

RFQ for Santa Maria Summer Jobs and Beyond: Career Pathways for Youth (CPY Project)

Sub recipient Program Monitoring and Evaluation

Purpose and Project Description

The Workforce Development Board of Santa Barbara County ("WDB") is soliciting informal quotes from qualified contractors to provide subrecipient program monitoring, and evaluation of Santa Maria Summer Jobs and Beyond: Career Pathways for Youth (CPY Project).

Contractor may submit (or might be selected) for one or both of the services described below. Quotes are to be submitted via e-mail to I.servin@sbcsocialserv.org no later than close of business **Tuesday, October 31, 2017**. For purposes of this Request for Qualifications, quotes submitted for Program Monitoring are not to exceed **\$15,000**. Quotes submitted for the Program Evaluation are not to exceed **\$25,000**.

Please submit your quote as a flat fee for the services stated below and include:

- Qualifications (i.e., resume) and description of your experience and expertise with oversight or monitoring of similar programs.
- Description of your understanding of the Federal Uniform Administrative Guidance and other pertinent federal or state regulations.

I. Program Monitoring

The purpose of this engagement is to fulfill federal subrecipient program monitoring requirements for federal pass through awards to subrecipients pursuant to the federal Uniform Administrative Guidance Subpart D and to determine whether CPY Project funded by the Dislocated Worker National Reserve Demonstration Grants, administered by program operators under agreements with the County of Santa Barbara comply with federal and State of California statutes, regulations, directives, and other authoritative guidance .

The monitoring will be conducted onsite at one location:

- CPY Project monitoring shall be completed no later than **January 15, 2018**. Location: Goodwill Workforce Center, 210 E Enos Drive, Ste. E, Santa Maria, Ca 93454.

Scope of Services

The Program Monitoring review process includes, but not limited to, the following:

- a. Eligibility and Records Review
- b. Interviews with program staff
- c. Assessment of Quality of Services, Service Levels, and Activity Levels
- d. Review of Program Design and Implementation

- e. Analysis of Costs and Expenditures by Program Deliverables
- f. Evaluation of whether WIOA Title I programs and services are provided in compliance with the Americans with Disabilities Act and its amendments, and provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Educations Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

Note: Monitoring Tools will be provided.

The WDB is using the small purchase method for procurement permissible for transactions of less than the simplified acquisition threshold of \$150,000 pursuant to 2 Code of Federal Regulations Sec. 200.

For purposes of this Request for Qualifications, quotes submitted for this service (Program Monitoring) are not to exceed **\$15,000**.

II. **Project Evaluation and Sustainability**

The project evaluation and sustainability component is to be conducted in order to improve project performance and outcomes, quality of services, and overall project effectiveness. This is a qualitative analysis of our project. The project will be serving 260 participants in the Santa Maria Valley between the ages of 16-24. Project end date is December 31, 2018.

The project evaluation should assess at minimum the following:

- The service delivery and quality of services, which includes eight main project elements and 25 distinctive services
- Demographic information of the participants, and source of referrals - to streamline youth engagement strategies.
- Business engagement component
- Youth activities and the completion rate to determine any obstacles in the completion of activities.
- Performance measures and project outcomes
- Satisfaction levels of
 - Participants
 - Employers

The evaluation results should be provided in two parts:

- Initial evaluation should be completed by **January 15, 2018**. An initial report must be produced and must include an initial assessment regarding the items listed above for the purpose of implementing changes for the summer cohort.
- Final evaluation to be completed by **December 31, 2018** and must address the overall performance of the project.

A project evaluation and an oral presentation must be provided after each component is completed. The final project evaluation report must include sustainability recommendations (based on research, project evaluation and best practices from other programs) to be translated into a work plan that we can follow in order to make this project sustainable after the grant period.

The WDB is using the small purchase method for procurement permissible for transactions of less than the simplified acquisition threshold of \$150,000 pursuant to 2 Code of Federal Regulations Sec. 200.

For purposes of this Request for Qualifications, quotes submitted for this service (Project Evaluation) are not to exceed **\$25,000**.

Attached is the abstract with a description about the project.

Requirements

The following information will be needed to establish purchase orders with the County of Santa Barbara and may be provided simultaneously (if you have not already done so) with the informal quote:

- **Proof of Insurance** — In order to execute a contract with the County of Santa Barbara, the County requires General Liability (\$1,000,000 per occurrence, \$2,000,000 in the aggregate) in the aggregate) with an Endorsement (such as form CG 20 26 11 85) naming the County of Santa Barbara as an additional insured, and/or Professional Liability insurance. If vehicles are involved, proof of Auto Liability is also required. Proof of Workers' Compensation is also required, if you have any employees. The Certificate Holder shall read as follows:

County of Santa Barbara
Department of Social Services
2125 S. Centerpointe Pkwy.
Santa Maria, CA. 93455

- **Substitute W9**, which allows a vendor to be up for direct deposit
- **CA 590** required by the State of California



Santa Maria Summer Jobs & Beyond: Career Pathways for Youth Project

ABSTRACT

SUMMARY:

The Federal Department of Labor awarded the Santa Barbara County Workforce Development Board a \$2 Million grant to prepare and connect Santa Maria youth to employment and career opportunities. The City of Santa Maria is one of 11 communities across the country to receive the competitive grant funding. This community was selected due to the high youth and gang-related murders taken place during the last few months. The CPY Grants are designed to provide resources to Local Workforce Development Boards to expand and enhance existing summer employment programs and work experiences throughout the year for eligible youth and to implement innovative practices.

TARGET POPULATION: This grant is intended to serve youth participants between the ages of 16-24 that are In School Youth (ISY) at risk of dropping out of high school with little to no work experience and Out of School Youth (OSY) that are high school drop outs with little to no work experience. There is a priority of service to Veterans. In addition, youth that live in high poverty, high crime and areas with elevated school drop-out rate areas will be targeted.

A total of 260 youth will be served over a 2-year period (123 OSY and 137 ISY). The project, as recommended by the partners, will be implemented in three separate phases (each serving a different cohort of clients). The first cohort will start in September 2016 and will serve approximately 70 youth. The second cohort will begin in the summer of 2017 and will serve 120 youth. The third and last cohort will serve 70 youth for 2018.

PROJECT ELEMENTS/CONTRACTS:

There are eight initially identified project elements and 25 distinctive services including:

1. Business engagement – skills and needs mapping with the business community
2. Youth recruitment and case management
3. Parent engagement component
4. Employer training component
5. Summer Jobs Academy/Career Camp

Training component will include:

- a. Healthcare Services - provide health assessments and follow-up for participants
- b. Mental Health Services - participants will take part in community resiliency training with CHC's behavioral health team.
- c. Substance Abuse Services
- d. Gang Prevention
- e. Financial Literacy
- f. Customer Service Skills



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- g. Job Readiness
 - h. Career Exploration
 - i. Leadership Development
6. Education and Training: training opportunities that develop skills leading into career pathways.
Training components or services will include:
- a. Offering career counseling services, including providing information about resume preparation, interview skills, and long-term benefits of postsecondary education and training (e.g. increased earning power and career mobility.)
 - b. career awareness and exploration: providing career development services, such as interest inventories, career exploration and awareness activities and tools, and occupational information based on labor market conditions
 - c. Career pathways connection information
7. Work Experience - Youth participants will be paid minimum wage at \$10/hr for 240 hours.
8. Employment and Career Connection
- a. Job readiness and job finding assistance
 - b. Career exploration

PARTNERS

The intent of the Santa Maria Summer Jobs and Beyond Project is to serve young adults by providing valuable services in partnership with the private and public Industry. The initiative brings together partners to provide services and develop paid work experience opportunities, including summer and year-round employment opportunities and career pathways opportunities in education and employment in the identified Santa Barbara County industry sectors. The Santa Barbara County Workforce Development Board will lead the collaborative.

The partners include:

- County of Santa Barbara Workforce Development Board
- Santa Maria Chamber of Commerce
- Center for Employment Training
- Santa Barbara County Education Office (ROP)
- Four Square Church
- Santa Maria Parks and Recreation Department
- Community Health Centers of the Central Coast
- Goodwill Industries of Ventura and Santa Barbara Counties
- Santa Maria Joint Union High School District
- Edward de Jesus Seminars & Consulting



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- Foundation for CA Community Colleges
- Santa Barbara County Probation Department
- Santa Maria Union High School District

PROJECT DURATION: The initial grant period for this project was 24 months - May 20, 2016 to June 19, 2018. This has been extended and is now scheduled to end December 31, 2018.

EXPECTED OUTCOMES & OUTPUTS: Program participants outcome's will be measured by the percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment. Performance will also be measured by the total number of participants served, ISY and OSY; total number of participants placed in unsubsidized employment; total number of participants placed in Post Secondary Education or Training; number of participants entering a work experience activity; the number of employers participating in the "Skills and Needs Mapping Survey" administered by the Santa Maria Chamber of Commerce; the number of youth that complete the education and training component; the number of parents attending the Parent Engagement Workshop, and the number of youth that complete the Summer Jobs Academy.