Workforce Development  
28 Wells Ave., Bldg. #3  
Yonkers, NY 10701  
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## GENERAL PROPOSAL INFORMATION

The Yonkers Workforce Development Board, hereinafter referred to as **YWDB**, is requesting proposals to provide education, employment, training and other workforce preparation services for Youth under the Workforce Innovation and Opportunity Act (WIOA) of 2014.

Contracts for services developed from this RFP will be for a one (1) year contract with the possibility of an additional, two (2) one (1) year extensions, based upon available funding. This is a performance based contract. The contract period begins July 1, 2019 and ends June 30, 2020. Under this RFP for PY 2017 the total youth to be served the percentage will be as follows: a minimum of 85% out of school youth ages 16 to 24 years of age and no more than 15% in school youth 14 to 21 years of age. All questions relative to the RFP should be directed in writing via e-mail to Mr. Sean McGrail, Executive Director at [sean.mcgrail@yonkersny.gov](mailto:sean.mcgrail@yonkersny.gov) using the Questionnaire Form. Questions need to be submitted no later than April 26, 2019. This RFP is soliciting proposals to service In and Out-of-school Youth residing in the City of Yonkers.

Interested parties may pick up copies of this RFP at the YWDB, or request a copy by sending an e-mail to Ms. Chanele Harris, Executive Assistant at [chanele.harris@yonkersny.gov](mailto:chanele.harris@yonkersny.gov) . An electronic copy of the RFP may be downloaded at <https://www.yonkersny.gov/> click onto Government, Departments, Workforce Development Board, and Year Round Youth Program RFP.

Prospective respondents must leave a contact person's name and address, phone number and e-mail address to [chanele.harris@yonkersny.gov](mailto:chanele.harris@yonkersny.gov) to which addendum may be sent.

The YWDB will determine the number of awards based on the quality and innovations of the proposals received.

### *RFP Procurement Schedule*

(Dates subject to change with notice from the YWDB)

RFP Issue Date:	April 10, 2019
Bidders Informational Session:	April 24, 2019
RFP Questions Due:	April 26, 2019
Proposal Due Date:	May 1, 2019
Grant Award Date:	June 27, 2019
Contract Start Date:	July 1, 2019
Contract End Date:	June 30, 2020

## **Bidders Informational Session**

A Bidders Informational Session for prospective Youth Respondents will be held on April 24, 2019 at 10:00 am at the Yonkers Office of Workforce Development, 28 Wells Ave., Bldg.,3 Yonkers, NY 10701.

This session is designed to provide important information about this initiative and to answer questions from the attendees regarding the RFP.

We encourage public and private not-for-profit, private for-profit and faith-based community organizations to submit proposals for consideration by the YWDB.

The only official distribution source for this Request for Proposals (RFP) is through the Yonkers Workforce Development Board (YWDB). Additionally, RFP documents issued by the YWDB are available for download by logging onto <https://www.yonkersny.gov/> click onto Government, Departments, Workforce Development Board and Year Round Youth Program RFP.

By submitting a proposal, you are asking the Yonkers Workforce Development Board (YWDB) to accept your offer for services and/or the sale of goods. It is important that you READ and UNDERSTAND all terms and conditions contained herein, as well as understand the laws that govern Public Contracts in New York State. **If you do not agree with the terms and conditions contained in this RFP you should not submit a proposal.**

Applicants are responsible for reporting in writing any errors, omissions or ambiguities found in this RFP. **All such reports, requests for information, questions, etc. shall be included on the "Questions Form" provided in page 30 of this RFP and e-mailed to Sean McGrail, Executive Director of YWDB. No questions will be entertained by any other means. Questions received after the indicated time will not be addressed (TBD).**

The YWDB encourages submission of proposals by certified Minority and Women Owned Business Enterprises (MWBE).

## INTRODUCTION

Through this RFP the services of various eligible organizations will be secured to provide education, employment, training and other workforce preparation services to In and Out-of - School Youth residing in Yonkers. This year, there is approximately \$200,000.00 of available funds for the Year-Round Youth Program. The Workforce Development Board requests that organizations interested in providing services submit a proposal explaining their program along with a proposed budget. The intent is to deliver the best, most effective services possible to WIOA eligible youth. A minimum of 85% of available funding will be used to provide services to out-of-school youth 16 to 24 years of age and a maximum of 15% will be used for in-school youth 14 to 21 years of age. For a better understanding of the Workforce Innovation and Opportunity Act (WIOA), go to <https://labor.ny.gov/workforcenypartners/tools.shtm> where you can access resources regarding the law itself, as well as webinars providing an overview of WIOA.

## PROPOSAL REVIEW PROCESS

The proposal will be reviewed by a team designated by the YWDB comprised of Board members. It will be rated and ranked. The Yonkers WDB will look at the creativity of the program design, the likelihood of success, especially as it relates to the performance measures. The performance measures are set by USDOL and the YWDB can negotiate these levels with NYSDOL, to the extent to which the proposal incorporates proven design elements, cost efficiency, among other things. In addition, they will review:

- Whether the program to be delivered meets the WIOA requirements.
- If the program design and performance promised are clear enough to be converted into contract deliverables that align with WIOA mandates performance measures.
- That the budget is for allowable costs under the Federal and State rules governing the grants.
- That the costs included in the contract budget are reasonable and make sense as they relate to the services proposed.

The Yonkers WDB will make the final selection of those programs it deems appropriate to fund. Final contracting will depend on successful cost negotiation with the YWDB. Even if your organization's proposal(s) is selected it may not be for the full amount of funds requested and/or for the full number of youth you have proposed to serve. This is because of the need to satisfy many different statutory and regulatory requirements, as well as the Yonkers WDB's determination regarding the number, types and mix of services they feel is needed in the community.

## THE PROCESS AFTER BOARD APPROVAL

A negotiation meeting will be set at a time convenient to you. These meetings are not public meetings. They are meetings between staff members; however, you are welcome to bring as many staff or representatives as you feel you might need to the negotiation meeting.

Based upon the specifics of your program and additional WIOA guidance received from USDOL and or NYSDOL you may be asked to redo your program narrative and budget and to submit a final program narrative budget based upon the agreements reached during negotiations.

A contract will be drafted by the Yonkers WDB and will be sent to the legal and fiscal departments for review. Depending upon the time between the Board's actions in selecting your proposal, the beginning of your program, and the complexity of the negotiations, the work statement may also be sent to you in draft for your comments.

When the contract is ready you will be sent three copies for execution. When you receive the contract you should review it before signing it and if you have any questions they should be directed to Mr. Sean McGrail, Executive Director.

All three copies must be signed and returned. The contracts are then signed and completed by the Yonkers Office of Workforce Development and a fully executed copy will be sent to you for your files. The grant recipient is responsible for financial administration of WIOA. Yonkers Office of Workforce Development enters into contracts. The Yonkers Office of Workforce Development and the Yonkers WDB cannot begin a program or pay for costs which are incurred prior to the contract's execution by both your organization and the Yonkers Office of Workforce Development.

Contract amendments may become necessary if additional WIOA guidance is received from USDOL and or NYSDOL after contract execution.

## ELIGIBLE APPLICANTS

Community-based organizations and not-for-profit, for profit and public entities are eligible to submit applications for funding pursuant to this RFP. Successful Respondents will have demonstrated twelve (12) months of documented successful experience within the last two (2) years in providing educational development services and skills-based workforce development services to youth and achieving successful performance outcomes.

Applicants must demonstrate capability and effectiveness in regard to establishing and maintaining partnerships, recruitment and integration of partners from businesses and education institutions, ongoing creative program design and development, and ability to administer services outlined in this RFP. Priority will also be given to small and minority owned and women's businesses (29CFR Part 97.36(e)).

**A program summary is required of all prior WIOA Youth Program Providers.** It must include a summary of the applicant's prior experience working with populations similar to those served under this RFP as is outlined under #4 in the Rating Criteria section of this RFP.

## **PROGRAM SERVICES DESCRIPTION**

The Yonkers WDB is seeking organizations with experience and expertise in providing services to youth. There are some programmatic changes under WIOA as compared to the Workforce Investment Act. Youth Program changes emphasize “learn and earn” models which focus on programs that provide 85% service to out-of-school youth, 25% work experience minimum expenditure rate, e.g., employment, internships, pre-apprenticeship, on-the-job training opportunities and occupational education. Out- of- School Youth age limit is increased to 24. Additionally, services will be provided to no more than 15% of in-school youth.

WIOA provides a single allocation for youth programs and sets forth 14 program elements that are detailed below which must be available for the youth in each locale. WIOA seeks to provide youth with integrated year round services allowing youth sufficient time to develop their skills through various service strategies so that they can reach their program goals, stay in school, graduate and move on to post-secondary education or careers. A summer work experience is one of the specific work experiences outlined by the element paid and unpaid work experiences.

## **REQUIRED PROGRAM 14 ELEMENTS**

WIOA requires that each of the below listed program design 14 elements must be available to youth in every Workforce Development Area. Yonkers is a Workforce Development Area. Except for follow-up, not all youth must receive each program element. However, those required elements which have been identified, and listed in the I.S.S. as goals/objectives, there must also include (indicate) how elements will be provided (by whom: the subcontractor/youth provider – as in-house service or by referral to coordinated out-sourced provider). Further, comments listing all I.S.S information, must be entered into OSOS, and must identify which of the 14 elements are provided, including the dates those Elements are provided and by whom.

Program elements may be provided through existing services available in the area and need not all be funded through this proposal or with WIOA funds, but may be provided through coordination between your organization and the entity already providing the service in Yonkers. For example, a student enrolled in an alternative education program delivered by the Yonkers Public School system may need assistance through tutoring or mentoring. Your organization may propose after school assistance and recruit students in coordination with the Yonkers Public School system. If you will be coordinating your program with another entity such as the City of Yonkers School District, the Juvenile Justice System, Westchester County Department of Social Services, or other organizations, be sure to discuss and confirm their interest to collaborate with you and obtain a letter to that effect. Strong proposals will include a written agreement with these referral partners, so that if your proposal is funded your organization can meet the contractual obligations. . Strong proposals will also leverage funds, which will allow the Yonkers WDB to serve more youth or to offer more comprehensive services to the youth. Your organization should also attach any letters of commitment to your proposal, as you are rewarded under the rating system when you can leverage the resources available under WIOA with other funds available in the community.

### **WIOA Youth Program 14 Elements:**

- 1) Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or

- similar document for individuals with disabilities) or for a recognized post-secondary credential;
- 2) Alternative secondary school services, or dropout recovery services, as appropriate;
  - 3) *Paid and unpaid work experiences that have as a component academic and occupational education, which may include:*
    - a. *summer employment opportunities and other employment opportunities available throughout the school year;*
    - b. *pre-apprenticeship programs;*
    - c. *internships and job shadowing; and*
    - d. *on-the-job training opportunities;*
  - 4) Occupational skill training, which shall include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with in demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria;
  - 5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
  - 6) Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
  - 7) Support services;
  - 8) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
  - 9) Follow-up services for not less than 12 months after the completion of participation, as appropriate;
  - 10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
  - 11) Financial literacy education;
  - 12) Entrepreneurial skills training;
  - 13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
  - 14) Activities that help youth prepare for and transition to post-secondary education and training.

### **12 Month Follow-up**

The percentage of program participants who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (iii)), during participation in or within 1 year after exit from the program. WIOA-Sec.116.Performance accountability system. (b)(2)(A)(i)(IV).

Program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion under such clause only if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized post-secondary credential within 1 year after exit from the program. WIOA-Sec.

116. Performance accountability system (b)(2)(A)(iii) – For purposes of clause (i)(IV), or clause (ii)(III) with respect to clause (i)(IV).

All youth must receive 12 months of follow-up after exit which must be reported to the Yonkers Workforce Development Board; all follow-up must be recorded in OSOS. The level of follow-up should be based on the intensity of the services provided, and the needs of the individual youth. Follow-up may include:

- Leadership development or supportive service activities;
- Regular contact with youth participant's employer, including assistance with addressing work-related problems that arise;
- Assistance in securing better paying jobs, career development and further education;
- Work-related peer support groups;
- Adult mentoring; and
- Tracking the progress of youth in employment after training.

### **THE RULES APPLICABLE TO YOUTH PROGRAMS**

**An Eligible Out- of -School Youth is a youth who is:**

- Not attending school, ages 16-24, and one or more of following:
- Dropout/has not attended school that calendar year
- Secondary diploma, but basic skills deficient or ESL
- Youth in juvenile justice system
- Homeless
- Pregnant or parenting
- Youth with disability
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

**An Eligible In-school youth is defined as** Attending school, ages 14-21, a low income individual and one or more of the following:

- Basic skills deficient
- ESL
- Offender
- Homeless
- Pregnant or parenting
- Disability
- Requires additional assistance to attain or maintain educational program or secure job

**Low Income is defined as a youth who:**

- Receives, or is a member of a family that receives, cash payment under a Federal, State, or local income-based public assistance program, or
- Received an income, or is a member of a family that received a total family income, for the six (6) month period prior to the date of the application that does not exceed the higher of the poverty line or 70% of the lower living standard income level, or
- Is a member of a household that receives, or had been determined to be eligible to receive, in the prior six (6) month period food stamps, or
- Qualifies as a homeless individual, or

- Is a foster child on whose behalf, State or local government payments are made, or
- Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);

Note: A youth with a disability is considered a family size of 1 for calculating income.

**All subcontractors must screen applicants for eligibility and suitability based on WIOA guidelines. The funded contractor(s) must obtain proof of:**

- Family income
- Family size
- Date of birth of the applicant
- Residence
- Social Security
- Authorization to Work
- Disability
- Registration for Selective Service (male, 18 years old at the time of registration)
- I-9 Forms (required on all participants receiving work experience)

Up to five percent (5%) of youth participants served by youth programs in a local area may be individuals who do not meet the income criteria for Eligible Youth, provided that they are within one (1) or more of the following categories:

- a) School dropout;
- b) Basic skills deficient, as defined in WIOA§ Sec. 3. Definitions. (5) The term “basic skills deficient” means, with respect to an individual –
  - (A) Who is a youth, that the individual has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or
  - (B) Who is a youth or adult that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.
- c) Are one or more grade levels below the grade level appropriate to the individual’s age;
- d) Pregnant or parenting;
- e) Possess one or more disabilities, including learning disabilities;
- f) Homeless or runaway;
- g) Offender; or
- h) Face serious barriers to employment as identified by the Local Board, (H. R. 803—82 (ii) EXCEPTION. — In each local area, not more than 5 percent of the individuals assisted under this section may be persons who would be covered individuals, except that the persons are not low-income individuals.)

## **TARGET SERVICE POPULATIONS PRIORITY**

The target service population is youth aged 14 through 24 years of age, who demonstrate one or more of the following:

1. Basic skills deficient;
2. School dropouts;
3. Requires assistance to complete an educational program or assistance in employment preparation and retention;
4. Pregnant/parenting youth;
5. Temporary Assistance for Needy Family (TANF) Youth;
6. Juvenile Justice;
7. Foster Care; and
8. Youth who are veterans (see Veterans Priority Section of the Specifications of this RFP);
9. Youth with a Disability (ies).

## **VETERAN PRIORITY**

WIOA Youth Subcontractors awarded a contract hereunder shall observe the following and grant priority to youth participants who are veterans:

Yonkers WDB Youth who are Veterans are eligible to receive a variety of Workforce Services through the Yonkers One Stop Career Center.

Eligible veterans and their eligible spouses will receive priority over the eligible populations to any program or service for workforce preparation, development, or delivery that is directly funded, in whole or in part, by the United States Department of Labor (“USDOL”).

The Yonkers One Stop Career Center’s customer flow is currently designed to ensure veteran priority of service. All staff members understand that a One Stop customer that is a veteran is directed to One Stop veteran staff. New York State Department of Labor (“NYSDOL”) is a One Stop Consortia Partner agency. NYSDOL has positioned Labor staff to serve veteran customers exclusively at the One Stop. The NYSDOL Veteran Staff also partners with Veteran Service Organizations (Yonkers Veterans Bureau, Castle Point, Montrose, etc.) on a regular basis. Veteran Job Fairs are conducted every year in conjunction with Veteran Service Organizations.

Staff will continue to advise customers at point of entry of the veterans’ priority of service policy. NYSDOL has and will continue to provide a Veterans Employment Representative daily at the One Stop Center. The Veterans Representative works closely with Counselors to be sure that veterans and their eligible spouses are referred for case management and job search workshops designed to address the needs of this population.

Yonkers One Stop Career Center Staff ensures that veterans and eligible spouses of veterans are made aware of their entitlement to priority of services; the full array of employment, training, and placement services; and all applicable eligibility requirements for those programs and/or services.

One Stop Front Desk Staff are required to fully interview all customers to identify veterans and eligible spouses of veterans. One Stop Staff assist customers with the ES-100. One Stop Staff also conduct initial assessment for veterans. One Stop Staff have received extensive training and veteran priority of service. The One Stop Center orientation includes an announcement that informs attendees those veterans and their eligible spouses are entitled to priority of service.

## **WIOA Eligibility Documentation**

All potential participants identified and recruited by YWIOA Youth Subcontractors must be screened by YWDB for eligibility and suitability based on WIOA guidelines.

### **Intake:**

- a. The YWDB will screen applicants identified and recruited by WIOA Youth Subcontractors for eligibility and suitability based on WIOA guidelines. Proof of eligibility will include: (a) Family income; (b) Family size; (c) Birth date; (d) Residence; (e) Social Security; (f) Authorization to Work; (g) Disability (if appropriate); (h) Selective service; and (i) I-9 form.
- b. All participants will receive, prior to enrollment, a comprehensive objective assessment. This assessment will cover basic skills, occupational skills, prior work experience, employability, interest, aptitudes, and support service needs. Literacy and numeracy levels will be determined by the following assessment test: Test of Adult Basic Education (TABE, Forms 11 & 12);
- c. Participants will also receive an Individual Service Strategy (ISS) that identifies an employment goal, achievements objective, and an appropriate service plan. Participants will be enrolled in a training program based on a result of the ISS.

### **PROGRAM DESIGN:**

1. YWDB is seeking program designs that will serve and provide supportive, wrap-around services and respond to the following elements:
  - a. Reduce the high-school dropout rate for at risk youth;
  - b. Provide for successful passing of TASC (Test Assessing Secondary Completion) exam or attainment of a high school diploma, certificate or degree
  - c. Increase occupational skill levels of youth;
  - d. Provide unsubsidized employment for youth;
  - e. Retention of employment for youth; and
  - f. Linkage to schools, employer, and community support agencies, rehab agencies, and One Stop Career Center.
2. WIOA youth programs must make the Program Services set forth with the Specifications of this RFP available to Eligible Youth participants. Not all Eligible Youth need to participate in each of the eligible program services, but each such service must be available to Eligible Youth who need them (14 Program Elements)
3. This RFP requires collaboration with the YWDB and the Yonkers One Stop Career Center. Proposals must clearly and specifically explain how the integration with YWDB One-Stop will occur.
4. Proposals should be focused on Eligible Youth that reside in the City of Yonkers and that connect support services to related human service agencies for this population.
5. Proposals that emphasize Eligible Youth attaining vocational certifications and credentials.

## **PERFORMANCE STANDARDS**

WIOA established common performance measures to measure the success of Program Services based on comprehensive performance accountability system in order to optimize the return on investment of Federal funds and to assess the effectiveness of local areas in achieving continuous improvement of Workforce Investment Opportunity Activities funded under WIOA. WIOA Primary indicators of performance otherwise referred to in this RFP as Performance Measures for PY2018 and PY2019 Youth Programs have been devised by NYSDOL. However, in categories where no performance goals are yet established and they are not negotiated, are identified as: Baseline Indicators. At such time as Baseline Indicators are revised and negotiated as Primary Indicators, youth subcontractors will be notified and held responsible for compliance with all NYSDOL youth performance measures.

All participant information must be entered and tracked in the One Stop Operating System ("OSOS") in a timely manner. WIOA Youth Subcontractors funded hereunder will be held responsible for timely data entry. ONLY those outcomes resulting from the OSOS data entry will be considered, unless specifically indicated otherwise. WIOA Youth Subcontractors funded hereunder are accountable to meet and/or exceed all of the required WIOA performance measures listed below (or such successor standards based on WIOA Reauthorization).

Program narrative must address how the bidder proposes to insure performance measures are met, appropriate enrollment levels are reached, and expenditures achieved. Each proposal must identify the proposed level of service and cost per service while insuring the following measures are met:

### **WIOA Performance Measures (Goals) for PY 2019 -**

#### **Second Quarter Employment Rate 2<sup>nd</sup> Quarter After Exit**

**PY 19 - 50.2%**

The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program during the second quarter after exit from the program.

- Note: the indicator is the percentage of participants in Education or training activities, or in unsubsidized employment during the second quarter after exit.

#### **Employment Rate 4<sup>th</sup> Quarter After Exit**

**PY 19 – 49.6%**

The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program.

- Note that the indicator is the percentage of participants in Education or training activities, or in unsubsidized employment During the fourth quarter after exit;

**Median Earnings 2<sup>nd</sup> Quarter After Exit: PY 19**

**Baseline**

The statistical median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;

**Credential Attainment 4<sup>th</sup> Quarter After Exit**

**Baseline**

The percentage of participants enrolled in an education or training program (excluding those in on-the-job training and customized training) who attained an industry recognized postsecondary credential, or certificate of completion of an apprenticeship, or certificate approved by the New York State Education Department (NYSED) or another State agency, or a secondary school diploma. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participants also is employed or is enrolled in an education or training program leading to a postsecondary credential approved by NYSED or another State agency within one year after exit from the program.

**Use of Career Zone: (Goal) for PY 19**

**100%**

All youth participants enrolled must complete all Five (5) Career Zone modules, which are:

1. Interest Profiler
2. Abilities
3. Work Importance Profiler
4. Saved Occupations
5. Budgeting

**Efficiency:** Program appropriation level divided by the number of program participants. Several of the new common measures of WIOA Youth Performance Standards are based on “real time” parameters with some “after exit”. The YWDB has to evaluate WIOA Youth Subcontractors based on actual “real time” performance during the contract year. Real time contract outcomes that predict WIOA performance include:

- a. Enrollment- Actual vs. Plan;
- b. Program attendance;
- c. 30 Day retention;
- d. Attain Degree/Certificate;
- e. Job placement; and retention;
- f. Wage at placement with Median wages at 2<sup>nd</sup> quarter.

WIOA Youth Subcontractors will be evaluated during the contract year based on the above “real time” standards. Programs will be evaluated on a quarterly basis. Those programs that are below plan may receive contractual sanctions. Sanctions may include suspension and/or termination of contract.

## OBLIGATIONS AND RESPONSIBILITIES OF WIOA YOUTH SUBCONTRACTORS

1. **Trainee Recruitment and Selection:** Applicants will be certified Title I eligible by designees of the YWDB. Eligibility certification will be conducted by the YWDB, or its designees, in accordance with WIOA established program entry criteria, unless otherwise determined at the discretion of the YWDB. Eligible and appropriate applicants may be referred to the service provider for final trainee selection.
2. **Record Keeping:** All WIOA Youth Subcontractors are expected to maintain complete records to justify payment according to the terms of their contract. As part of the YWDB's normal program evaluation, training services and the program's internal system of communication, monitoring and control will be examined. WIOA Youth Subcontractors are expected to maintain documentation of these processes such as: minutes of meetings, trainee attendance sheets, staff trainee contact sheets, inter-unit communications regarding trainee's progress, program policies, etc.
3. **Reporting Requirements:** WIOA Youth Subcontractors will be required to prepare and submit to the YWDB accurate and timely reports on enrollments, hourly attendance, trainee activity status expenditures, pre-testing, post-testing, younger youth skill attainment, and follow-up on exited participants. Additionally, directives from the YWDB assert that the Youth Subcontractors are responsible for all data entry into OSOS.
4. **Monitoring and Evaluation:** Following the award of a contract hereunder, periodic monitoring and evaluation of program operations and performance will be conducted by YWDB or its designee. WIOA Youth Subcontractors are also subject to monitoring and evaluation by the USDOL and the New York State Department of Labor.
5. **Bonding:** WIOA Youth Subcontractors shall maintain or cause to be maintained during the term of the agreement resulting from this solicitation, a fidelity bond or letter of credit covering all persons who handle the funds awarded hereunder in an amount equal to the greater of: (i) \$100,000 or, (ii) the highest advance received through check or draw down during the preceding grant year, or (iii) for new subcontractors, the highest advance through check or draw down planned for the present grant year. WIOA Youth Subcontractors awarded funds hereunder shall deliver to the YWDB together with the executed contract the bond or letter of credit, which shall name the "Yonkers Workforce Development Board" as beneficiary and may be invoked to the benefit of the YWDB upon delivery of a certified statement to the issuing bank or surety company that the Contractor has failed to perform, pursuant to the terms and conditions of its contract with the YWDB.
6. **Insurance:** WIOA Youth Subcontractors will be responsible for providing on-site medical and accident insurance for trainees. Such coverage shall be comparable to the Medical and Accident Insurance under the New York State Worker's Compensation statute. WIOA Youth Subcontractors will need to submit a Certificate of Insurance evidencing such this coverage as well as the coverage's required in RFP.
7. **Equal Employment Opportunity and Affirmative Action Policies:** WIOA Youth Subcontractors shall maintain Equal Employment Opportunity ("EEO") and Affirmative Action Policies and provide a copy of each to the YWDB at the time of execution of the contract awarded hereunder.

## **WIOA YOUTH OVERSIGHT POLICY**

WIOA Youth Subcontractors are subject to and shall observe the terms and conditions of the following Monitoring and Oversight Policy, which was developed by the YWDB for the WIOA Youth Subcontractors:

The YWDB's Youth Services Coordinator will conduct an on-site monitoring review of WIOA Youth Subcontractors on a regular basis, but not less than once per program year. This programmatic monitoring will consist of the following:

1. Review of WIOA Youth Subcontractor Program Statement to include number of youth to be enrolled; schedule and content of project activities; projected WIOA performance outcomes vs. actual WIOA performance outcomes. Program review will also include evaluation of required WIOA Youth Program Services elements;
2. Participant eligibility review including disadvantaged income status; eligibility barrier identification; 5% window validation (where applicable);
3. Assessment and Individual Service Strategy Review;
4. Counseling Notes review;
5. Activity enrollment i.e., High School Equivalency (HSE) Diploma paid work, classroom training, remediation, tutoring, workshops, community service, mentoring, counseling, support services and other activities;
6. Program exits vs. current enrollments vs. carryovers;
7. Development of Corrective Action Plans whenever appropriate. The YWDB Youth Services Coordinator will advise the WIOA Youth Subcontractor re: issues/items in need of corrective action, and provide technical assistance to assist. The YWDB Youth Coordinator will report corrective action issues to the YWDB. WIOA Youth Subcontractors will be given a timetable to resolve corrective action issues. Those WIOA Youth Subcontractors that do not address corrective action issues on a timely basis may be subject to contractual sanctions or termination;
8. All WIOA Youth Subcontractors will participate in periodic WIOA EEO compliance monitoring. The Yonkers One Stop Career Center's EEO Compliance Officer in cooperation with the NYSDOL EEO Coordinator will conduct the EEO compliance monitoring. The YWDB Youth Services Coordinator will assist with the scheduling of the EEO monitoring; and
9. The YWDB Youth Services Coordinator will inform the NYSDOL WIOA Regional Office on any monitoring issues that may have a material impact on the WIOA financial and participant reporting, and will coordinate technical assistance with the Regional Office.

## YWDB MONITORING REQUIREMENTS

Performance information will be derived and monitored from data input into the American One-Stop Operating System (OSOS), which is the mandatory-shared case management software for the local workforce area. OSOS provides accountability, tracking, and reporting of all serviced provided via One Stop Service Delivery offices and their affiliates. OSOS is an automated approach designed to help YWDB's meet the challenges of WIOA through on-line technologies.

All subcontractors shall be required to complete and submit an OSOS Partner Network Integration Questionnaire, OSOS Interagency agreement and OSOS Individual Access and Confidentiality agreement in order to access the system. The NYSDOL will be responsible for providing training on the system, which the YWDB will submit requests to NYSDOL for OSOS security permissions based on an individual's staff persons duties and responsibilities.

NYSDOL and the YWDB will work with the contractor to ensure that all aspects of OSOS connectivity and usage are achieved.

The act of monitoring can occur through on-site visits, as well as desk reviews using techniques such as interviews, observations and review of performance using the OSOS Management Reports. An analysis of how the program is performing in relation to the required performance outcomes stated in the contract will also be conducted. Findings from these reviews will be shared with the contractor staff.

### Quarterly Monitoring

Each quarter, the Youth Services Coordinator will review the progress of the contractor. The Interim Outcome Measures, expenditures and 2019 Performance Targets will be assessed. Benchmarks for monthly monitoring are as follows:

### Quarterly Benchmarks:

#### **1<sup>st</sup> Quarter: July 1 – September 30<sup>th</sup>**

- The number of youth enrolled must equal 75% of total number contracted for services.
- All Data Eligibility Verification documentation must be within customer's folder for YWDB verification.
- **Once Eligibility has been verified, then the 5 Career Zone modules must be scheduled and completed (Career Zone Modules: Interest Profiler; Abilities, Work Importance Profiler; Saved Occupations and Budgeting). Basic literacy and numeracy must be determined by assessment.**
- TABE test (11 & 12) administer to establish literacy (and verification for participants seeking ITA training). TABE scores must be entered into OSOS comments.
- Individual Service Strategy Plans (ISS) must be completed with goals. Goals may be changed however a new ISS must be completed with corresponding Skills Assessment/Career Assessment screening

conducted to substantiate goal change and print-out of assessment/screening results must be included within enrollee's folder.

- All services/comments for enrollees must be entered in OSOS as services are provided.
- All tabs in OSOS must be completed
- Monthly Progress Reports must be submitted to YWDB's Youth Services Coordinator.
- Monthly Narrative Report must be submitted to YWDB'S Youth Services Coordinator (prior to the last day of each month).

**2<sup>nd</sup> Quarter: October 1<sup>st</sup> – December 31<sup>st</sup>**

- Remaining 25% of the total number of youth contracted for service must be enrolled.
- All Data Eligibility Verification documentation (for the remaining 25%) must be within customer's folder for YWDB verification.
- **Once Eligibility has been verified, then the 5 Career Zone modules must be scheduled and completed (Career Zone Modules: Interest Profiler, Abilities, Work Importance Profiler, Saved Occupations and Budgeting). Basic literacy and numeracy must be determined by assessment.**
- TABE test (11 & 12) administer to establish literacy and verification. TABE scores must be entered into OSOS comments.
- Individual Service Strategy Plans (ISS) must be completed with goals (Goals may be changed however a new ISS must be completed with corresponding Skills Assessment/Career Assessment screening conducted to substantiate goal change. Print-out of assessment/screening results must be included within enrollee's folder.
- All services/comments for enrollees must be entered in OSOS as services are provided.
- All tabs in OSOS must be completed
- Monthly Progress Reports must be submitted to YWDB's Youth Services Coordinator.
- Monthly Narrative Report must be submitted to YWDB'S Youth Services Coordinator (prior to the last day of each month).

**3<sup>rd</sup> Quarter: January 1<sup>st</sup> – March 31<sup>st</sup>**

- Tutoring must be provided in the areas identified as needing improvement; continuous review of ISS to confirm goals are appropriate and activities support meeting the goal(s).
- All services/comments for enrollees must be entered in OSOS as services are provided (with dates services were provided).
- All tabs in OSOS must be completed

- Monthly Progress Reports must be submitted to YWDB's Youth Services Coordinator.
- Monthly Narrative Report must be submitted to YWDB'S Youth Services Coordinator (prior to the last day of each month).

**4<sup>th</sup> Quarter: April 1<sup>st</sup> – June 30<sup>th</sup>**

- All participants must have been given literacy assessment TABE (test)
- Goals must be met for 100% of enrollees contracted to be serviced
- All services/comments for enrollees must be entered in OSOS as services are provided (with dates services were provided).
- All tabs in OSOS must be completed
- Monthly Progress Reports must be submitted to YWDB's Youth Coordinator
- Monthly Narrative Report must be submitted to YWDB'S Youth Services Coordinator (prior to the last day of each month).
- All participants must have completed the 5 Career Zone modules

The YWDB reserves the right to terminate a contract with 30 days' notice if a contractor continues to fail to reach enrollment and performance goals. All required reports must be submitted by due dates or 10% penalties will be incurred and held against administration fees.

**Interim Outcome Measures**

Because most data on performance outcomes will not be available during the program year, the YWDB will use shorter term or interim outcome measures and process measures in order to ensure progress toward the WIOA outcome measures. The interim outcome measures that will be monitored by the YWDB staff generally are:

- Early funding cycle program enrollment of youth;
- Retention of youth in a program leading to a credential;
- Youth attainment of a High School Diploma, HSE, or enter Post-Secondary Education;
- Academic and occupation skill attainments and/or Credentials;
- System for literacy assessment (testing).

**Interim Reporting Instruments:**

1. **Activity Reports:** The provider will provide cumulative monthly activity reports showing the number of youth contacted, the number of youth newly enrolled, the number of youth receiving services by type of service and date services were received for each youth, and the number of youth exiting the program. The reports will be submitted to the YWDB Youth Services Coordinator and may be shared with the YWDB.

2. **Outcome Reports:** The provider will provide a monthly report of the following outcome measures:
  - Percent of youth completed training, as evidenced by training provider certificate (number of youth completing training during report period/number of youth enrolled in training during report period).
  - Percent of youth receiving an industry-recognized work-readiness credential, as evidenced by a copy of actual credential received (number of youth completing a credential during report period/number of youth enrolled in program during report period).
  - Percent of youth entering employment, as evidenced by copy of pay stubs and/or signed verification from employer (number of youth entering employment during report period/number of youth enrolled during report period).
  - Number of youth obtaining a high school diploma or HSE as evidenced by a copy of the diploma/certificate.
  
3. **Financial Reports:** Provider will submit financial reports consisting of line item detail of actual expenses to support each budget line item provided in the Program Budget with each quarterly invoice, and require any subcontractors to file financial report consisting of line item detail of actual expenses to support each budget line item provided in the Program Budget with each invoice.
  
4. **Coordination of Services:** Provider will demonstrate coordination of service for enrolled youth by entering the information in OSOS.
  
5. **Monitoring Approach:** The YWDB staff will review the monthly reports submitted by the provider to identify any potential performance problems early in the life of the contract. A minimum of two on-site monitoring visits will be conducted. The focus of the first monitoring visit will be to verify that the quality of services provided through observation and case record review. The second will be a fiscal review.
  
6. **Monthly Meetings:** **YWDB's Youth Services Coordinator will schedule with Youth sub-contractor monthly meetings to review program activities and outcomes.**
  
7. **Final Operational Report:** At the end of the contract year, the provider will complete a final operational report to be submitted with the fiscal close out, The report will examine activity and outcome information, including the percentage of youth contacted that actually enroll, the percentage of youth enrolled that complete training, the percentage of youth enrolled that received an industry-recognized credential, and the percentage of youth completing the program that actually enter employment, as part of the renewal consideration process.

## **PAYMENT**

The Agreement to Provide Workforce Innovation and Opportunity Act Employment and Training Service Contract (WIOA) is performance based. Youth Subcontractors will receive payments only when bench marks and performance measures as set forth in this RFP, and reporting and invoicing requirements are met. Non-compliance with either may result in penalties up to and including nonpayment. Subcontractors will be required to invoice the YWDB on a quarterly basis. 10% of funds will be set aside as a final payment for follow-up services. 90% remaining contract amount will be paid in equal quarterly payments (i.e. 22.5% of total contract amount per quarter). Performance for each quarter must be met. Payments withheld for not making the measurements for a quarter will not be paid in future quarters.

Reimbursement for expenses is subject to the approval of NYSDOL. All budgets and invoices shall be based on the YWDB's Standardized Budget forms which will be provided to the Applicant with the contract documents.

Payment to programs funded will be made in accordance with the terms of the contract. Invoices shall be prepared by the WIOA Youth Subcontractor for the program with the necessary back-up documentation attached and submitted to the YWDB Fiscal Officer; all invoices must have back-up receipts provided **at the time of invoice submittal**.

## **ADDITIONAL INFORMATION, INTERVIEWS & SITE VISITS**

The YWDB may require any or all applicants to present additional evidence of experience, ability and financial standing as well as a statement as to the materials, equipment or personnel which the Applicant will have available for the performance of this contract. The YWDB reserves the right to interview, any or all Applicant and/or visit any or all Applicant's sites during the evaluation of proposals. If applicable, the YWDB shall contact Applicant to arrange an interview and/or a site visit of Applicant's facilities at any time during the evaluation process. Applicants are reminded to include their best technical and price terms in their initial offer and not to automatically assume that they will have an opportunity to participate in interviews, site visits or be asked to submit a best and final offer. The YWDB may award the contract without interviews and/or site visits for any or all Applicants, if deemed to be within the best interests of the YWDB.

## **YOUTH SUBCONTRACTOR STAFFING**

All Youth Subcontractor's must have (at least one) full time staff member along with one backup staff member who will (individually) be responsible for the youth program, and who will remain in compliance with the policies and procedures in this RFP, to ensure continuance of said program, in the event that either staff member separates from the Youth Subcontractor.

## PROPOSAL SUBMISSION, DEADLINES and FORMAT

To be considered for an award, proposals must be received no later than

May 1, 2019

One (1) Original and Six (6) Copies must be hand-delivered to:

**Mr. Sean McGrail**  
**Executive Director**  
**Office of Workforce Development**  
**28 Wells Ave., Bldg. #3**  
**Yonkers, New York 10701**

Applicants assume all responsibility for proposal submission and adherence to deadlines. Faxed or emailed proposals will NOT be accepted.

Agencies can submit one proposal however they must be specific and define their target population. There must be one (1) Original and six (6) Copies of each proposal submitted.

The Yonkers WDB will not return proposal responses, binders or exhibits to Proposers.

**Proposals must adhere to instructions outlined in this RFP package;** all required application forms must be submitted with the application. Applications must be typewritten; proposal narratives (business plan) must be on 8 1/2 x 11 papers, using twelve (12)-point font, and the entire proposal should not exceed twenty (20) pages. Print on one side of the page. Do not use hard covers or binders. Removable clips are acceptable. Do not include extraneous materials such as promotional brochures, slides, tapes, etc.

**All proposals must be submitted in two parts with page numbers: Part I – Program Narrative - Part II – Fiscal Management and Budget. The information should be supplied in the order specified.**

### **Part I:**

#### **A. Cover Page**

#### **B. Table of Contents**

#### **C. Program Narrative** (Please keep this brief. Yet with a clear description of services to be provided. The YWDB's recommendation is that the Narrative does not exceed 12 pages.)

1. **Outreach & Recruitment** (specify the target population you will be serving: In-school or out-of-school or both). The subcontractor will be required to develop and implement strategies to identify and recruit their target population in sufficient numbers to meet the service goals and performance of the program. Recruitment of individuals will be conducted by the Subcontractor but all eligibility determination must be approved by the Yonkers WDB.

2. **Orientation** -The subcontractor will provide each individual with an orientation that must include information on all available services through the subcontractor, as well as information on other service providers and the YWDB Workforce System. This process would also include an introduction to the responsibilities of the youth and the System's expectations with regards to program desired outcomes, case management, retention/follow-up services, career improvement goals, drug and alcohol abuse, governing policies, behavior and attendance. The subcontractor will provide all such material in writing to each enrolled participant.
3. **WIOA Eligibility** -The subcontractor will include the use of the Yonkers Workforce Youth Services application form to generate all information necessary to determine eligibility and meet reporting requirements (provided as a separate document with the RFP. It also includes the maintenance of adequate documentation to ensure the credibility of the eligibility determination, which shall at a minimum consist of documents used to determine and verify eligibility. Registration is the process of collecting information to support a determination of eligibility. Equal opportunity data must be collected during the registration process.
4. **Objective Assessment** -The subcontractor will provide an objective assessment for each participant that meets the requirements of WIOA Section 129(c)(2) and that incorporates a review of the youth's skill levels including basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes Yonkers WDB for non-traditional jobs), supportive service needs, and developmental needs. To determine each enrolled individuals basic literacy skill level, work readiness skill level and occupational skill level, the subcontractor will ensure that each enrolled individual will be administered a pre-test using one of the approved WIOA testing instruments within sixty (60) days of individual's registration date. (And, post-testing before the end of the last quarter.) These scores will be utilized to assess numeracy and literacy for educational, training and employment competencies. **Basic skills assessment is not required for in-school youth.**
5. **Individual Service Strategy** - The subcontractor will develop an Individual Service Strategy (ISS) for each youth that identifies age-appropriate career goal(s), taking into consideration the youth's pre-test results in basic skills, occupational skills and preparation for employment, post-secondary education, advanced training, apprenticeship and military opportunities. The ISS information will include: Service Description - to provide linkages between academic and occupational learning, provide preparation for employment, and provide effective connections to intermediary organizations that provide strong links to job market and employers for each youth participant. An individual service strategy must be developed based on the results of the youth's assessment with identification of an age-appropriate career goal, pre-test results and preparation for employment and/or post-secondary education opportunities. The subcontractor will include within each ISS the goal for youth achieving objective and/or attaining a diploma, degree or a credential where applicable. The subcontractor will also include in the ISS the 14 Elements of Service and indicate the level of participation by

youth participant. The contract will also include in the ISS which of the 14 Elements of Service which are being addressed and indicate the level of participation. Further, those elements listed in the ISS must be the elements provided to the youth and must also indicate how elements will be provided (in-house or coordinated referrals).

6. **Basic Skills Training** - The subcontractor will put emphasis on academic skill gains in reading and math computation in order to assist youth in achieving academic (General Equivalency Diploma) and occupational success. The subcontractor must provide academic services to assist in skill gains for basic skills-deficient youth (youth scoring below 8.9 or below on pre-test) and must be in accordance with New York State Learning Standards. The subcontractor will show alignment with state learning standards where applicable (e.g., partnerships with public school systems via shared curriculum, instruction delivered by school systems, etc.).
7. **Occupational Skills Training** -The subcontractor will link youth towards obtaining an occupational skills training program that should be directly linked to occupations that are in demand or expected to be in the near future. All occupational skills training should lead directly to employment and to a credential in the field for which training occurs (i.e., diploma, certificate, license and/or degree). Training must be conducted by an authorized trainer on the NYSDOL Eligible Training Provider List. See Jobs in Demand section at the end of this RFP. Prior authorization from the YWDB must be secured for all training.
8. **Post-Secondary Education Prep and Transition activities** – Where applicable, the subcontractor will provide post-secondary education preparation services to assist the youth in entering college, apprenticeship training programs or military service.
9. **Case Management** - Case Managers will serve as the youths’ advocate within the education, training, and employment arenas. Documentation of case management services will include the name of the agency or agencies, the name of the agency representative(s), and the outcome of the case management meetings or discussions. As the official case management systems approved by New York State Department of Labor (NYSDOL), all services will be documented within the American One Stop Operating System (OSOS)

**Program Summary** - Required of all prior WIOA Youth program providers.

**Note: please ensure that all 14 Program Elements are addressed specifically and with elaboration on how the services will be provided.**

## **Part II**

- A. Fiscal Management Capability**
- B. Budget Narrative**
- C. Budget Form**
- D. Personnel Detail**

## **E. Fringe Benefits**

All costs including salaries are subject to negotiation as a part of the contracting process. Yonkers WDB will compare salaries and other costs proposed with costs and salaries for similar positions and responsibilities within Yonkers in arriving at reasonable costs negotiated.

The Yonkers WDB 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 Yonkers WDB. All proposals will be subject to negotiation of terms, conditions, and amount.

## RATING CRITERIA

It is recommended that you review the rating criteria before you begin to write your proposal. This will assist you in assuring that you include information relative to each category being rated. The following criteria will be used to evaluate the proposals. The value of each element is listed next to the criteria.

1. Proposal is complete and consistent with the RFP requirements. (5)
2. The program design (85% service to out- of- school youth, 25% work experience expenditure and no more than 15% of in-school youth). The clarity and specificity of the proposal such that the evaluator can clearly understand what is proposed, how it will positively affect youth, details strategies to be used to recruit and retain participants to help them gain skill competencies needed to obtain the expected results in objective, measurable terms to meet WIA (WIOA) performance standards including outcomes during the follow-up period. (20)
3. The demonstrated and documented effectiveness of the services in assisting youth with multiple barriers listed in the eligibility criteria to attain the program goals to stay in and/or complete school or post-secondary training, and to be self-sufficient. (20)
4. The Applicant provides evidence to demonstrate their capability and relevant experience in developing, operating, and reporting on successful programs providing the same or similar WIOA services, or ability of an organization to replicate a successful model provided elsewhere (ensuring that the 14 Program Elements are available when required). (20)
5. The cost of the services. Cost will be calculated based on overall request divided by the number of individuals to be served. The extent to which other sources of funds are being leveraged will also be considered here. (15)
6. Linkages between the Applicant and other providers and/or employers in the community offering services that are important to the success of the project. The extent to which coordination with the Local Schools, the Community College and Post-Secondary Institutions, Juvenile Justice Agencies, Community Based Organizations, youth organizations, and employers. (5)
7. References, which support the Applicant's capability to provide services. (5)
8. Fiscal capability of the organizations. (9)
9. Copy of 2014 #A133 Report. (1)

## PY 2019 PROPOSAL COVER SHEET

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Total Amount of WIOA Funds Requested: \_\_\_\_\_

Total Number of Individuals to be Served: \_\_\_\_\_

# Of out of School: \_\_\_\_\_ # Of In School: \_\_\_\_\_

Lowest funding level acceptable to able to operate project\*: \_\_\_\_\_

Number of clients able to be served at lowest acceptable funding level\*: \_\_\_\_\_

Proposal is for (*Name or Type of Activity*): \_\_\_\_\_

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

Minority Business Owner: \_\_\_\_\_

**\* Failure to complete will result in a determination that the proposal is non-responsive and it will not be read, submitted to review committees or considered for funding.**

Check if applicable:

- Corporation     Sole Proprietorship     Partnership     Other
- For Profit     State Agency     Other Public Agency (Specify)
- Labor Organization     Community Based Organization
- Not for profit     Business Organization

Summary of Program:

## BUDGET SUMMARY

Line Item	Annual Expense*	OSY 85% min	ISY 15% max	Admin	Services/ Program	Match (In Kind)
Personnel						
Salaries						
Fringes						
Mileage						
Other						
Travel						
Staff Incentives						
<b>Total Personnel</b>						
Non Personnel						
Supplies						
Printing						
Postage						
Telephone						
Maintenance						
Equip. Rental						
Equip. Purch.						
Space Rent						
Insurance						
Utilities						
Other						
Work Experience (Must be <b>25%</b> of total)						
Books						
Materials						
Teaching Aids						
Profit						
Other						
<b>Total Non-Personnel</b>						
<b>GRAND TOTAL</b>						

Annual Expense = Organization's actual annual cost for the item

\_\_\_\_\_  
 (Officer, Director, or Authorized Signatory), certifies that the budget is a true estimate based upon available information at the time of its submission.

## PERSONNEL DETAIL

List all positions included and the total amount of wages requested for each cost category. All allocations of salary across cost categories must be supported by matching job descriptions and a cost allocation plan.

Col. 1	Col. 2	Col. 3	C. 4	C. 5	Col. 6	C 7	Col. 8	C9	C10
Job Title & Staff Member	# Pay Periods Per Year	Amount of Pay Per Period	Total Col. 2x3	%	Admin Col 4x5	%	Program / Services Col 4x7	%	Other WIOA/ or non WIOA Pay - Specify Col 4+11
<b>TOTALS</b>				\$		\$		\$	

Transfer to the appropriate cost categories on the budget worksheets. Note that salaries being supported by various funding sources must be properly allocated to all funding sources

**Legend:**

- Column 1** Title and name if possible of individual to be charged to this proposal.
- Column 2** The number of pay periods a year for the individual.
- Column 3** Amount of pay per period.
- Column 4** Total wages for the year for the position.
- Column 5** The percentage of the individual's/position's pay to be charged to the administration category under this proposal.
- Column 6** Amount of wages charged to administration
- Column 7** The percentage of the individual's/position's pay to be charged to program / services category under this proposal.
- Column 8** Amount of wages to be charged to program / services.
- Column 9** The percent of the individual's salary which is not being charged to the Yonkers WDB / WAGES Coalition.
- Column 10** The amount of the individual's salary not being charged to the Yonkers WDB / WAGES Coalition.

## FRINGE BENEFITS WORKSHEET

Enter Fringe Benefits for positions on Personnel Detail:

Job Title & Staff Member	Administration	Program / Services	Other WIOA or Non WIOA Fringe	Total Fringe
<b>Total Fringe Benefits</b>				

List all fringes and percentages for each fringe benefit



## **INFORMATION FOR APPLICANTS**

### **Article 1. NEGOTIATIONS**

1. The YWDB reserves the right, in its sole discretion, to reject at any time any or all proposals, to withdraw this RFP, to negotiate with one or more Applicants (proposers), and/or negotiate on terms other than those set forth herein, including with parties other than those responding to this RFP. The Yonkers Office of Workforce Development and the YWDB likewise reserves the right, at any time, to waive compliance with, or change any of the terms and conditions of this RFP or to entertain modifications or additions to selected proposals.

### **Article 2. CONTRACT AWARD**

1. The Contract resulting from this solicitation shall be awarded to the Applicant the YWDB considers most qualified and whose Proposal the YWDB determines to be the most advantageous to the YWDB.
2. Any proposed contract award shall be subject to all required YWDB oversight approvals.
3. The Applicant must comply with any and all federal, state, and local laws, rules and regulations, and executive orders applicable to the subject matter of this contract, including Equal Employment Opportunities (EEO), Civil Rights, MacBride Fair Employment Principles, and the New York State Labor Law.

### **Article 3. PERIOD OF PERFORMANCE**

1. The Contract for the Work specified herein shall commence on a mutually agreed upon date and time.

### **Article 4. REQUIRED INSURANCE**

The Applicant shall not commence Work under this Contract until the Applicant (Proposer) has delivered certificates of insurance evidencing the following required insurance and bearing notations evidencing the payment of premiums and coverage and amounts approved by the YWDB.

Required coverage for Services is the following:

- a) The Subcontractor shall provide Worker's Compensation Insurance and Employer's Liability Insurance as required under the Worker's Compensation Law.
- b) Without limiting or restricting the provisions of Section 8, the Subcontractor shall maintain Commercial General Liability Insurance, Listing the YWDB as an additional insured, in the minimum amount of \$2,000,000 in the aggregate, \$500,000 each incident, with a company or companies licensed in New York State with an A or better Best Rating.

The Certificate of Insurance for the above coverage must include the **YWDB's Contract number**, bear a notation evidencing a **minimum of 10-day cancellation notice to the YWDB**, and list the **YWDB as an additional insured**.

- c) Without in any way limiting or restricting the provisions of Section 8 hereof, where professional services are to be performed under this Contract, the Subcontractor shall carry Professional Liability Insurance in the aggregate amount of \$1,000,000, \$1,000,000 per claim, with a company or companies licensed in New York State with an A or better Best Rating and in a form satisfactory to the YWDB.

Applicants are advised that the contents of this RFP and the successful Subcontractor's Proposal, as submitted or negotiated, shall be incorporated into the resultant contract.

Answers to all inquiries will be given to all prospective Subcontractors' in the form of a formal addendum to the RFP and shall be annexed to and become part of the ensuing contract.

It is expressly understood that all costs associated with the preparation of the Proposal are to be borne by the Applicant and the submission of such Proposals in no way obligates the YWDB to any Applicant.

**NON-COLLUSION CERTIFICATION:**

- a. By submission of this proposal, each Applicant and each person signing on behalf of any Applicant certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
  - 1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Applicant or with any competitor.
  - 2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Applicant and will not knowingly be disclosed by the Applicant prior to opening, directly or indirectly, to any other Applicant or to any competitor; and
  - 3. No attempt has been made or will be made by the Applicant to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.”
- b. A proposal shall not be considered for award nor shall any award be made where the provisions of (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the Applicant cannot make the foregoing certification, the Applicant shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that an Applicant (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of subparagraph (a) (1) of this certification.

Any proposal hereafter made to any political subdivision of the state or any public department, agency or official thereof by an Applicant for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such proposal contains the certification referred to in subparagraph (a)(1) of this certification, shall be deemed to have been authorized by the board of directors of the Applicant, and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion of this Non-Collusion Certification as the act and deed of the corporation or other business entity submitting the proposal.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME (Typed)

\_\_\_\_\_  
TITLE

BUSINESS NAME \_\_\_\_\_

**DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATIONS**

(See instructions on next page before completing this form.)

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

\_\_\_\_\_

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

Name and Title of Person Submitting this Form: \_\_\_\_\_

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?

No  Yes

**If yes, please answer the next questions:**

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j:  No  Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?  No  Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below and attach additional pages as necessary.

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-Responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information?  No  Yes

6. If yes, please provide details below and attach additional pages as necessary.

Governmental Entity: \_\_\_\_\_

Date of Termination or Withholding of Contract: \_\_\_\_\_

Basis of Termination or Withholding: \_\_\_\_\_

Offerer certifies that all information provided to the Governmental Entity with respect to State Finance Law §139- k is complete, true and accurate.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name, Title

## **Instructions for Completing the Disclosure of Prior Non-Responsibility Determinations**

### **Background:**

New York State Finance Law §139-k (2) obligates a Governmental Entity to obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j. In accordance with State Finance Law §139-k, an Offeror must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any Governmental Entity due to: (a) a violation of State Finance Law §139-j or (b) the intentional provision of false or incomplete information to a Governmental Entity. The terms “Offeror” and “Governmental Entity” are defined in State Finance Law § 139-k (1). State Finance Law §139-j sets forth detailed requirements about the restrictions on Contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible Contact during the restricted period (for example, contacting a person or entity other than the designated contact person, when such contact does not fall within one of the exemptions).

As part of its responsibility determination, State Finance Law §139-k(3) mandates consideration of whether an Offeror fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no Procurement Contract shall be awarded to any Offeror that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the Procurement Contract to the Offeror is necessary to protect public property or public health safety, and that the Offeror is the only source capable of supplying the required Article of Procurement within the necessary timeframe. See State Finance Law §§139-j (10) (b) and 139-k (3).

### **Instructions:**

The Yonkers WDB includes this disclosure request regarding prior non-responsibility determinations in accordance with State Finance Law §139-k in its solicitation of proposals or bid documents or specifications or contract documents, as applicable, for Procurement Contracts. The attached form is to be completed and submitted by the individual or entity seeking to enter into a Procurement Contract, Supplement or Change Order. It shall be submitted to with your bid or proposal to the YWDB agency conducting the Governmental Procurement.

This document must accompany each Bid Form, Letter of Interest, or Proposal submitted by all Offerors.

## IRAN DIVESTMENT ACT CERTIFICATION

The Iran Divestment Act of 2012 (“Act”), Chapter 1 of the 2012 Laws of New York, added State Finance Law (SFL), §165-a and General Municipal Law §103-g, effective April 12, 2012. Under the Act, the Commissioner of the New York State Office of General Services (“OGS”) developed a list (“Prohibited Entities List”) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). In accordance with SFL § 165-a (3), the Prohibited Entities

List may be found on the OGS website:

- <http://www.ogs.ny.gov/about/regsg/docs/ListofEntities.pdf>.

Pursuant to General Municipal Law §103-g, by signing below, Offeror certifies as true under the penalties of perjury that:

By submission of this proposal each Offeror and each person signing on behalf of any Offeror certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Offeror is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law.

A proposal shall not be considered for award nor shall any award be made where the certification has not been made, provided, however, that if in any case the Offeror cannot make the certification, the Offeror shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefor. The YWDB may award a contract to an Offeror who cannot make the required certification on a case-by-case basis if:

- 1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- 2) The YWDB makes a determination that the goods and services are necessary for the YWDB to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

During the term of the Contract, should the YWDB receive information that a person is in violation of the above-referenced certifications, the YWDB will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the YWDB shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the subcontractor in default.

The YWDB reserves the right to reject any bid, proposal, contract or request for assignment for an entity that appears on the Prohibited Entities List prior to the award or execution of a contract or any renewal thereof, as applicable, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities List after contract award.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME (Typed)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
BUSINESS NAME

## INFORMATION SHEET

The questions asked on this Information Sheet are voluntary. It is not necessary to complete this section of this RFP. Filling out this sheet does not change your chances of a proposal award in any respect. By completing this form, you will be helping the YWDB track trends that we believe to be of importance. The information collected will NOT be used to compile mailing lists, and will not be used to contact you. It will also not be sold. The information collected may be used to generate reports showing historical data with regard to the YWDB's purchasing process.

Business Name: \_\_\_\_\_

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

In what YWDB location are the primary operations of this business conducted?

\_\_\_\_\_

Business Type (Sole Proprietorship, Corporation, LLC, etc.) \_\_\_\_\_

\_\_\_\_\_

Does this business have a minority, women's, disadvantaged or small business status? \_\_\_\_\_

If yes, please list the designation(s) and the certifying entity (ties):

\_\_\_\_\_

\_\_\_\_\_

How many individuals does this business employ? \_\_\_\_\_

Have you conducted business with the Yonkers Office of Workforce Development or the YWDB before? \_\_\_\_\_

How did you discover this proposal opportunity? \_\_\_\_\_

\_\_\_\_\_

Please list any other comments or suggestions pertaining to doing business with the Yonkers Office of Workforce Development and WDB:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## FEDERAL CERTIFICATIONS

The funding for the awards granted under this solicitation is provided by either the USDOL or the United States Department of Health and Human Services each of which require the following certifications:

### **A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS**

1. The prospective lower tier participant certifies, by execution of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

### **B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements**

By executing this certification the signor hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S.C. **Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

- C. DRUG FREE WORKPLACE.** The undersigned certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 98.630, Appendix C, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at your office and available for Federal inspection.

#### **D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:**

##### **For contracts funded by the U.S. Department of Labor**

As a condition to the award of financial assistance from the Department of Labor under WIOA, the undersigned assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the Workforce Investment Opportunity Act of 2014 (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA - financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The undersigned also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to undersigned's operation of the WIOA-financially assisted program or activity, and to all agreements the undersigned makes to carry out the WIOA financially assisted program or activity. The undersigned understands that the United States has the right to seek judicial enforcement of this assurance. For grants serving participants in work activities funded through the Welfare-to-Work block grant programs under Section 407(a) of the Social Security Act, the undersigned shall comply with 20 CFR 645.255.

##### **For contracts funded by the U.S. Department of Health and Human Services**

As a condition to the award of financial assistance from the Department of Labor under Title IV-A of the Social Security Act, the undersigned assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws including but not limited to:

- (1) Title VI of the Civil rights Act of 1964(P.L. 88-352) and Executive Order Number 11246 as amended by E.O. 11375 relating to Equal Employment Opportunity which prohibits discrimination on the basis of race, color or national origin;
- (2) Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations issued pursuant thereto contained in 45 CFR Part 84 entitled "Nondiscrimination on the Basis of Handicap in Programs and Activities Reviewing or Benefiting from Federal Financial Assistance" which prohibit discrimination against qualified individuals with disabilities;
- (3) The Age Discrimination Act of 1975, as amended, and the regulations at 45 CFR Part 90 entitled "Nondiscrimination on the Basis of Age in Programs and Activities Reviewing Federal Financial Assistance," which prohibits discrimination on the basis of age;
- (4) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and

(5) The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116, and regulations issued by the Equal Employment Opportunity Commission which implement the employment provisions of the ADA, set forth at 29 CFR Part 1630.

The undersigned also assures that it will comply with 45 CFR Part 80 and all other regulations implementing the laws listed above. The undersigned understands that the United States has the right to seek judicial enforcement of this assurance.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Offeror and that the foregoing statements are true and accurate.

Signature of Authorized Representative:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Jobs in Demand Today

## Occupations With the Most Expected Hiring in the Hudson Valley

These occupations, in the labor market analyst's view, will offer a qualified jobseeker a reasonable expectation of obtaining employment in the region. The list is a product of the DOL's analyst's best judgment and historical seasonal hiring activity by month and is subject to revision at any time. The occupations on this list may not necessarily be tied to training available; contact the Yonkers One-Stop Career Center for their priority list of training opportunities.

Job Title	Description
Accountants and Auditors	Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data. Excludes Tax Examiners and Collectors, and Revenue Agents (13-2081).
Automotive Body and Related Repairers	Repair and refinish automotive vehicle bodies and straighten vehicle frames. Excludes Painters, Transportation Equipment" (51-9122) and "Automotive Glass Installers and Repairers" (49-3022).
Automotive Service Technicians and Mechanics	Diagnose, adjust, repair, or overhaul automotive vehicles. Excludes Automotive Body and Related Repairers" (49-3021), "Bus and Truck Mechanics and Diesel Engine Specialists" (49-3031), and "Electronic Equipment Installers and Repairers, Motor Vehicles" (49-2096).
Bill and Account Collectors	Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; and keeping records of collection and status of accounts.
Bookkeeping, Accounting, and Auditing Clerks	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Excludes Payroll and Timekeeping Clerks (43-3051).
Childcare Workers	Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Excludes "Preschool Teachers, Except Special Education" (25-2011) and "Teacher Assistants" (25-9041).

Customer Service Representatives	Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints. Excludes individuals whose duties are primarily installation, sales, or repair.
Dental Assistants	Assist dentist, set up equipment, prepare patient for treatment, and keep records.
Electricians	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. Excludes Security and Fire Alarm Systems Installers" (49-2098).
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.
Home Health Aides	Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.
Lawyers	Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.
Licensed Practical and Licensed Vocational Nurses	Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.
Market Research Analysts and Marketing Specialists*	Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution.
Medical Assistants	Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering

	medications as directed by physician. Excludes "Physician Assistants" (29-1071).
Medical Secretaries	Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.
Nursing Assistants	Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants. Excludes Home Health Aides (31-1011), Orderlies (31-1015), Personal Care Aides (39-9021), and Psychiatric Aides (31-1013).
Painters, Construction and Maintenance	Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency. Excludes Paperhangers" (47-2142).
Paralegals and Legal Assistants*	Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. Excludes Legal Secretaries (43-6012).
Personal Care Aides	Assist the elderly, convalescents, or persons with disabilities with daily living activities at the person's home or in a care facility. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals. May provide assistance at non-residential care facilities. May advise families, the elderly, convalescents, and persons with disabilities regarding such things as nutrition, cleanliness, and household activities.
Plumbers, Pipefitters, and Steamfitters	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinkler fitters.
Registered Nurses	Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Includes Clinical Nurse Specialists. Excludes Nurse Anesthetists (29-1151), Nurse Midwives (29-1161), and Nurse Practitioners (29-1171).
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).

Security Guards

Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment. Excludes Transportation Security Screeners (33-9093).