

## **YOUTH OVERSIGHT COMMITTEE**

**November 18, 2021**

**8:30 A.M.**

**Zoom Platform**

**PRESENT:** K. Shanks-Booth, V. Zeppelin, J. Clemons, J. Harriot

**EXCUSED:** C. Malcolm

**GUEST:**

**STAFF:** R. Avila, S. Alvord, Diane Achilles

### **CALL TO ORDER**

Ms. Shanks-Booth called the meeting to order at 8:34 a.m.

### **APPROVAL OF MINUTES – October 21, 2021**

It was moved by Ms. Zeppelin and seconded by Ms. Shanks-Booth and unanimously adopted by voice vote of members present to approve the minutes of October 21, 2021.

### **WIOA POLICY REVIEW: FOLLOW UP/EXIT**

Ms. Alvord reviewed the WIOA Follow Up/Exit Policy edits that were made and is asking the Committee to approve policy to move to the next Workforce Development Board meeting scheduled for Tuesday, December 14, 2021 for approval.

It was moved by Mr. Harriot and seconded by Ms. Zeppelin and unanimously adopted by voice vote of members present to approve the WIOA Follow Up/Exit Policy to move to the Full Board for approval.

### **WIOA YOUTH RFP RELEASE/REVIEW DISCUSSION**

Ms. Alvord reported that the Committee will need to make a decision on whether to extend the current contract for an additional year or release a new RFP for the WIOA Youth contract. After the Committee had further discussion, they would like to have a new WIOA Youth RFP released by January 2022. With a tight timeline to have RFP ready to be released by January 2022 the Committee will schedule an extra meeting to review and approve the WIOA Youth RFP to move to the next full Board meeting Tuesday, December 1, 2021, for approval.

## **2022 SUMMER YOUTH EMPLOYMENT RFP REVIEW**

Ms. Alvord reviewed the 2022 Summer Youth Employment RFP with edits that were forwarded to her by Committee members. Ms. Alvord will revise the RFP with suggestions and will forward to Committee members along with the approval rating sheet.

## **ADJOURNMENT**

Ms. Shanks-Booth adjourned the meeting at 10:27 a.m.

The next meeting is scheduled for December 16, 2021.

<b>2021 SYEP RFP TIMELINE: version 1 Jan. approval</b>	
SYEP RFP Developed	January 2021
Youth Oversight Committee (YOC) Reviews Draft/Comments	January [1/21/21]
YOC Approval of Release of RFP	January [1/21/21]
WDB Approval of Release of RFP	February [2/2/21]* exec committee
RFP Release [County/BidNet]	February 2, 2021
Proposals DUE	March 3, 2021
Bids “opened” by County Finance	March 4, 2021
YOC meets to review proposals	March 11 (extra meeting); March 18, 2021
YOC Recommendations to WDB	March 18, 2021
WDB Award of Contracts	March 23, 2021
Contract Start Date	May 1, 2021
<b>2021 SYEP RFP TIMELINE: version 2 Feb. approval</b>	
SYEP RFP Developed	January 2021
Youth Oversight Committee (YOC) Reviews Draft/Comments	January [1/21/21]
YOC Approval of Release of RFP	February [2/18/21]
WDB Approval of Release of RFP	February [2/23/21]* full board
RFP Release [County/BidNet]	February 23, 2021
Proposals DUE	March 29, 2021
Bids “opened” by County Finance	March 30, 2021
YOC meets to review proposals	April 8 (extra meeting); April 15, 2021
YOC Recommendations to WDB	April 15, 2021
WDB Award of Contracts	April 27, 2021
Contract Start Date	May 1, 2021

**Tompkins County  
Workforce Development Board**

Request for Proposals

2022 Summer Youth Employment Program

February 22, 2022

2022 Summer Youth Employment Program  
Tompkins County

**BACKGROUND**

The Tompkins County Workforce Development Board (WDB) has administered successful state-funded Summer Youth Employment Programs for many years. Even with the current budgetary constraints due to the pandemic, it is anticipated that the New York State budget will include an allocation of funds for a state funded Summer Youth Employment Program. Therefore, the Tompkins County Workforce Development Board (WDB) anticipates awarding approximately \$350,000. Funding is anticipated for allowable SYEP expenditures made from May 1, 2022 to September 30, 2022.

**PLEASE NOTE:**

The WDB is proceeding with this request for proposals with the understanding that New York State may or may not appropriate funds for this program. Although significant changes are not anticipated, the conditions and standards applied to the potential appropriation have not been established and may impact the design and implementation of the local program. The Tompkins County Workforce Development Board may modify or refuse to make awards based on the availability of funds.

**PURPOSE OF REQUEST**

To prepare for this summer employment program, the WDB is soliciting proposals for summer youth employment programs to serve youth between the ages of 14-20 years old, living in families who receive TANF benefits or in families who are at or below 200% of the federal poverty level. Proposals are encouraged from for-profit, not-for-profit organizations, educational entities, and local governments.

**PROGRAM OBJECTIVES**

- Provide youth with barriers to employment an opportunity to earn a paycheck
- Provide youth with a supportive, first time work experience
- Train youth in skills that are currently needed in the labor market
- Expose youth to careers, employers, and the world of work
- Develop workplace etiquette and strengthen basic employment skills
- Reinforce the relationship between academics and skills needed on the job
- Encourage youth to earn a high school diploma
- Provide an entry point into the workforce development system

## REQUIRED PROGRAM PARAMETERS

**Intent** The Workforce Development Board is interested in supporting innovative programs that:

- support youth with exceptional barriers to employment to achieve success with summer youth employment
- help youth to overcome persistent transportation problems and/or other barriers
- link to area employers who have career pathways in local industries such as manufacturing or healthcare
- re-engage youth in secondary or postsecondary education

Proposals **must** demonstrate how they are **recruiting and supporting** youth to overcome systemic and structural barriers in securing first time employment opportunities. Youth of color, rural youth, youth with disabilities, and youth experiencing poverty frequently need creative, innovative programs to go beyond “business as usual” to promote an equitable summer youth experience. Successful applicants will be explicit with their plans to engage youth and overcome such barriers.

**Structure** The program must consist of a combination of employment and academic enrichment with emphasis placed on youth undertaking a paid work experience. Financial Literacy is a **required** element. Stand-alone educational/academic models will not be considered. *Program trips to amusement parks or similar events will not be reimbursable/subject to reimbursement with this funding.*

**Duration** Youth should work between 20-30 hours per week, not to exceed 35 hours per week. If youth work while school is in session, special attention must be paid to the laws governing the employment of minors. Funding is available from May 1 – September 30, 2022.

Youth work readiness, career exploration, and financial literacy activities may begin prior to their work experience. If youth are being paid for these activities, providers must ensure that youth working papers are collected prior to their participation.

**Pay** All youth must be paid minimum wage which as of January 1, 2022 is **\$13.20 per hour**. Wages are paid for work and may be paid for academic/educational activities. All Federal and New York state wage and hour laws must be followed, and hours must be documented on the participant’s timesheet. Participant lunch period must be unpaid. **Stipends are not permitted, and it is expected that participants will be on the provider’s payroll.**

**Commented [A1]:** This is a local guideline. OTDA will allow stipends, see note below. Only requirement is that the stipend be at least minimum wage/hourly rate.

**Job Characteristics** Work experience can be in the public or private sector and may include project-based employment. Employment tasks must be consistent with the New York State minimum-age standards for employed youth under the age of 18. Youth may be placed in jobs on site or off site *with supervision*.

**Budget** At least 65% of overall budget must be utilized for participant costs. Participant costs are defined as participant wage and fringe, transportation, counseling and employer related services (such as clothing/uniforms or other supplies required by the employer), training supplies (including technology purchases for the youth), and incentive payments.

## FOCUS POPULATIONS

Program participants are limited to economically disadvantaged youth **ages 14-20**. **Participants must reside in Tompkins County**. Participants from outlying counties should be referred to the SYEP Program in their county of residence. See the attached list of SYEP Program contacts for the counties contiguous to Tompkins (pg. 15). Programs may serve any or all ages within the targeted age range. Participants currently residing in DJJOY residential facilities are limited to a maximum of \$10,800 of the total participant wages.

Program operators are responsible for the marketing, recruitment, intake, and eligibility process. All contractors will be required to attend training in early May 2022 (provided by the WDB) on the determination of eligibility and required documentation. Contractors will be responsible for any costs associated with incorrect eligibility determinations.

Program operators will be required to demonstrate significant coordination with community partners, social service agencies, and with other summer program providers in the recruitment, screening, and placement of program participants. Coordination includes a common summer employment program application for all WDB funded providers, joint recruitment activities, and common marketing materials. Contractors agree to identify the Tompkins County Workforce Development Board as the funding source of the Summer Youth Employment Program in news releases, media programs, letterhead, webpage, brochures, flyers, program materials, etc., including use of the Tompkins Workforce Development Board logo. A meeting for program providers will be convened in May 2022 to share program participants and workshops to maximize resources.

The WDB is committed to providing employment opportunities to underserved populations. Upon review of submitted proposals and before contract signing, the WDB will negotiate goals with providers regarding the number of youths served, number of minority youth served, number of foster care youth served, and other aspects meeting program design goals.

#### **PROGRAM ELEMENTS**

Participant Orientation The program must provide each youth participant a thorough overview of basic employment information, expectations at the employer’s work site, safety measures, time and attendance requirements, emergency contact information, and their summer youth employment program counselor/advisor contact information. Providers must maintain documentation that ALL youth attended an orientation to the summer youth employment program prior to their start date.

Supervisor Orientation The program must provide each worksite supervisor with an orientation to program goals, time and attendance requirements, what to do if a youth is injured on the job, supervisor expectations, and their summer youth employment program counselor/advisor contact information. Providers must maintain documentation that supervisors were provided an orientation to the summer youth employment program prior to the youth’s start date. In cases where there are multiple departments within an agency designated as a worksite then orientations must be documented and provided to each department. Agencies will be provided a worksite agreement that has the minimum requirements for contractors. If the contractor decides to use a different agreement, the agreement must incorporate the minimum requirements.

Career Exploration An orientation to demand occupations and the local labor market must be provided, along with exposure to careers through such activities as site visits to employers, guest speakers, workshops, handouts spotlighting career fields, employer panels and job shadowing. Providers must maintain attendance documentation for all such activities. The identified career clusters are:

- Agricultural
- Business
- Childcare
- Computer and Information Technology
- Construction
- Customer Service
- Education
- Finance
- Food Service
- Governmental

Healthcare  
Hospitality  
Library Sciences  
Human Services  
Maintenance  
Management  
Manufacturing  
Office/Administration  
Personal Care/Services  
Retail  
Social Services  
Transportation

.....

Additional information regarding specific demand occupations in Tompkins County can be found online at: [www.tompkinsworkforceny.org](http://www.tompkinsworkforceny.org).

*Work Readiness* The program must also address career readiness skills, work maturity skills, professionalism, communication, and interpersonal skills. A complete list of the components of these skill areas is found on Page 14 of this Request for Proposals. Providers are required to conduct a pre- and post-assessment of skills. The format for the pre- and post-assessment requires approval of the Workforce Development Board Director.

*Financial Literacy* The program must also address financial literacy skills, including income and expenses, setting long term goals, entrepreneurship, credit and debt management, budgeting, money management and investment. All youth must be provided financial literacy skill training. This may be provided at orientation, during the summer as a component of scheduled workshops and activities, or a combination of both to ensure that every youth receives training.

*Participant Performance Evaluations* Participant performance evaluations will need to incorporate the skills found on Page 14. Participants must be evaluated by their worksite supervisor at least twice during the program period. Participants should have the opportunity to review their performance evaluation with the worksite supervisor. The format for participant evaluations requires approval of the Workforce Development Board Director.

*Program Evaluation* Program must include an evaluation of the program by employers/site sponsors. At a minimum the evaluation needs to address responsiveness of staff, preparation of youth participants and suggestions for improvement. The format for employer/site sponsor evaluations requires approval of the Workforce Development Board Director.

*Participant Progress Notes* Contractors must maintain participant progress notes that at a minimum detail activities that participants were part of, document progress toward work readiness goals, document any issues or problems on the worksite or in activities and provide information on how the issues or problems were addressed.

*Working Papers for Youth 14-18* Contractors are required to ensure that they have the correct working papers for all youth prior to the youth starting employment. Under no circumstances should a youth be placed on payroll without proper working papers. Special attention needs to be paid to ensure that for youth who turn 16 during the summer youth employment program that new working papers are obtained immediately upon the youth reaching the age of 16. Contractors are required to keep the original working papers of each participant on file at the agency during their employment. An additional photocopy of youth working papers should be kept at their worksite. Contractors must keep a photocopy of participant working

papers in the participant file after their program participation ends to provide proof that they previously had the working papers.

### **MONITORING AND REPORTING FOR PROGRAM AND FISCAL COMPLIANCE**

Each program year, the Tompkins County WDB conducts or contracts program and fiscal management and oversight defined as reviewing, monitoring, and evaluating program and fiscal activities undertaken with funding provided by the Workforce Development Board. This oversight results in the development of recommendations for improvement and identifies any findings related to program and fiscal responsibilities. Monitoring activities ensure that contractors are following Federal Regulations, State Regulations, and locally approved policies. The New York State Office of Temporary and Disability Assistance may also conduct program and/or fiscal monitoring.

Program monitoring consists of a review of customer files and records on the case, worksite visits and interviews with program participants, supervisors, and employers.

There are generally three areas for program review:

- Program Eligibility and all subsequent documentation
- Services/Program Activity, including youth and employer satisfaction surveys
- Adherence to labor laws, immigration work requirements, proposals submitted, the SYEP Request for Proposal and the program contract.

In addition, an annual financial review of each contractor program will be performed. This monitoring activity will include a review of all fiscal records, contractors cost allocation plan, vouchers submitted for payment, accounts payable, staff payroll, participant payroll, outstanding check lists and purchasing and procurement policies.

The WDB staff, WDB Board members and Youth Oversight Committee members reserve the right to periodically visit funded programs to conduct informal program evaluations including interviews with youth being served.

Programs receiving funding through this RFP process may be required to do a brief program presentation for the Youth Oversight Committee and/or full WDB during the program year. The dates of these presentations will be established during the regularly scheduled Youth Oversight Committee meetings with programs receiving prior notice of these dates.

There will be program reporting requirements that at a minimum will include:

Weekly payroll hours/payroll reporting  
Mid-Point and Final participant numbers and demographic reporting  
Additional detail on reporting will be provided to contractors upon award.

### **PROPOSAL EVALUATION**

To be reviewed, a proposal must be complete and must comply with all requirements of this RFP. A proposal may be excluded from funding consideration for any of the following reasons:

- Goals or outcomes that are not in accordance with objectives of this program
- Did not follow RFP guidelines, i.e.: More than 30 total pages; and/or forms not completed; and/or not meeting proposal submission deadline date and time.
- Activities specifically not allowed by Federal, State, or local laws
- History of contract non-compliance or poor past or current contract performance

- Training site and facilities not in full compliance with the Americans with Disabilities Act (ADA)

**A committee of the Tompkins County Workforce Development Board will review and score proposals based on the criteria noted below. It is the WDB's intent to notify program operators of decisions on or before March 22, 2022; however, final contract negotiations are contingent on State approval of an allocation of funds for Summer Youth Employment.**

#### **SELECTION CRITERIA**

Proposals meeting the minimum RFP requirements will be evaluated based on, but not limited to, the following criteria.

##### *Quality of Program Design-60 points*

- Describes a robust recruitment plan, per page 11, section II.B
- Has a thoroughly documented and clearly articulated plan to reach program goals and meet program intent (as outlined on page 3)
- Offers multiple opportunities for youth skill development throughout program design
- Demonstrates a high level of engagement with community partners to provide access to resources to support youth with significant barriers to employment and/or Social Emotional Learning (SEL) needs, per page 12, section II.E
- Incorporates a wide variety of placement opportunities at non-profit, for-profit and private sector employers, integrated to match program goals and youth needs
- Provides youth with meaningful exposure to demand occupations through a variety of methods
- Demonstrates a comprehensive method of evaluating the program by both the worksites and program participants

##### *Demonstrated Capability-20 points*

- Record of achievement in program management and financial operations
- High level of professional and technical skill/knowledge
- History of success in serving the focus population
- Has a history of collaborating with other agencies

##### *Cost Efficiency-20 points*

- Clarity and completeness of budget detail
- Reasonableness of program costs

**TIMELINE**

<b>Action Item</b>	<b>Date</b>
RFP Issue	Tuesday, February 1, 2022
Optional Technical Assistance Office Hours	Thursday, February 24, 2022; 1:30pm-3:30pm
Deadline for Questions	Wednesday, March 2, 2022
Completed Proposal Due	Friday, March 11, 2022 by 11:30 a.m.
**Award Notification (anticipated)	Tuesday, March 22, 2022
**Program Start-Up and Contract Dates	May 1, 2022 – September 30, 2022

\*\*Final contract amounts are contingent upon the New York State budget passing and the NYS Office of Temporary and Disability notifying the Workforce Development Board of the final amount awarded to Tompkins County. Unfortunately, a later award and start date is possible.

**PROPOSAL SPECIFICATIONS/DEADLINE**

Organizations wishing to receive the program specifications are asked to visit the Tompkins County website at: [www.tompkinscountyny.gov/purchase](http://www.tompkinscountyny.gov/purchase)

**Proposals in response to this RFP MUST BE RECEIVED NO LATER THAN 11:30 A.M. ON FRIDAY, MARCH 11, 2022.**

**Submission of Proposals**

1. Bids and any other required documents shall be submitted online through the Tompkins County website at: [www.tompkinscountyny.gov/purchase](http://www.tompkinscountyny.gov/purchase) and selecting 'Open Solicitations'. This will take you to BidNetDirect where the RFP information is posted for the public. Bidders who do not have, or cannot obtain, internet access must contact the Purchasing Division via email (preferred), [purchase@tompkins-co.org](mailto:purchase@tompkins-co.org) or by telephone, (607) 274-5500 for further instructions.
2. Responses must be uploaded and responded to no later than the date and time indicated in the RFP procedure section above.
3. Tompkins County reserves the right to reject any or all bids/proposals in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional bids/proposals.

**QUESTIONS**

Questions regarding this Request for Proposals may be submitted to [ravila@tompkins-co.org](mailto:ravila@tompkins-co.org) until 5:00 p.m. on Wednesday, March 2, 2022. Answers will be posted on the [tompkinsworkforceny.org](http://tompkinsworkforceny.org) website as questions are received. All answers will be posted by 5:00 p.m., Friday, March 4, 2022.

## **Proposal Instructions**

### **OVERVIEW OF PROPOSAL CONTENT**

Proposals submitted in response to this RFP must contain the following items, presented in the order indicated.

- I. Proposal Summary Form*
- II. Program Design Narrative*
- III. Program Management Narrative*
- IV. Budget Form*
- V. Certification Form*
- VI. Additional Required Forms (Addendum)*

Proposals are limited to a total of **30 pages including any forms**. Submissions of more than 30 pages will not be reviewed.

### **Preparation Guidelines**

- Proposal should be prepared using standard margins and using 12-point font. Text lines may be single-spaced. All pages in the proposal package must be numbered. Be sure that the proposed program clearly supports achievement of the goals and objectives outlined in this RFP.
- Be specific when describing the elements of the program design and delivery.
- Refer to program features that are definitive, not to those that are only possibilities.
- Include only information directly related to the program and its participants.
- Whenever possible, quantify minimum standards, hours of services, and other critical components of the program.
- Be concise and avoid extraneous references and unnecessary detail.

## Proposal Format and Content Requirements

### I. PROPOSAL SUMMARY FORM

Complete the one-page summary form attached to this RFP (pg. 20). It must appear as the first page of the proposal.

### II. PROGRAM DESIGN NARRATIVE

#### A. Detailed Overview

1. Provide a detailed program timeline that includes staffing, intake, eligibility, outreach, orientation, and participants start and end dates
2. Describe the training activities that will be provided and the associated number of hours for each activity as well as a total number of hours of training that will be provided and include them in the timeline referenced above.
3. Describe the Financial Literacy training activity(ies) that will be provided and the associated number of hours for this training and include them in the timeline referenced above.
4. Describe the employment or work experience component of the program. Provide a description of the jobs and job sites. Indicate how new work sites will be developed and how participants will be matched with jobs. List anticipated employers involved with the program and how they will be oriented to their roles and responsibilities.

#### B. Recruitment and Outreach Plan

1. Describe the strategies that will be used to recruit eligible participants. Indicate what strategies will be used to encourage the participation of families in receipt of Temporary Assistance for Needy Families.
2. Describe the method for recruiting underrepresented populations.
3. Describe how you will address barriers (transportation needs, technology needs, etc.) the participants may have.

#### C. Staffing and Collaboration

1. List all staff positions that will work on the program and describe the program responsibilities that will be assigned to each. Indicate the percent of each person's time that will be devoted to the program, and if applicable, to each of the various responsibilities. Describe the process that will be used to select and train program staff. Include a copy of the organizational chart of the entity submitting the proposal.
2. If the program will involve linkages with other organizations, please provide evidence of effective working relationships and provide a name and contact information for the organization. Briefly describe the specific roles and responsibilities of each entity.

#### D. Attendance Policy

1. Attach a copy of the program's attendance policy, which must include consequences, system for enforcement, and assistance available to participants in addressing and resolving work related issues or problems with attendance.

E. Supportive Services

1. Describe the types of counseling or other special supportive services that will be provided by the program to help participants who develop or reveal special needs during participation (e.g., difficulties resulting from socio-economic problems, family issues, drug or alcohol abuse).
2. Indicate if supportive service referrals will be provided when needed and explain how that will be accomplished.
3. Describe how Social Emotional Learning (SEL) competencies will be incorporated into everyday practice. SEL competencies include: Self-Awareness, Self-Management, Social Awareness, Relationship Skills and Responsible Decision-Making.

F. Evaluation

1. Describe how the participant will be evaluated by the worksite and when this will occur.
2. Describe how the program will be evaluated by the agency/businesses that are worksite sponsors and by the program participants and when this will occur.
3. Explain the procedure that will be used if a problem or grievance arises with a participant and indicate who will be responsible for handling these grievances.

**III. PROGRAM MANAGEMENT NARRATIVE**

A. Agency Experience/Capability

1. Provide an overview of the proposing agency and explain how this program fits into the agency's overall operation.
2. Detail how your agency will respond if decisions regarding funding are not made until late in the program preparation period. Provide an estimate of how quickly your agency will be prepared with appropriate staffing for conducting recruitment, intake and eligibility.
3. Identify any current or recent programs the agency has operated that are like the proposed program. Provide the dates and results of these programs.

B. Financial Record Keeping

1. Describe the agency's financial management system and indicate any unresolved audit questions with the agency that are related to government-funded programs.
2. Identify the staff position that will be responsible for the disbursement of funds and the staff position that will be responsible for the receipt of funds.

C. Participant Wage Check Procedure

1. Describe how time will be recorded and verified. Attach a sample time sheet. All timesheets must document that a lunch period was provided (if required).
2. Indicate how often participants will be paid and who will be responsible for generating the paychecks. Note who will distribute the paychecks, how that will be accomplished, and what will be done if the participant is not available to accept the check.

**NOTE:** All proposals must have a procedure in place for participants to sign for their paycheck.

**Commented [A2]:** We may be able to implement ability to provide STIPEND, instead of PAYCHECK, to allow orgs without the admin capacities to better provide this programming.

Participants may authorize someone else to receive their paycheck, however, there needs to be a signed and dated authorization for each paycheck in place. Agencies must retain that authorization and have individuals authorized by the participant sign for the paycheck.

D. **Quality Control and Monitoring**

1. Indicate who will monitor and assure internal compliance with each of the following and how often each will be reviewed:
  - General contract requirements
  - Completeness and accuracy of participant files
  - Quality and frequency of Individual Participant Progress Reports
  - Worksite Compliance with New York State Labor Laws
  - Fiscal records including ensuring that participant payroll checks are reviewed
  - Timesheets (**Note:** All proposals must indicate a system for agency review of time records to ensure accuracy and completeness)
  - Outstanding participant payroll check reports are monitored to ensure checks are cashed

**IV. BUDGET FORM**

Prepare a program budget using the budget form that is attached to this RFP. Unless a waiver has been issued for a program, at least 65% of the overall budget must be utilized for participant costs. Participant costs are defined as participant wage and fringe, transportation, clothing/uniforms required by employer, and training supplies.

Include a narrative that explains each budget line item for your budget request. Your budget must be consistent with your proposed activities, and your Budget Narrative must justify your proposed expenditures. If the agency operates multiple programs a method of allocating costs must be identified for budget line items. All costs included in the budget must be directly related to the SYEP grant.

- Please explain how wage and fringe for participants were budgeted, assumptions made, and calculations used in the estimates.
- Costs associated with the purchase of equipment or furniture is prohibited.

**V. CERTIFICATION FORM**

Complete the one-page certification form that is attached to this RFP (pg. 21). It must be included as part of the proposal that is submitted.

**VI. REQUIRED FORMS**

Requested documentation forms (Addendum, pgs. 22-30) must appear at the end of the proposal.

## **WORK READINESS SKILL GOALS**

### **Career Readiness Skills**

- Making Career Decisions
- Using Labor Market Information
- Preparing Resumes
- Completing Applications
- Interviewing/Writing Follow-up Letters

### **Work Maturity Skills**

- Maintaining Regular Attendance
- Being Consistently Punctual
- Exhibiting Appropriate Attitude/Behaviors
- Present Appropriate Appearance
- Demonstrating Good Interpersonal Relations
- Completing Tasks Effectively

### **Communication and Interpersonal Skills**

- Speaking
- Listening
- Interacting with co-workers

## SUMMER YOUTH EMPLOYMENT PROGRAM CONTACTS

### Counties that border Tompkins

#### Tioga County DSS

Natalie Thompson, Director of Employment and Transitional Services Unit  
607-687-8300

[natalie.thompson@dfa.state.ny.us](mailto:natalie.thompson@dfa.state.ny.us)

#### Seneca County

Debbie McGrimley, Employment and Training Youth Coordinator  
315-539-1901

[dmcgrimley@co.seneca.ny.us](mailto:dmcgrimley@co.seneca.ny.us)

#### Cortland County

Katrina Harvey  
Cortland Works Career Center  
607-756-7585

[kharvey@cortland-co.org](mailto:kharvey@cortland-co.org)

#### Schuyler County

Adam Lawton, Youth Program Coordinator  
Schuyler County Youth Bureau  
607-535-6236

[alawton@co.schuyler.ny.us](mailto:alawton@co.schuyler.ny.us)

#### Cayuga County

Jim Alberici  
Cayuga County Employment and Training  
315-253-1535

[jalberici@cayugacounty.us](mailto:jalberici@cayugacounty.us)

#### Chemung County

Laura Kinney  
Chemung County Youth Bureau  
607-737-2907

[lkinney@co.cheming.ny.us](mailto:lkinney@co.cheming.ny.us)

**TOMPKINS COUNTY**  
GENERAL INSTRUCTIONS TO BIDDERS

**IMPORTANT NOTICE**

Responses submitted to any Request for Bids, Request for Proposals, or Request for Qualifications become the property of Tompkins County and are subject to Public Information Policy. Any confidential information, such as a company's financial status, if required by the specifications, shall be submitted in a separate sealed envelope with the word "CONFIDENTIAL" on the outside.

Minority Business Enterprises (MBEs') and Women Business Enterprises (WBEs') are encouraged to respond.

*NOTE: Bidder/Proposer/Respondent are used interchangeably in this document and refer to a person or organization making a formal offer*

**PROJECT IDENTIFICATION**

1. Title: **2022 Summer Youth Employment Program**
2. Requesting Department: **Tompkins County Workforce Development Board**
3. Bid Due Date/Time: **March 11, 2022, 11:30 a.m.**

**PURPOSE**

1. To prepare for this summer employment program, the WDB is soliciting proposals for summer youth employment programs to serve youth between the ages of 14-20 years old, living in families who receive TANF benefits or in families who are at or below 200% of the federal poverty level. Proposals are encouraged from for-profit, not-for-profit organizations, educational entities, and local governments.

**PROPOSAL DOCUMENTS**

1. Complete sets of RFP/Bid Documents must be used in preparing bids/proposals. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of RFP Documents.

**SUBMISSION of BIDS/PROPOSALS**

1. Bids and any other required documents shall be submitted online through the Tompkins County website at: [www.tompkinscountyny.gov/purchase](http://www.tompkinscountyny.gov/purchase) and selecting 'Open Solicitations'. This will take you to BidNetDirect where the RFP information is posted for the public. Bidders who do not have, or cannot obtain, internet access must contact the Purchasing Division via email (preferred), [purchase@tompkins-co.org](mailto:purchase@tompkins-co.org) or by telephone, (607) 274-5500 for further instructions.
2. Bids shall be uploaded and responded to no later than the date and time indicated in the Notice to Bidders and/or the Bid Identification section above.
3. Tompkins County reserves the right to reject any or all bids in whole or in part, to waive all informalities, and to disregard all non-conforming, non-responsive or conditional bids.

*\*NOTE: If you experience difficulty submitting your bid, contact the Purchasing Division via email (preferred), [purchase@tompkins-co.org](mailto:purchase@tompkins-co.org) or by telephone, (607) 274-5500. If you do not receive a response from the Purchasing Division, you may contact the Finance Team (607) 274-5544.*

**TERM of BID/CONTRACT:**

1. The term of this bid/contract from May 1, 2022 through September 30, 2022.

**QUALIFICATION of BIDDER**

1. All bidders shall submit the Vendor Responsibility Questionnaire, also included as part of the bid/rfp specifications, as part of their bid/proposal.
2. Tompkins County may make such investigations it deems necessary to determine the ability of the bidder to provide the services and/or goods described within the specifications. The bidder shall furnish to the County all such information and data for this purpose as may be requested within five (5) days of such request.

**DISQUALIFICATION**

1. The County reserves the right to refuse to award a contract to a prospective bidder should such bidder be in default for any of the following reasons:
  - (a) Failure to comply with any pre-qualification regulations of the County, if such regulations were cited, or otherwise included in the Bidding Documents as a requirement for bidding.
  - (b) Bidder's failure to pay, or satisfactorily settle, all bills dues for labor and materials on former contracts in force (with the Owner) at the time the County issues Bidding Documents to a prospective bidder.
  - (c) Bidder's default under previous contracts with the County.
  - (d) Bidder's unsatisfactory work on previous contracts with the County.
2. Bids/proposals received from bidders who have previously failed to complete contracts within the time required, or who have previously performed similar work in an unsatisfactory manner, may be rejected. A bid may be rejected if the bidder cannot show that it has the necessary ability to commence the work at the time prescribed and thereafter to perform and complete the work at the rate or time specified. A bid may be rejected if the bidder is already obligated for the performance of other work which would delay the commencement, performance or completion of the work if the bidder is not able to demonstrate the ability to fulfill the requirements of the bid/proposal in a manner agreed upon by the County and the Bidder.
3. Tompkins County reserves the right to reject any bid/proposal if the information submitted by, or investigation of, such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

**NON-COLLUSIVE BIDDING CERTIFICATE**

All bidders submitting bids under the provisions of the specifications are subject to the provisions of Section 103 of the General Municipal Law of the State of New York. A signed Non-Collusive Bidding Certificate (included in the specification package) must be submitted with each bid on the form provided by the County.

**DEVIATIONS**

Deviations to the specifications shall be so noted and fully explained on a separate document and provided with the bid.

**SPECIFICATION CLARIFICATION**

1. Clarification to the specifications must be submitted in writing, no later than seven (7) days prior to the bid/rfp due date to Rosemary Avila ([ravila@tompkins-co.org](mailto:ravila@tompkins-co.org)) before 5:00pm on Wednesday, March 2, 2022. Answers will be posted on the website as questions are received. All answers will be posted by 5:00 p.m., Friday, March 4, 2022.
2. Questions received less than seven (7) days prior to the date of submission of bids/rfps will not be answered. The County will be bound only to responses given by formal written Addenda. Consideration will be given to questions/concerns submitted less than 7 days before the bid opening if Tompkins County feels it warrants an addendum.

**NON-APPROPRIATION CLAUSE**

1. In accordance with New York State General Municipal Law, the County will not be liable for any purchases or contracts for goods or services for which funding is not available. The respondent agrees to hold the County harmless for any contracts let for which funding either does not currently exist, or for which funding has been removed prior to the authorization to proceed.

2. Should it become necessary for the County to cancel a project after the order to proceed has been issued, the County will only be liable for, and the respondent agrees, to only assess those financial damages that it can prove to have incurred resulting from the cancellation of the contract.

**AWARD of BID/CONTRACT**

1. After the award has been approved by the proper County authority, the successful bidder will be issued a Notice of Award. A notice of contract award shall not be binding upon the County until the contract has been fully executed by both parties.

The following documents shall be incorporated, to the extent deemed appropriate in the sole discretion of the County, within the contract between Tompkins County and the apparent successful Bidder: the successful Bidder's bid/rfp response, the original Request for Bid/RFP specifications and any written Addenda in response to inquiries of prospective bidders as set forth Specification Clarification section above.

2. The successful bidder to whom a contract or purchase order is let, granted, or awarded, shall not assign, transfer, convey, sublet, or otherwise dispose of same, or of its right, title and interest herein, including the performance of the contract or purchase order or the right to receive monies due or to become due, or of its power to execute the contract or purchase order without the prior written consent of the Tompkins County Purchasing Division. In the event the contractor shall, without written consent, assign, transfer, convey, sublet or otherwise dispose of the contract or purchase order, or the right to receive monies due or to become due, or its power to execute such contract or purchase order to any other person or corporations, or upon receipt by Tompkins County of an attachment against the Successful Bidder, Tompkins County shall be relieved and discharged from any and all liability and obligation growing out of such contract or purchase order to such contractor, and the person or corporation to which such contract or purchase order shall be assigned, its assignees, transferees or sub lessees shall forfeit and lose all monies thereto assigned under the contract or purchase order, except so much as may be required to pay its employees.

**INDEMNIFICATION**

1. The successful bidder shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful bidder, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

**REMEDY for BREACH**

1. In the event of a breach by Contractor, Contractor shall pay to the County all direct and consequential damages caused by such breach, including, but not limited to, all sums expended by the County to procure a substitute contractor to satisfactorily complete the contract work, together with the County's own costs incurred in procuring a substitute contractor.

**WORKFORCE DIVERSITY and INCLUSION**

All bidders must comply with the Workforce Diversity and Inclusion terms and conditions as well as sign an Anti-discrimination certificate as stated in the Addendum.

**LIVING WAGE**

1. Tompkins County must consider the wage levels and benefits, particularly health care, provided by contractors when negotiating contracts, and to encourage the payment of livable wages whenever practical and reasonable.

2. If contractor certifies on Tompkins County Livable Wage Form that its employees directly providing services outlined in this contract are NOT paid a living wage, the department contract representative may have a conversation with the contractor to understand the cost implications of achieving the living wage threshold, whether there are structural barriers impacting the ability to pay the living wage, plans to improve wages over time, generous fringe benefits, or other considerations that should be applied when addressing the question of whether it is practical or reasonable to meet the living wage threshold including the cost required to bring the contract to the living wage threshold.

**REGULATORY COMPLIANCE**

The Contractor agrees to comply with all Federal, State, and local laws and regulations governing the provision of goods and services under this Contract. To the extent that federal funds are provided to the Contractor under this contract, the

Contractor agrees that it will comply with all applicable federal laws and regulations, including, but not limited to those laws and regulations under which Federal funds were authorized.

Contractors that are providers of healthcare services certify that the Contractor, and all employees, directors, officers and subcontractors of the Contractor, are not "excluded individuals or entities" under Federal and/or New York State statutes, rules and regulations. The Contractor agrees to screen all employees, directors, officer and subcontractors monthly at the New York State Office of Medicaid Inspector General website, and any other websites related to the Excluded Parties List System required by Federal and/or New York State Medicare or Medicaid statutes, rules and regulations, to determine if any employee, director, officer, or subcontractor is on or has been added to the exclusion list.

2022 Summer Youth Employment Program

**I. PROPOSAL SUMMARY FORM**

**BACKGROUND INFORMATION**

Proposing Organization: \_\_\_\_\_

Address/Zip: \_\_\_\_\_

Contact Person / Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fiscal Contact (*name & phone number*): \_\_\_\_\_

Incorporated Organization: (*Check one*)    Yes     No

Organization Type: (*Check one*)    Private for-profit     Non-profit     Public

**PROGRAM HIGHLIGHTS**

Number of Participants to be served: \_\_\_\_\_

Age Group to be served: \_\_\_\_\_

Geographic Area(s) to be served: \_\_\_\_\_

Proposed Number of Hours of Work per Participant: \_\_\_\_\_

Total Number of Hours of Training to be provided \_\_\_\_\_  
(workshops, employer panels, employer tours, etc...)

Amount of Funds Requested in this Proposal: \$ \_\_\_\_\_

Percentage of Funds Requested in Participant Costs: \_\_\_\_\_%

**V. CERTIFICATION FORM**

Bidders must certify that they will comply with the following requirements, if funding is awarded as a result of this RFP. All awardees of funds shall:

1. Sign an Anti-discrimination Clause and comply with all Equal Opportunity Laws, including the Americans with Disabilities Act of 1990;
2. Sign a "Certification Regarding Debarment, Suspension, and Other Responsibility Matters," indicating that they have not been debarred or suspended from participating in federal programs because of crimes, fraud, or other serious violations of federal laws and regulations;
3. Sign a certification regarding lobbying, indicating that no Federal funds will be used to attempt to influence any Federal officer, employee, or elected official;
4. Sign a certification that they provide a drug-free workplace and have a written drug-free workplace policy;
5. Agree to provide training without any duplication of costs (charging both SYEP and another funding source for the same expense);
6. Provide a copy of their most recent financial audit before contract execution;
7. Agree to allow on-site inspections and audits of any records related to their programs.

I certify that \_\_\_\_\_ (name of bidder organization) will comply with the above requirements.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature and Date

## VI. ADDENDUM

### ANTI-DISCRIMINATION CLAUSE

During the performance of this contract, (the contractor) hereby agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment for any of the following: race, creed, color, ethnicity, military service, marital status, disability, sexual preference, perceived gender, national origin, or status as an ex-offender, and will take affirmative action to insure that they are afforded equal employment opportunities without discrimination. Such action shall be taken with reference, but not be limited, to: recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.
- (b) The contractor will send to each labor union or representative of workers with which he has or is bound by a collective bargaining or other agreement or understanding, a notice, to be provided by the State Commissioner for Human Rights, advising such labor union or representative of the contractor's agreement under clauses (a) through (f) hereinafter called "non-discrimination clauses". If the contractor was directed to do so by the contracting agency as part of the bid or negotiation of this contract, the contractor shall request such labor union or representative to furnish him with as written statement that such labor union or representative either will affirmatively cooperate, within the limits of its legal and contractual authority, in the implementation of the policy and provisions of these non-discrimination clauses or that it consents and agrees that recruitment, employment and the terms and conditions of employment under this contract shall be in accordance with the purposes and provisions of these non-discrimination clauses. If such labor union or representative fails or refuses to comply with such a request that it furnish such a statement, the contractor shall promptly notify the State Commission for Human Rights of such failure or refusal.
- (c) The contractor will post and keep posted in conspicuous places, available to employees and applicants for employment, notices to be provided by the State Commission for Human Rights setting forth the substance of the provisions of clauses (a) and (b) and such provisions of the State's and local Tompkins County Laws against discrimination as the State Commission for Human Rights shall determine.
- (d) The contractor will state, in all solicitations or advertisements for employees placed by or on behalf of the contractor, that all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color or national origin.
- (e) The contractor will comply with the provisions of Sections 291-299 of the Executive Law and the Civil Rights Law, will furnish all information and reports deemed necessary by the State Commission for Human Rights under these non-discrimination clauses and such sections of the Executive Law, and will permit access to his books, records and accounts by the State Commission for Human Rights, the Attorney General and the Industrial Commissioner for purposes of investigation to ascertain compliance with these non-discrimination clauses and such sections of the Executive Law and Civil Rights Law.
- (f) This contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the contracting agency upon the basis of a finding made by the State Commission for Human Rights that the Contractor may be declared ineligible for future contracts made by or on behalf of the State or a public authority or agency of the State, until he satisfies the State Commission for Human Rights that he has established and is carrying out a program in conformity with the provisions of these non-discrimination clauses. Such finding shall be made by the State Commission for Human Rights after conciliation efforts by the Commission have failed to achieve compliance with these non-discrimination clauses and after a verified complaint has been filed with the Commission, notice thereof has been given to the Contractor and opportunity has been afforded him to be heard publicly before three members of the Commission. Such sanctions may be imposed and remedies invoked independently of or in addition to sanctions and remedies otherwise provided by law. The Contractor will include the provisions of clauses (a) through (f) in every subcontract or purchase order in such a manner that such provisions be performed within the State of New York. The Contractor will take such action in enforcing such provisions of such subcontract or purchase order as the contracting agency may direct, including sanctions or remedies for non-compliance. If the Contractor becomes involved in or is threatened with litigation with a subcontractor or vendor

**VI. ADDENDUM**

as a result of such direction by the contracting agency, the Contractor shall promptly so notify the Attorney General, requesting him to intervene and protect the interests of the State of New York.

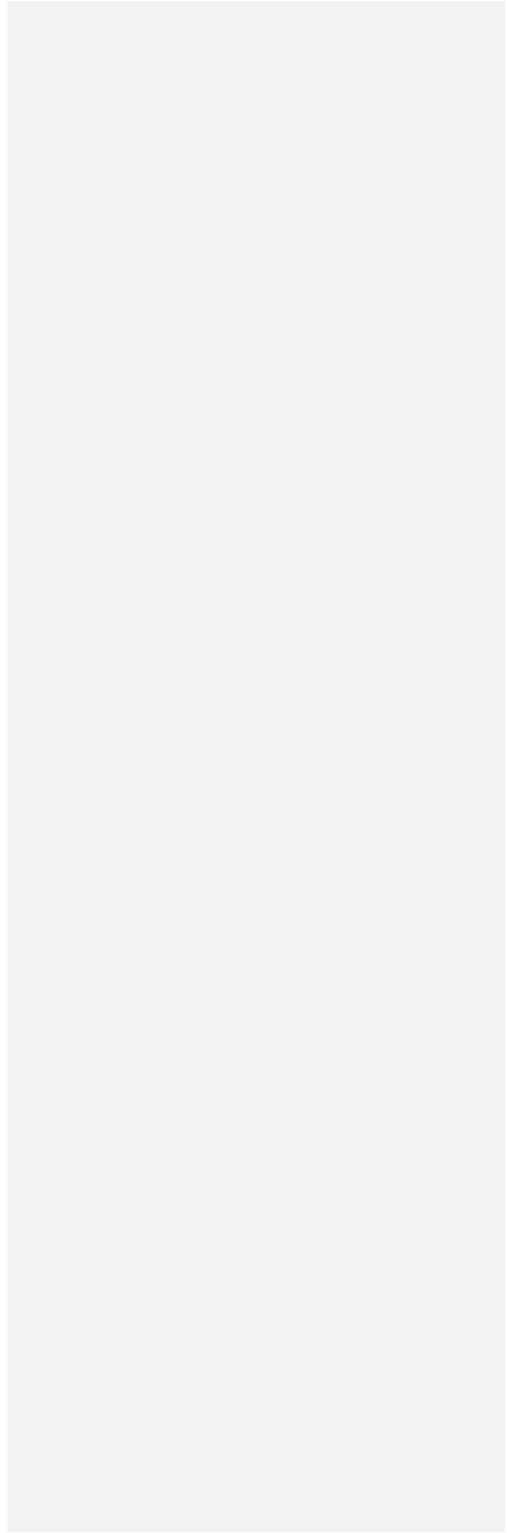
GENERAL CONDITIONS ACCEPTED BY:

Firm: \_\_\_\_\_

By: \_\_\_\_\_

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

Title: \_\_\_\_\_



**VI. ADDENDUM**

**COUNTY OF TOMPKINS  
GENERAL CONDITIONS  
NON-COLLUSION CERTIFICATE**

NON-COLLUSIVE CERTIFICATION:

(a) By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid/proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her/their knowledge and belief:

1. The prices in this bid/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 bidder/proposer or with any competitor;
2. Unless otherwise required by law, the prices that have been quoted in this package have not been knowingly disclosed by the bidder/proposer prior to opening, directly or indirectly, to any other bidder/proposer or to any competitor; and
3. No attempt has been made or will be made by the bidder/proposer to induce any other person, partnership, or corporation to submit or not to submit a bid/proposal for the purpose of restricting competition.

\_\_\_\_\_  
Name of Bidder/Proposer

\_\_\_\_\_  
Signature and Title of Signer

\_\_\_\_\_  
Date

NOTE:

A bid/proposal shall not be considered for award nor shall any award be made where (a) 1, 2 and 3 above have not been complied with; provided, however, that if in any case the bidder/proposer cannot make the foregoing certification, the bidder/proposer shall so state and shall furnish with the bid/proposal a signed statement that sets forth in detail the reason(s) therefore. Where (a) 1, 2, and 3 above have not been complied with, the bid/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 bid/proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder/proposer (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 bid/proposed, does not constitute, without more, a disclosure within the meaning of subparagraph (a) 1.

## VI. ADDENDUM

### Tompkins County Request for Proposal – Submission Instructions

Respondents shall submit their proposal response per the instructions below. Respondents who do not follow these guidelines may have their proposals rejected as incomplete or non-responsive.

- Respondents shall read all documents contained in this specification package. Failure to do so does not excuse respondent from abiding by all instructions, terms or conditions.
- Responses shall be submitted to the location and in the format indicated in the specifications no later than the date and time indicated.
- Respondents must submit their questions regarding any portion of the specifications by posting them on the Q&A tab found in the solicitation or in writing to the email address provided in the specifications by the date provided. Answers will be provided no later than five (5) days prior to the Proposal due date.
- The County reserves the right to amend the specifications prior to the due date by written “Addenda”. It is the respondent’s responsibility to ascertain whether any addenda have been issued prior to submitting their proposal.
- **Bids and any other required documents shall be submitted online through the Tompkins County website at: [www.tompkinscountyny.gov/purchase](http://www.tompkinscountyny.gov/purchase) and selecting ‘Open Solicitations’.** This will take you to BidNetDirect where the RFP information is posted for the public. Bidders who do not have, or cannot obtain, internet access must contact the Purchasing Division via email (preferred), [purchase@tompkins-co.org](mailto:purchase@tompkins-co.org) or by telephone, (607) 274-5500 for further instructions.
- Respondents can submit in a sealed package or envelope with the name of their company and the title of the Request for Proposal.
- Respondents shall submit **all** forms that require signatures with their proposal response.
- All responses submitted become the property of the County and are subject to Public Information Policy.
- This invitation to respond does not commit the County to award a contract, nor shall the County be responsible for any cost or expense that may be incurred by the respondent in preparing and submitting their response or any cost incurred prior to the execution of a contract.
- The County reserves the right to cancel the contract without cause with a minimum of thirty (30) days written notice. Termination or cancellation of the contract will not relieve the respondent of any obligations or liabilities resulting from any acts committed by the respondent prior to the termination of the contract. The respondent may cancel the contract with one hundred-twenty (120) days written notice.

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Tompkins County  
Request for Proposal – Terms & Conditions  
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**Method of Award:**

The County reserves the right to award the contract to the respondent who submits the proposal that proves to be in the best interest of the County. The County has the sole discretion and reserves the right to cancel this request, reject any/all responses, to waive any/all informalities and/or irregularities if it is deemed to be in the best interest of the County to do so.

**Contract Extension:**

The County agrees, under the General Municipal Laws of New York State to allow all authorized users who wish to utilize any contract awarded as a result of this solicitation to do so. However, it is understood that the extension of such contract is at the discretion of the respondent and the respondent is only bound to the contract between itself and the County.

**Term of Contract:**

The term of contract shall be specified within the detailed specifications.

**Contract Award:**

The contract award, if any, will be made within forty-five (45) calendar days of due date. The contract shall be awarded to the respondent who submits the proposal that proves to be in the best interest of the County.

**Non-Appropriation Clause:**

In accordance with New York State General Municipal Law, the County will not be liable for any purchases or contracts for goods or services for which funding is not available. As a result, the respondent agrees to hold the County harmless for any contracts let for which funding either does not currently exist, or for which funding has been removed prior to the authorization to proceed. Should it become necessary for the County to cancel a project after the order to proceed has been issued, the County will only be liable for, and the respondent agrees, to only assess those financial damages that it can prove to have incurred as a result of the contract cancellation.

**Training:**

If required, training shall take place during regular business hours. Training shall be provided until all County personnel involved in the contract are adequately trained.

## **VI.ADDENDUM**

### **Workforce Diversity and Inclusion:**

Tompkins County government is committed to creating a diverse and fully inclusive workplace that strengthens our organization and enhances our ability to adapt to change by developing and maintaining:

- A. An organization-wide understanding and acceptance of the purpose and reasons for diversity;
- B. Recruitment and retention policies that assure a diverse workforce;
- C. A workplace environment that is welcoming and supportive of all;
- D. Awareness, understanding and education regarding diversity issues;
- E. Zero tolerance for expressions of discrimination, bias, harassment, or negative stereotyping toward any person or group;
- F. A workforce ethic that embraces diversity and makes it the norm for all interactions, including delivery of services to the public.

Respondents are encouraged to include an outline of their diversity policy in their proposal response.

### **Contract Re-Assignment:**

The respondent shall not re-assign any portion of the any contract that results from this solicitation without the express written consent of the County.

### **Corporate Compliance:**

FEDERAL FUNDING COMPLIANCE: The Respondent agrees to comply with all Federal, State, and local laws and regulations governing the provision of goods and services under this Contract. To the extent that federal funds are provided to the Respondent under this contract, the Respondent agrees that it will comply with all applicable federal laws and regulations, including but not limited to those laws and regulations under which the Federal funds were authorized.

Further, Respondent agrees to comply with the County's Compliance Plan regarding Federal and State fraud and abuse laws; the Compliance Plan can be reviewed at [tompkinscountyny.gov](http://tompkinscountyny.gov) or a copy can be obtained from Tompkins County Administration, 125 East Court Street, Ithaca, NY 14850.

Respondents that are providers of healthcare services certify that the Respondent, and all employees, directors, officers, and subcontractors of the Respondent, are not "excluded individuals or entities" under Federal and/or New York State statutes, rules and regulations, to determine if any of them are on or have been added to the exclusion list.

The Respondent shall promptly notify the County if any employee, director, officer of subcontractor is on or has been added to the exclusion list. The County reserves the right to immediately cancel this contract, at no penalty to the County, if any employee, director, officer or subcontractor is on or has been added to the exclusion list.

By submitting a response to a Request for Proposals, you are attesting to the fact that you and/or the provider, which you represent, have not been sanctioned nor excluded by any of the aforementioned entities.

## VI. ADDENDUM

### **Iranian Energy Sector Divestment:**

By submitting a response to this solicitation, the respondent hereby represents that said respondent is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said respondent has not:

- a. Provided goods or services of \$20 Million or more in the energy sector of Iran including, but not limited to, the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- b. Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector of Iran.

Any respondent who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

Except as otherwise specifically provided herein, every respondent submitting a response to this solicitation must certify and affirm the following under penalties of perjury:

(1)"By submission of this response to solicitation, each respondent and each person signing on behalf of any respondent certifies, and in the case of a joint response, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each respondent is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b)."

Except as otherwise specifically provided herein, any response to this solicitation that is submitted without having complied with subdivision (1) above, shall not be considered for award. In any case where the respondent cannot make the certifications as set forth in detail the reasons therefore. The County reserves the right, in accordance with General Municipal Law Section 103-g to award the contract to any respondent who cannot make the certification on a case-by-case basis under the following circumstances:

- (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 respondent has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging any new investments in Iran; or
- (2)The County of Tompkins has made a determination that the goods and services are necessary for the County to perform its functions and that, absent such an exemption, the County of Tompkins would be unable to obtain the goods or services for which the Bid is offered. Such determination shall be made by the County in writing and shall be a public document.

**VI. ADDENDUM**

**Contractor’s Representation—Livable Wage Policy**

**Livable Wage Policy:** By policy, Tompkins County must “consider the wage levels and benefits, particularly health care, provided by contractors when awarding bids or negotiating contracts, and to encourage the payment of livable wages whenever practical and reasonable.” Paying the living wage rate to all employees directly involved in providing the contracted County service is not mandatory. However, the attainment of a broadly-applied living wage is a County goal and is therefore an important consideration applied by the County when reviewing contract proposals.

**The Current Living Wage:** The Living Wage in Tompkins County is computed by the Alternatives Federal Credit Union and is currently \$14.28 per hour if the employer contributes at least half the cost of an employee’s health insurance/benefit cost and \$15.37 per hour if the employer does not make such a contribution. The rate will be adjusted again in May 2022.

**Requirement of All Contractors:** As a part of its proposal or contract representations, a prospective service contractor must advise the County whether it will pay the AFCU livable wage rate to all Covered Employees directly involved in the provision of the contracted service, including employees of any subcontractor engaged to assist in providing the service.

Additionally, contractors are asked to estimate the number of employees who will be directly involved in the provision of the contracted service. If not all employees are going to be paid the Living Wage, contractors are asked to estimate how many full-time, and how many part-time, covered employees will NOT be paid the living wage.

**Covered Employees** include all full- and part-time employees, other than those Excluded Employees described below, who are directly involved in the provision of the contracted service, including employees of sub-contractors engaged to assist in providing the service.

**Excluded Employees** are:

- Employees under the age of 18
- Seasonal or temporary employees (90 days or less)
- Employees in a probationary status (90 days or less)
- Those employed in a sheltered or supported work environment
- Employees participating in a limited-duration (90 day) job training program
- Employees participating in an academic work-study or academic internship program
- Volunteers
- Employees participating in mandated welfare-to-work programs
- Employees paid pursuant to a collective bargaining agreement

**Contractor’s Living Wage Representation**

**1. Approximately how many Covered Employees, including employees of any subcontractor involved in providing the service, will be involved in the provision of the contracted service? \_\_\_\_\_ (insert number)**

**2. Will all Covered Employees, including employees of any subcontractors directly involved in the provision of County services, be paid at least the living wage?**

Yes  No

**3. If the answer is “No”, approximately how many covered employees will NOT be paid at the living wage?**

**Full-time \_\_\_\_\_ Part-time \_\_\_\_\_**

**Print Contractor Name:** \_\_\_\_\_

If you answered “Yes” to the Living Wage Representation and are awarded the County contract, you will be expected to maintain all employees directly involved in the provision of services under this contract at or above the living wage as of the time of execution of the contract for the duration of the contract. If you answered “No,” your response will be among the considerations applied by the County in making its contract award. As a part of contract negotiations, the County may request additional information from you regarding the basis of this response.

VI. ADDENDUM

**TYPE 2-2013Con XXXX ATTENTION: PLEASE BE SURE TO USE REQUIREMENTS APPROPRIATE FOR BID/RFP/RFQ XXXX  
Tompkins County Hold Harmless and Insurance Requirements Construction**

Contractor shall indemnify, hold harmless and defend Tompkins County, its officers, employees, agents, and elected officials for injury or death to any person or persons or damage to property arising out of the performance of this contract by the Contractor, its employees, subcontractors or agents except all actions and claims arising out of the negligence of Tompkins County. The Contractor shall be fully responsible for the worksite and shall indemnify and hold harmless Tompkins County, its officers, employees, agents, and elected officials from and against any and all claims for injury to persons, including employees of the Contractor or any subcontractor, where such claim asserts that the injury was the result of conditions of the worksite or that Tompkins County, its officers, employees, agents, and elected officials were in any way negligent in the hiring of the Contractor or any subcontractor to do the work or failure to maintain a safe worksite. The Contractor shall maintain the following minimum limits of insurance or as required by law, whichever is greater.

**A.) Workers' Compensation and New York Disability**

**Workers' Compensation**

Statutory coverage complying with NYS Workers' Compensation Law Section 57 General Municipal Law Section 125, Contractor must submit one of the following:

CE-200 - Certification of Attestation of Exemption form NYS Workers' Compensation and/or Disability Benefits Coverage available at <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>, **OR**

CE-105.2 - Certification of NYS Workers' Compensation Insurance (U-26.3 f or State Insurance Fund version), **OR**

SI-12 - Certificate of NYS Workers' Compensation Self Insurance, **OR**

GSI-105.2 - Certificate of NYS Workers' Compensation Group Self-Insurance Employers' Liability \$1,000,000

**Disability Benefits Requirements**

Statutory coverage complying with NYS Workers' Compensation Law Section 220 (8) under General Municipal Law Section 125, Contractor must submit one of the following:

CE-200 - Certification of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage, **OR**

DB120.1 - Certificate of Disability Benefits Insurance, **OR** DB155 - Certificate of Disability Self-Insurance

NOTE: Proof of NYS Workers' Compensation and NYS Disability Benefits must be provided on NYS forms as listed above (complete information available at <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp> or Bureau of Compliance at (866) 546-9322).

**B.) Commercial General Liability** including, contractual, independent contractors, products/completed operations  
Each Occurrence \$1,000,000 General Aggregate \$2,000,000  
Products/Completed Operations Aggregate \$2,000,000 Personal and Advertising Injury \$1,000,000  
Fire Damage Legal \$50,000 Medical Expense \$5,000

- **General Aggregate** shall apply separately to the project prescribed in the contract
- It is expressly understood and agreed by the Contractor that the insurance requirements specified above, contemplate the use of occurrence liability forms.
- Tompkins County and its officers, employees, agents and elected officials are to be included as **Additional Insured's on a primary and non contributory basis**

**C.) Business Auto Coverage** Liability for Owned, \$1,000,000 CSL or  
Hired and Non-Owned Autos 500,000 Per Person BI  
1,000,000 Per Accident BI  
250,000 PD Split Limits  
**D.) Owners Protective Liability -** Each Occurrence \$1,000,000 General Aggregate \$2,000,000

All insurance shall be written with insurance carriers licensed by the New York State Office of Financial Services and have a Best's rating of A XI or better. Proof of insurance shall be provided on the Accord Certificate of Insurance, Accord 25 (05/2010), or insurance company certificate. All Certificates shall contain a sixty (60) day notice of cancellation, non-renewal or material change to Tompkins County. All Certificates must be signed by a licensed agent or authorized representative of the insurance company. Broker signature is not acceptable. Certificates of Insurance shall be submitted with the signed contract.

## **Tompkins County Workforce Development Board WIOA YOUTH Exit & Follow-Up Policy**

### **Purpose**

The purpose of this policy is to establish guidelines for program staff in providing follow-up services to youth program participants in a 12-month period following their program exit.

### **Background**

Per WIOA 20 CFR 681.580 – Follow-up services are critical services provided following a youth’s exit from the program to ensure the youth is successful in employment and/or postsecondary education or training. A youth’s exit date should reflect the date when the last program element (activity or service) was provided to the youth. Follow-up services may begin immediately following the last expected date of service in the Youth Program and should be provided for a minimum of 12-months post-exit.

### **Policy**

All youth participants must be offered an opportunity to receive follow-up services that align with the youth’s Individual Service Strategy. All youth enrolled in the Tompkins County WIOA youth funded programs must be provided with follow-up services for a minimum of 12 months unless the participant declines services, or if the participant cannot be located or contacted after **at least three (3) consecutive** contact attempts.

Youth who are considered “successful” exits or youth who have lost contact should be exited with “Exited After 90 Days” reason in OSOS. Exceptions to this are youth who are “Institutionalized” (i.e. incarcerated, in-treatment rehab, etc.), “Health/Medical”, “Deceased”, or “Reservist Called to Active Duty”. All youth exited with reason “Exited After 90 Days” selected in OSOS are eligible for Follow-Up Services and should complete a **“Tompkins County WIOA Youth Follow-Up Packet” (Attachment A)** with their Counselor. Youth will have an option to enroll in or decline follow-up services. There will be a section the Counselor may complete if the youth is “Unavailable”.

Youth who choose to enroll in Follow-Up Services are required to provide their contact information, three (3) alternative personal contacts (i.e. emergency contacts, immediate family members, roommates, etc.) along with current employer or training information if applicable and should be informed that the Counselor will be retaining contact with them over a 12-month period following the youth’s exit date. Follow-up services begin immediately following the youth’s exit date (i.e. Exit Date 6/1/19, Follow-Up starts 6/2/19).

**WIOA funds which may be spent directly on youth in Follow-Up include incentives and supportive services, following the guidelines set forth in the LWDB’s Incentive Policy and Supportive Services Policy.**

Follow-Up Services may include regular contact with the youth participant’s employer, including assistance in addressing work-related problems that arise. Follow-up services for youth may also include the following youth program elements:

- 1.) Supportive Services: *following Tompkins County's Supportive Services policy*
- 2.) Adult Mentoring
- 3.) Financial Literacy Education
- 4.) Services that provide Labor Market and Employment Information about in-demand industry sectors or occupations in the local area, such as career awareness, career counseling, and career exploration services
- 5.) Activities to support the Transition to Postsecondary Education and Training, including academic support, regular contact with the youth participants' academic advisor to address education related problems that arise, career counseling and remediation.

When these services are provided as Follow-Up Services, a case note in OSOS "Comments" button will be made to identify these services as Follow-Up Services and will be funded under "SERVICES" as a Follow-Up Service. Performance Measures required in Follow-Up period include: being employed or in education/training in the 2<sup>nd</sup> and 4<sup>th</sup> Quarters after Exit and recording Median Earnings in the 2<sup>nd</sup> Quarter after exit. These should be recorded in OSOC in Employment Outcomes, Training Outcomes, and Comments Section.

## **Procedure**

1.) Upon enrollment in the WIOA Youth Job Link Program, Youth will complete a follow-up form that will provide a phone number, email address, and names of up to three additional contacts (e.g. employers, relatives, and/or educational/training organization staff) who can be contacted for information regarding the youth if the youth is not reachable. See **Attachment A** for follow-up contact form document.

**Attachment A** should be reviewed and updated as needed.

2.) Prior to exiting the WIOA Youth Job Link Program, the follow-up procedure will be reviewed by the Youth with staff and **Attachment A** will be updated to reflect any changes. Staff and Youth will discuss and decide on appropriate follow-up services. Youth may opt to "Decline Follow Up Services" at this time.

3.) Should the Youth exit without reviewing procedure with staff (i.e. exit due to loss of contact, incarceration, medical, etc.), staff will need to utilize contact information as last documented in their efforts to regain or maintain contact with youth. See "REFUSAL/LOSS OF CONTACT" clause below.

4.) Follow-up services can start immediately after an Actual End Date has been entered for the last open service on the Youth's record in OSOS **and** there are no planned future services. Exit date will be generated by OSOS 90 days from the last day of service. Follow-Up Services must be entered in OSOS as "Follow-Up" in the "Program Service Type" field.

## **5.) CONTACT EFFORTS:**

a.) In providing follow-up services, staff must contact the Youth, or if the Youth cannot be reached, must contact the "alternative contacts" identified by the Youth on Attachment A, in order to discuss the Youth's progress in employment and education. Contact attempts must occur following the schedule listed below (section 5b). Contact can occur via phone (call and/or text), email, in-person, or via social media. Attempts to reach a youth must be documented under OSOS

case notes “Comments”. All efforts to reach a youth must be exhausted before sending a Final Notice Letter (see Section 7 “Refusal/Loss of Contact”).

Note: If the Youth contacts the Staff, and they receive follow-up services outlined in this policy, this will count as follow-up and should be entered in OSOS as a “Follow-Up” case note and as a “Follow Up Service” in the “Services” tab.

b.) Contact should be attempted on the following schedule:

- ✓ During the first three (3) months after youth exits program, staff should attempt to contact the youth every two (2) weeks (i.e. every other week). If the youth cannot be reached, contact efforts should also be made with each alternative contact.
- ✓ During months four through twelve (4-12) after Youth exits program, staff should attempt to contact Youth one (1) time per month. If the youth cannot be reached, contact efforts should also be made with each alternative contact.

Note: Please refer to Procedure Section 7 (Refusal/Loss of Contact) below for instructions on what to do in the event that youth are unable to be located.

Note: OSOS can be used to assist staff in setting reminders to contact Youth. Reminders can be scheduled using the “Next Contact Date” option on the Services tab in OSOS. In addition, staff should create a case note using the “Comments” button when entering a follow-up service that includes the next date that staff will attempt to contact the Youth.

6.) If staff contacts Youth and the Youth reports no need for follow-up services during that contact, this should be fully documented as a case note in OSOS “Comments”; however, no funded follow-up service activity can be put in the “Services” section, as no actual services were provided. Follow-up Services should continue to be offered following the schedule above to continue to monitor the Youth’s status and needs.

7.) **REFUSAL/LOSS OF CONTACT:** Staff may end a Youth’s follow-up services in less than twelve (12) months if the staff is unable to contact the Youth for **three (3)** consecutive attempts as outlined in above schedule (Procedure Section 5), or if staff receives **one (1)** rejection from the Youth (either in completing their paperwork during a planned exit, or via contact attempts made following the follow-up procedure steps).

Upon **three (3)** consecutive contact attempts, a “Final Notice” Letter will be sent to the youth via both an email and mailing address to establish loss of contact clause has been initiated and the youth will no longer be receiving follow up services, with instructions for what to do should they wish to re-enroll. (See Attachment B).

Contact dates and information must be entered as case notes in the OSOS “Comments” button to show that the contact policy threshold was reached or that the Youth declined to receive additional services during the follow-up period.

## 8.) EXEMPTIONS/EARLY TERMINATION:

**WIOA EXEMPT:** Not all Youth exiters are required to be provided with Follow-Up Services. The following reasons are exclusions from performance measures that do not require follow-up of the Youth. The reason for the exclusion **must be** documented in OSOS “Comments” button as case notes. A Youth may be exempt from or not need follow-up services if the Youth is:

- a.) Incarcerated/Institutionalized: The participant exits the program because they have become incarcerated in a correctional facility or have become a resident of an institution or facility providing 24-hour support, such as a hospital or treatment center, while receiving services as a participant
- b.) Deceased: participant is deceased
- c.) Medical Treatment: participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program
- d.) Reservist Called to Active Duty: participant exits the program because they are a member of the National Guard or other reserve military unit of the armed forces and are called to active duty for at least 90 days.
- e.) Foster Care: participant is in the foster care system (45 CFR 1355.20(a) definition) and exits the program because they have moved from the local workforce area as part of such a program or system

References: 20 CFR 681.580; TEGL 21-16, TEGL 10-16 Change 1

**Tompkins County WIOA YOUTH Job Link Follow-Up Services Packet**

Youth: \_\_\_\_\_ NY#: \_\_\_\_\_

Counselor: \_\_\_\_\_

WIOA Youth Exit Date: \_\_\_\_\_ Follow-up Start Date: \_\_\_\_\_

Circle 2nd and 4th Quarters after exit:

Jan Feb March

April May June

July August Sept

Oct Nov Dec

\_\_\_\_\_ I would like to enroll in WIOA Youth Follow-up Services and maintain contact with the Youth Counselor throughout the next 12 months. I understand by enrolling in Follow-up Services, I can continue to receive approved assistance with work and training related needs and earn incentive cards. I understand I must provide the Youth Counselor with reliable and updated contact information. I also understand I can opt out of Follow-up Services at any time by notifying my Counselor or failure to maintain contact with the youth counselor will result in my follow-up services being terminated.

\_\_\_\_\_ I would NOT like to enroll in WIOA Youth Follow-up Services and maintain contact with the Youth Counselor throughout the next 12 months. I understand by NOT enrolling in Follow-up Services, I can NOT continue to receive approved assistance with work and training related needs or earn incentive cards.

\_\_\_\_\_ Youth Unavailable Reason: \_\_\_\_\_

**Please fill out all information below**

**Youth's Current Contact Information:**

Phone #: \_\_\_\_\_ Cell House Other: \_\_\_\_\_

Voice Mail Set-up: Yes No

Texting OK: Yes No

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

How Often Email is Checked: \_\_\_\_\_

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

*I give permission to the contacts listed below to provide information on my personal history and current/future status to include: medical, family, legal, employment, financial, and current address/phone information. Initial: \_\_\_\_\_ Date: \_\_\_\_\_*

**Alternative Contact #1:** \_\_\_\_\_

Individual's Name: \_\_\_\_\_ Relationship to Youth: \_\_\_\_\_

Phone #: \_\_\_\_\_ Voicemails OK: Yes No    Texting OK: Yes No

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

**Alternative Contact #2:** \_\_\_\_\_

Individual's Name: \_\_\_\_\_ Relationship to Youth: \_\_\_\_\_

Phone #: \_\_\_\_\_ Voicemails OK: Yes No    Texting OK: Yes No

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

**Alternative Contact #3:**

Individual's Name: \_\_\_\_\_ Relationship to Youth: \_\_\_\_\_

Phone #: \_\_\_\_\_ Voicemails OK: Yes No    Texting OK: Yes No

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

**Current Employer Information:**

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Current Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

Start Date: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_

**Current Education/Training Information:**

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

Phone #: \_\_\_\_\_ Start Date: \_\_\_\_\_ Expected End Date: \_\_\_\_\_

Type of Schooling/Training: \_\_\_\_\_

Hours per week: \_\_\_\_\_

**Any additional employment goals over next 12 months:**

\_\_\_\_\_  
\_\_\_\_\_

**Any additional education/training goals over next 12 months:**

\_\_\_\_\_  
\_\_\_\_\_

Youth's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Counselor's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

*\*Provide youth with copy of this packet\**



## **Attachment B**

[INSERT PROVIDER LETTER HEADER HERE]

Dear [PROGRAM PARTICIPANT]:

Hello! We have been trying to reach you in order to offer you Follow-Up Services for the [INSERT PROGRAM NAME HERE] program. Follow-up Services allow program participants to continue to receive approved assistance with work and training related needs and earn incentive cards for their efforts.

When you started our program, you expressed interest in the following goals [list participant goals here]. You have worked hard at achieving these goals – and we are here to help you continue!

You are welcome to contact us at any time! Should you desire to continue to receive services from the [PROGRAM NAME], please contact us at: [phone, email, website, social media, etc.] and we will be happy to get started with you again. If we do not hear from you, we will take that to mean that you are no longer interested in participating in our program.

We wish you all the best in your continued efforts.

Sincerely,

Provider Staff Name/Contact

**REQUEST FOR PROPOSALS FOR  
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)  
YOUTH: IN-SCHOOL AND OUT-OF-SCHOOL  
PROGRAMS**

ISSUING OFFICE: Tompkins County Workforce Development Board  
401 E. State Street/MLK, Jr. Street, Suite 402B  
Ithaca, NY 14850

DATE ISSUED: Tuesday, December 14, 2021

PROPOSALS DUE: Friday, February 4, 2022 NO LATER THAN 11:30 AM  
Upload to Bidnet per instructions found on pages 21 and 22

Any questions concerning this request for proposals should be addressed to Rosemary Avila at [ravila@tompkins-co.org](mailto:ravila@tompkins-co.org). The Tompkins County Workforce Development Board administers programs under the Workforce Innovation & Opportunity Act. The organization is directed by a board of 24 individuals with diverse backgrounds including private for-profit companies, non-profit agencies, community-based organizations, educational institutions, and public-sector programs. The Tompkins County Workforce Development Board service area consists of Tompkins County, New York.

The Tompkins County Workforce Development Board uses its Workforce Innovation & Opportunity Act funds to provide comprehensive career services and training options designed to provide program participants an opportunity to achieve their individualized education and/or career employment goals.

All services are initiated through a contracted career services specialist case management system. The Tompkins County Workforce Development Board follows the Workforce Innovation & Opportunity Act performance-driven design, and all services are on a contracted cost reimbursement basis.

**Request for Proposals  
WIOA YOUTH SERVICES**

**TABLE OF CONTENTS**

I. CONDITIONS OF SOLICITATION

- A. General Conditions ..... 3
- B. Eligible Applicant ..... 4**
- C. Receipt of Proposals..... 4
- D. Timeline ..... 4
- E. Questions..... 4
- F. Contracts ..... 4

II. TECHNICAL SPECIFICATIONS

- A. Scope ..... 5
- B. Participant Eligibility..... 8
- C. Fund Source/Funding Requirements ..... 8**
- D. Period of Performance ..... 8
- E. Non-Duplication of Facilities ..... 9

III. CONTRACT TYPE AND PAYMENT

- A. Cost Reimbursement ..... 9
- B. Contract Payment ..... 9

IV. SUBCONTRACTING

- A. Guidelines for Subcontracting .....9

V. SELECTION FOR AWARD..... 10

VI. PROPOSAL REQUIREMENTS

- A. Abstract..... 11
- B. Service Strategy Design and Delivery..... 11-12
- C. Organizational Profile and Internal Operations..... 12
- D. Community Outreach and Employer Relations ..... 13
- E. Budget and Fiscal Oversight ..... 13

VII. PROPOSAL ASSEMBLY INSTRUCTIONS

- A. General Format..... 14

**FORM ATTACHMENTS SECTION**

- 1. Proposal Transmittal and Certification
- 2. Youth Performance Chart
- 3. WIOA In-School Youth (ISY) Budget
- 4. WIOA Out-Of-School Youth (OSY) Budget
- 5. Budget Narrative Guide
- 6. Cost Price Certification
- 7. Staffing for Youth Services
- 8. Applicant Certification and Contacts
- 9. Attachment A

**PART I  
CONDITIONS OF SOLICITATION**

**A. GENERAL CONDITIONS**

The release of this Request for Proposals does not constitute an acceptance of any offer, nor does such release in any way obligate the Tompkins County to execute a contract with any applicant. The Tompkins County Workforce Development Board reserves the right to accept or reject any or all proposals based on the evaluation factors contained in this document.

The **provision of services** specified in this Request for Proposals requires substantive knowledge and understanding of:

- The unique challenges and barriers to education and employment faced by the community’s youth, particularly those youth who are members of historically disenfranchised communities or who face personal barriers arising from disability, lack of access to opportunities or economic isolation;
- The impact of current institutional practices which disproportionately adversely affect low-income youth and communities of color; and
- The Workforce Innovation & Opportunity Act and regulations;

Before preparing proposals, applicants should note:

- Tompkins County Workforce Development Board will not be liable for any costs associated with the preparation of proposals or negotiation of contracts incurred by an applicant;
- All proposals, in their entirety, will become the property of Tompkins County Workforce Development Board upon submission;

The award of a contract for any proposed service is contingent upon the following:

- Workforce Innovation & Opportunity Act funding for the request for proposals; and
- Favorable evaluation of the proposal; and
- Approval of the proposal by the Youth Oversight Committee; and
- Approval of the Tompkins County Workforce Development Board; and
- Successful negotiation of any changes to the proposal required by the Tompkins County Workforce Development Board.

## B. ELIGIBLE APPLICANTS

Eligible applicants include private, public, for-profit, and not-for-profit service providers. An organization, agency, or company submitting a proposal must do so as an individual organization and must be prepared to either deliver the planned WIOA services directly or to enter into an agreement with appropriate providers. Entities that are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency are not eligible to respond to this RFP or to receive a contract.

## C. RECEIPT OF PROPOSALS

Proposals should be submitted by the due date and time using the directions contained on Pages 21 and 22 of the specification packet.

## D. TIMELINE FOR REQUEST FOR PROPOSALS (TENTATIVE)

<b>EVENT</b>	<b>DATE/TIME</b>
RFP Issued	December 14, 2021
Optional Technical Assistance Office Hours	January 7, 2022, 10AM-12PM, Workforce Development Board 401 E. MLK, Jr. St, Ithaca, NY
Deadline Date for Questions	January 21, 2022
Completed Proposal Due	February 4, 2022, 11:30AM
Proposals Reviewed	February 4 – February 18, 2022
Proposal Award Date	February 22, 2022
Contract Start Date	July 1, 2022

## E. QUESTIONS REGARDING RFP

Applicants may submit questions by January 21, 2022 via electronic mail to Rosemary Avila at: [ravila@tompkins-co.org](mailto:ravila@tompkins-co.org).

All answers to questions received will be posted on <https://www2.tompkinscountyny.gov>.

Prospective applicants may also obtain a paper copy of the questions and answers upon request.

## F. CONTRACTS

Applicants whose proposals are approved for funding will be notified of date and time for contract negotiations. Final contract issuance will be based on a successful negotiation.

## **PART II TECHNICAL SPECIFICATIONS**

### **A. SCOPE**

This Request for Proposals covers **ONLY** the Workforce Innovation & Opportunity Act (WIOA) **YOUTH** programs in Tompkins County. This solicitation is a Request for Proposals to serve clients eligible for WIOA **YOUTH** program services.

### **WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) SERVICES**

The Workforce Innovation & Opportunity Act (WIOA) is the nation's principle workforce development legislation designed to provide programming and funding for streamlining services through One-Stop-Operators at Workforce New York Career Centers, empowering individuals through information access to training resources, providing universal access to core-level services, and increasing performance and accountability of the workforce investment system.

This program is designed to align closely with WIOA by focusing on Out-of-School Youth (OSY), high-demand occupation career pathways, and individually tailored work-based training opportunities. The goal of the TCWDB WIOA Youth program is to develop and deliver high quality innovative services and programs to assist eligible youth with obtaining meaningful and career advancing opportunities in the community through education and workforce achievements.

In order to better serve the youth of Tompkins County, youth workforce development services will need to incorporate a comprehensive recruitment strategy designed to attract and retain eligible youth in WIOA programming. Leveraging existing resources and developing and strengthening partnerships with school district administrators, community colleges, faith and community-based organizations, as well as other community youth service providers is strongly recommended.

Tompkins County Workforce Development Board **YOUTH** programs must be designed, operated, funded, and delineated by In-School (ISY) and Out-of-School Youth (OSY) definition criteria. Both ISY and OSY programs will have similar core components, with the primary difference being the focus on attainment of education credential for **ISY** while the focus for **OSY** is on the attainment of self-sufficiency, ideally achieved through apprenticeship, work experience and post-secondary education opportunities. A number of key components comprise both ISY and OSY programs and include but are not limited to: basic skills remediation, paid work experience, career pathways, and work readiness and skills training.

Applicants awarded contract(s) may use grant funds to provide services to individuals who are between the ages of 14-24 years old and meet the local, state, and federal **WIOA YOUTH (IN-SCHOOL and OUT-OF-SCHOOL)** eligibility definition. The goal is to provide workforce development activities that increase the employment, retention, earning, and occupational skill attainment of job seeking customers, while meeting the workforce demands of local employers. The list of workforce development board identified demand occupations can be found at <https://labor.ny.gov/workforcenypartners/lwda/lwda-occs.shtm>

## RESOURCES

The Workforce Innovation and Opportunity Act (WIOA), WIOA regulations, and WIOA Guidance can be found at <https://www.doleta.gov/wioa/about/overview/> In addition, information on best practices, WIOA Youth-related online learning communities and much more can be found at <https://youth.workforcegps.org/home/>

## IN-SCHOOL YOUTH (ISY)

There is a maximum of 20% of total youth funding being allocated for ISY services and programs. Based on projected Program Year 2022 (July 1, 2022 – June 30, 2023) funding availability, approximately \$83,000 is available for ISY programs.

### *Profile of an In-School-Youth*

- Y Approaching or currently in their senior year of high school (17-18 years old)
- Y At risk of having substantial barriers to successful completion of education and/or employment (low income, credit deficient, history of involvement with the criminal justice system, homeless/runaway, pregnant/parenting, disability, foster care, etc.)
- Y Lack secure career pathway

The focus of the ISY program is educational credential achievement in conjunction with work readiness activities, to include development of an achievable career pathway.

## OUT-OF-SCHOOL YOUTH

There is a minimum of 80% of total youth funding allocated to OSY services and programs. Based on Program Year 2022 (July 1, 2022 – June 30, 2023) funding projections, approximately \$332,000 is available for OSY programs.

### *Profile of an Out-Of-School Youth*

- Y Between the ages of 16 and 24
- Y Identified needs or skill deficiencies in essential employment or career skills
- Y Barriers to education/employment

The goal of the OSY program is to prepare youth for the transition to successful participation in the workforce and utilization of documented best practices is encouraged.

## DESIGN FRAMEWORK

The design framework for the WIOA **Youth** program requires that *all* programs:

- Y Provide an objective assessment of the academic levels, skill levels, and service needs of each participant;
- Y Develop service strategies in partnership with participants that identify an employment goal and a pathway toward achieving that goal;
- Y Provide preparation for post-secondary educational opportunities, in appropriate cases;
- Y Establish strong linkages between academic and occupational learning;
- Y Prepare participants for unsubsidized employment opportunities; and
- Y Develop effective connections to intermediaries with strong links to the job market and local/regional employers.

Proposals must demonstrate how all fourteen (14) **required** program elements will be made **available** to participants. **“Make available”** does **not** mean that every youth participant must receive services from all program elements; rather, it means that youth must have access to these services **if** required to meet identified individual goals. Proposals must also detail how the proposer will coordinate with other youth-service providers, including partner agencies in the Tompkins Workforce New York Career Center and other non-WIOA agencies operating throughout the community. Required program elements are:

1. Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;
2. Alternative secondary school services;
3. Paid and unpaid work experiences, including internships and job shadowing that are directly linked to academic and occupational learning and that reinforce exploration of the youth’s interest in specific career pathways and goals as identified through a formal assessment.;
4. Occupational skill training related to Workforce Development Board determined demand occupations;
5. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors;
6. Supportive services;
7. Adult mentoring for the period of participation and possibly for a subsequent period, for a total of not less than 12 months;
8. Follow up services *for a minimum of 12 months after exit*;
9. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral;
10. Financial literacy;
11. Entrepreneurial training;
12. Local labor market employment information;
13. Activities that help youth transition to post-secondary education and training;
14. Education and training offered concurrently combining workforce preparation, basic academic skills, and occupational skills

## B. PARTICIPANT ELIGIBILITY

All participants in the contractor's program must be eligible for the Workforce Innovation & Opportunity Act under the applicable regulations. Additional information pertaining to participant eligibility can be found on page 17 of this RFP.

## C. FUNDING SOURCE/FUNDING REQUIREMENTS

The funds available for services solicited by this Request for Proposals are provided through the Workforce Innovation & Opportunity Act: **YOUTH PROGRAM**

This WIOA YOUTH procurement action will award up to two contracts totaling an amount of approximately \$415,000 for Program Year 2022 and approximately \$390,000 Program Year 2023 based on projected funding availability. These projected amounts are the best estimate of anticipated funding currently available and are subject to change. If less than two contracts are awarded, the award amount will be adjusted accordingly to allow the Tompkins County Workforce Development Board to award the full amount of

Funding amounts per award and contract may increase or decrease in both the first and second year based on the funds available through allocation/closeout. In the case of an increase or decrease in total funding available, per contract funds will be allocated in a proportional method, such as one of the following:

- A proportionate share of the funding based on the original awarded contract amounts
- Change in funding divided evenly amongst the contractors
- Total funding divided evenly amongst the contractors

The methodology of splitting any changes in funding is at the discretion of the Tompkins County Workforce Development Board and will include factors such as programmatic performance, alignment with the goals of the board, etc. Further, it should be noted that contracts may be reduced in length in the event of a decrease.

Allowable costs for **YOUTH** programs include:

- Y Staffing and Staff Support Costs
- Y Participant Training (work-based training, work experiences, internships, Individual Training Accounts, etc.)
- Y Participant Support and Monetary Incentives/Stipends

All WIOA funding is subject to the new OMB circular, 2 CFR 200. The successful proposer will need to be familiar with the new OMB circular, and should reference TEGL 15-14, "Implementation of the New Uniform Guidance Regulations," for further information.

The selected provider(s) will be expected to assume the carry-over caseload of youth from the current Youth program provider. The caseload is estimated to include 45 participants. Funding for continued support of these participants will be incorporated into proposals prepared in response to this RFP.

## D. PERIOD OF PERFORMANCE

The period of performance for service(s) resulting from this solicitation will commence July 1, 2022 and end June 30, 2023. The Tompkins County Workforce Development Board reserves the right to extend the contract for up to one year beyond June 30, 2023. The extension is solely the option of the Tompkins County Workforce Development Board and will be based on availability of funds, requirements of the Workforce Innovation & Opportunity Act, demonstrated performance of the contractor and the needs of the Tompkins County Workforce Development Board.

#### E. NON-DUPLICATION OF FACILITIES/SERVICES

Funds provided for this solicitation shall only be used for activities supplemental to those which are currently available. In addition, these funds shall not be used to duplicate facilities or services available in the area (with or without reimbursement from Federal, State, or local sources).

### **PART III**

#### **CONTRACT TYPE AND PAYMENT**

##### A. COST REIMBURSEMENT

Payments under this type of contract will be prorated among the cost categories of administration and program costs. Reimbursement will be made for actual, allowable and allocable costs incurred in the performance of the contract, not to exceed maximums stated in the contract.

##### B. CONTRACT PAYMENT

Contract payment shall be based on submission of a Monthly Voucher. The voucher with supporting documentation is due to the Tompkins County Workforce Development Board no later than the 15th of each month following the month for which reimbursement is claimed.

### **PART IV**

#### **SUBCONTRACTING**

##### A. GUIDELINES FOR SUBCONTRACTING

Contracting between the primary contractor and one or more organizations is an allowable activity. The Tompkins County Workforce Development Board reserves the right of approval or denial for all subcontracts based on the following:

- Demonstrated experience in the provision of services requested
- Fiscal Responsibility
- Past performance
- Organizational capacity
- Conflict of interest
- Other reasonable concern.

All subcontracts will be required to be a cost reimbursement contract and be obtained through a competitive bid process. No subcontract time frame can extend beyond the prime contract period.

Prior to the issue of a subcontract, the primary contractor must meet with the Tompkins County Workforce Development Board staff to assure:

- Y Pre-approval of the subcontract purpose
- Y A competitive procurement process is conducted
- Y Pre-approval of the contract format
- Y Pre-approval of fiscal provisions
- Y Contractor has a plan for monitoring of the subcontractor
- Y The subcontract meets the goals of the primary contract

**PART V**  
**SELECTION FOR AWARD**

Proposals will be reviewed and rated by the Tompkins County Workforce Development Board Youth Oversight Committee and administrative staff.

The basic elements that will be rated are:

- Y Demonstrated effectiveness
- Y Fiscal rating
- Y Local factors
- Y Proposal contents and goals
- Y Program Design

<b>Criterion</b> (described in Part VI)	<b>Points</b>
Abstract	0
Service Strategy Design and Delivery	35
Organizational profile and internal operations	25
Community Outreach and Employer Relations	25
Cost/Price Analysis, budget and Fiscal Oversight	15
<b>TOTAL</b>	<b>100</b>

The Tompkins County Workforce Development Board Staff will complete a cost/price analysis for each proposal. Final decision for funding will be made by the Tompkins County Workforce Development Board upon recommendation from the Youth Oversight Committee.

**PLEASE NOTE:** Individuals reviewing and rating the proposals are members of the Tompkins County Workforce Development Board Youth Oversight Committee, and Board Staff. Abbreviations and acronyms should NOT be used. The committee members may deduct points if they do not understand the information being provided.

## **PART VI PROPOSAL REQUIREMENTS**

### **A. ABSTRACT: OVERVIEW OF GOALS AND OBJECTIVES (0 POINTS)**

Provide an **abstract (two pages or less)** summarizing the proposed project, including, but not limited to, the scope and proposed outcomes of a Workforce Innovation & Opportunity Act: youth.

### **B. SERVICE STRATEGY DESIGN AND DELIVERY (35 POINTS)**

This section is designed to assess how you intend to impact the youth served. Please describe how you will provide the required program elements listed below. Additional points will be awarded to proposals incorporating recognized best-practices (statewide or nationally) and/or service- delivery innovation designed to improve efficacy and efficiency of existing workforce development models.

**1. Outreach and Recruitment** – Describe how the outreach and recruitment procedures for participants will be provided. Innovative strategies for engaging prospective program participants within local communities with barriers to employment and creating greater awareness of the Tompkins County Workforce Development Board’s Tompkins Workforce New York Career Center are highly encouraged. The Tompkins Workforce Development Board has a interest and concern regarding improving outcomes for youth transitioning out of the foster care system. Please provide an engagement and recruitment plan for foster care youth.

1. Federal regulations require that veterans and their eligible spouses receive priority for services in employment, training and placement services. Additional information can be found at <http://www.labor.ny.gov/workforcenypartners/ta/TA12-12-2-Veterans-Priority-of-Service.pdf> Describe how you would implement the priority of service requirements if selected as a program operator.
2. Proposals incorporating service strategies emphasizing the provision of WIOA services to rural/remote areas beyond the immediate proximity of the established Career Center are highly encouraged and may be awarded additional points based on creativity, innovativeness, and demonstrated potential to achieve positive outcomes.

**2. Orientation/Assessment** - Describe how the enrollees will be informed of the program services and how they will be provided an orientation to the Career Center and partner services. Describe the assessment process (to include any/all specific assessment tools you intend to utilize) and how it will serve as a basis for the service strategy. Additionally, indicate how the assessment will be used towards establishing and evaluating the goals and progress of the Individual Service Strategy. Please note that all participants must have an assessment of computer skills prior to beginning their training and provide a description of this assessment and the plans for remediation of skills when this is needed.

**3. Service Strategy and Design Delivery** –The fourteen (14) required youth service elements must be made available to all WIOA participants. These services may be provided through the WIOA contracted agency/staff *or* through a referral to the appropriate agency or program. All services must be provided on an individual basis and tracked in the New York State Department of Labor’s One Stop Operating System (OSOS). Access to this system will be provided to successful contractors. Please provide detailed information on the following; your case management practices, including recording keeping and case note requirements. Be sure to mention plans to comply with required tracking and coordination of client service providers if there is co-enrollment with other providers.

**4. Training** – Describe the work readiness/job seeking/work maturity training that participants will receive including the following:

1. topic areas to be covered,
2. the number of hours of instruction,
3. the method of delivery (groups, individuals, etc.)
4. the name and resume of the person who will provide the instruction (if the person is not currently on staff please provide the job description), and (do **NOT** include occupational skills training component)
5. plans for evaluating participant progress
6. curriculum of the program. If a specialized methodology and/or curriculum are proposed, describe the features and benefits.

**5. Youth Performance Chart** – enter values on the Youth Performance Chart located in the Form Attachments section of this RFP.

### **C. ORGANIZATIONAL PROFILE AND INTERNAL OPERATIONS (25 POINTS)**

- a. Provide information on your approach to continuing training of experienced staff as well as training to be provided to any new contractor staff. Such information should include a specific training plan as well as overall objectives. Please note that we require that supervisors and program staff attend the New York Association of Employment and Training Professionals Annual Youth Summit. Your budget should reflect that requirement. Information on the Youth Summit can be located at [www.nyatep.org](http://www.nyatep.org)
- b. Describe how the case load of the staff will be monitored and the projected number of participants per Career Services Specialist (size of the case load). Complete the Staffing form located in the Form Attachments section of this RFP. Indicate who will supervise the staff and the process and timeframe for filling vacancies.
- c. WIOA regulations stipulate 20% of available funding is required to be allocated towards practical work experience and internships in occupation sectors associated with participant’s career goals, interests, and aptitudes. Clearly describe and articulate proposed work experience strategies, including (but not limited to):
  - i. development of work sites, training plans/timelines, marketing/promotion efforts, etc.
  - ii. Work experience training plans and strategies incorporating private sector employer participation are required and will be scored accordingly.
- d. Describe the client tracking process, including the maintenance of client files, Workforce Innovation & Opportunity Act required tracking and the coordination of client service information with other providers if there is a co-enrollment.
- e. Facilities for operating this program must be fully accessible for persons with disabilities. Briefly describe any sites or facility(s) where the program is to be operated. NOTE: A Facility Accessibility Checklist will be provided to all successful bidders and is required for each separate structure used. The Facility Accessibility Checklist must be completed prior to the execution of a contract.
- f. Workplace diversity and inclusion is an important component for reaching the goals of this contract. Please attach an outline of your diversity policy and equity goals in your proposal response.

**D. COMMUNITY OUTREACH AND EMPLOYER RELATIONS (25 POINTS) –**

A successful program will provide coordination and collaboration with local youth serving agencies and adult employment programs at the Tompkins Workforce New York Career Center (TWFNY). Describe your plans to integrate WIOA- YOUTH program activities with other existing community resources. Describe in detail:

- a. planned and/or actual coordination strategies with community youth service agencies designed to connect youth with WIOA programming and services. Identify the person who will be responsible for coordination and their role in your organization.
- b. Planned and/or actual outreach to area employers and workforce training programs
- c. Connections and access to relevant resources on area campuses.

**E. BUDGET AND FISCAL OVERSIGHT (15 POINTS) –**

- a. Describe your accounting procedures and methodology for estimating and justifying costs per client. (Use the WIOA ISY and WIOA OSY Youth Budget forms located in the Form Attachments section of this RFP).
- b. Indirect costs (corporate overhead) must be a documented and “reasonable” percentage or amount as calculated by your headquarters. All costs set forth in a contract are considered programmatic in nature, including those normally known as administrative. Indirect costs will be considered in the overall picture, keeping in mind that those dollars take away from services, resources and activities.
- c. Provide a Budget Narrative using the Budget Narrative Guidelines also found in the Form Attachments section of this RFP.
- d. Provide information on fiscal oversight and controls which will be applied to this program.

\*\*\*Accepted proposals will result in cost reimbursement contracts.

## **PART VII PROPOSAL ASSEMBLY INSTRUCTIONS**

### **A. GENERAL FORMAT**

Proposals must be prepared and sequenced in accordance with the instructions outlined below. All pages must be formatted in Microsoft Word, presented on 8½ x11 paper, with each page numbered and single-spaced using 12-point Times New Roman font.

FORMS: All forms requested are in the Form Attachments section of the RFP. Forms are to be downloaded, completed and/or signed, and incorporated into applicant's printed and emailed submittal. **For forms requiring a signature, the signature page should be scanned be incorporated in the proposal set marked "Original."** Other sets of the submittal may be copies. All forms, including signature forms, must be included in the emailed submittal.

When completed, proposals and required forms are to be assembled as follows:

1. Proposal Transmittal and Certification form
2. Table of Contents (Please number pages)
3. Proposal Narrative (Responding to Part VI, Sections A-E)
4. Youth Performance Chart
5. Budget documentation to include
  - A. WIOA ISY Budget form and an ISY Budget Narrative
  - B. WIOA OSY Budget form and an OSY Budget Narrative
  - C. Cost Price Certification form
6. Staffing
7. Applicant Certification and Contacts form
8. Current audited financial statement
9. Attachment A

## **Tompkins County Workforce Development Board**

### **WIOA YOUTH Incentive Policy**

#### **Purpose**

The purpose of this policy is to establish guidelines for the use of Workforce Innovation and Opportunity Act (WIOA) funds for incentives for youth participating in WIOA activities.

#### **Background**

The Workforce Innovation and Opportunity Act 20 CFR 681.650 allows for the awarding of incentive payments for recognition and achievement in WIOA related activities. Incentives are allowable to youth enrolled into the WIOA Title I Youth program. They are intended to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes. This policy shall only apply to youth participants as the WIOA regulations do not specifically provide for incentives for adult and dislocated worker participants.

Reasonable incentives are allowable only if the local workforce board has written policies and procedures governing incentive payments, and the provision of an incentive is included in the participant's Individual Service Strategy (ISS). This document provides the policy of the Tompkins Workforce Development Board (TCWDB) for granting incentive awards to youth enrolled in the WIOA Title I youth program.

#### **Policy**

It is the policy of the TCWDB to offer reasonable incentives to youth participants to encourage the youth to participate in and complete WIOA Title I activities. Any incentive shall be limited to WIOA youth programs, **including youth who are enrolled in Follow-Up Services**. The justification and strategy for providing and/or awarding incentives must be clearly defined in the youth's ISS.

For the purposes of this policy, the term "incentive" shall mean an inducement intended to motivate achievement and is communicated to the participant prior to participation in an activity. Goals and/or training outcomes eligible for an incentive must be linked to an achievement related to training, employment, work readiness skills, occupational skills, and/or basic skills attainment goals as stated in the participants' ISS and documented in accordance with applicable WIOA regulations.

All incentive awards are subject to the availability of WIOA funds and are not an entitlement. TCWDB may suspend or withdraw authorization for incentive payments at any time and at the sole discretion of TCWDB.

Youth incentive award payments are limited to a lifetime amount of \$2,500 maximum per eligible youth. Youth incentive award payments may not include entertainment, such as movie or sporting events tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment and may not include gift cards with activation fees (such as Visa, Mastercard or AMEX cards). **Incentives should only be grocery, superstore, or convenience store gift cards/gas cards.**

**As per TEGL 21-16, incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training. Incentives must be tied to the goal of a specific planned activity, outlined in writing in the youth's ISS prior to the commencement of the activity. Specifically, TCWDB approves of the following methods of incentive use:**

**1.) SKILLS GAIN**

<b>ACTIVITY</b>	<b>AMOUNT</b>
TABE Post-Test Without Recognized Gain	<b>\$10</b>
TABE Post-Test WITH Recognized Gain (increased by at least one (1) EFL)	<b>\$20</b>
Increase in functioning level on any TCWDB approved basic skills assessment	<b>\$20</b>
Submitted Recognized Postsecondary Transcripts	<b>\$20</b>
Submitted Recognized Progress Report, rated at Satisfactory or better	<b>\$50</b>
Obtained Recognized Occupational Skills Certificate	<b>\$30</b>

**2.) CREDENTIALS**

Completed 15 hours of recognized TASC/HSE Classes and/or Tutoring	<b>\$30</b>
Completion of semester in college	<b>\$300</b>
Obtained Recognized Credential	<b>\$50</b>

**3.) WORK READINESS ACTIVITIES (i.e. soft skills, financial literacy, resume, interviewing, job shadowing, etc.)**

Completion of work readiness classroom training	<b>\$10 per hour of activity, max amount \$300</b>
Improvement demonstrated on Work Experience participant evaluation by Work Experience supervisor, based on average of overall scores	<b>\$20</b>

**4.) UNSUBSIDIZED EMPLOYMENT**

Submitted 1 <sup>st</sup> Paystub	<b>\$10</b>
Submitted 3 <sup>rd</sup> Paystub	<b>\$20</b>
Verified Recognized Employment, Education, or Training Enrollment – 2 <sup>nd</sup> Quarter after Exit	<b>\$30</b>
Verified Recognized Employment, Education, or Training – 4 <sup>th</sup> Quarter after Exit	<b>\$30</b>

**Procedure**

The TCWDB shall require all WIOA service providers and grantees receiving funds from a grant or contract administered by TCWDB to comply with this policy and applicable procedures. It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and client activities to ensure compliance. TCWDB shall review grantee compliance with this policy during the annual monitoring process.

**At a minimum, service providers shall:**

- 1.) document the need for the incentive and justify issuance of the award in the participant’s ISS and in OSOS (describing what was awarded and why)
- 2.) maintain records of documentation that activity was completed (i.e. sign-in sheets, certificates of completion, paystubs, etc.) as well as records verifying the client received the award through an original signature on a receipt form.
- 3.) maintain a running record of the “lifetime” expenditures per youth to ensure provided incentives does not exceed the maximum allowable \$2,500.00 per youth; youth shall remain on this record until they have aged out of the WIOA youth program, as exited youth may re-enroll in program if they were exited for reasons other than completion.

# Workforce Innovation and Opportunity Act

## WIOA Youth Program

**Program Description:** Under Title I of the Workforce Innovation and Opportunity Act of 2014, formula funds are provided to states and outlying areas, states in turn provide local workforce areas resources to deliver a comprehensive array of youth services that focus on assisting out-of-school youth and in-school youth with one or more barriers to employment prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure employment with career/promotional opportunities.

**Services:** tutoring; alternative secondary school services; paid and unpaid work experiences, which include: summer and year round employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training; occupational skill training; education offered concurrently with workforce preparation and training; leadership development opportunities; supportive services; mentoring; follow-up services; comprehensive guidance and counseling; financial literacy education; entrepreneurial skills training; services that provide labor market and employment information; and postsecondary education and training preparation activities.

### **Eligibility/Target Population: Out-of-school youth (OSY) and in-school youth (ISY)**

An OSY is an individual who is:

- (a) Not attending any school (as defined under State law);
- (b) Not younger than age 16 or older than age 24 at time of enrollment; and
- (c) One or more of the following:
  - (1) A school dropout;
  - (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
  - (3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
  - (4) An offender;
  - (5) A homeless individual, a homeless child or youth, or a runaway;
  - (6) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
  - (7) An individual who is pregnant or parenting;
  - (8) An individual with a disability; or
  - (9) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

An ISY is an individual who is:

- (a) Attending school (as defined by State law), including secondary and postsecondary school;
- (b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment;
- (c) A low-income individual; and
- (d) One or more of the following:
  - (1) Basic skills deficient;
  - (2) An English language learner;
  - (3) An offender;



# Workforce Innovation and Opportunity Act

- (4) A homeless individual, a homeless child or youth, or a runaway;
- (5) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
- (6) An individual who is pregnant or parenting;
- (7) An individual with a disability; or
- (8) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

## Priorities

*Out-of-School Youth* – A minimum of 75 percent of the Youth funds allocated to States and local areas, except for the local area expenditures for administration, must be used to provide services to OSY.

*Work Experience* – Not less than 20 percent of Youth funds allocated to the local area, except for the local area expenditures for administration, must be used to provide paid and unpaid work experiences.

*Focus on Partnering* – Co-enrollment encouraged where appropriate with Titles II and IV.

**Allotments:** based on formula provisions including three factors: (1) the number of unemployed in areas of substantial unemployment; (2) the number of excess unemployed individuals; and (3) the number of economically disadvantaged youth.

## WIOA Youth Appropriation by Program Year

PY 2019	\$903,416,000
PY 2018	\$903,416,000
PY 2017	\$873,416,000

## WIOA Youth Results for PY '17 (note: WIOA indicators first implemented in PY 2016 and are still baseline)

- 148,492\* youth participants served (\*does not include Puerto Rico who had a reporting waiver due to the hurricanes)

## WIOA Performance Indicators (note: no data available on new WIOA indicators)

- Employment, education, or training during the 2<sup>nd</sup> quarter after exit
- Employment, education, or training during the 4<sup>th</sup> quarter after exit
- Median earnings during the 2<sup>nd</sup> quarter after exit
- Credential Attainment Rate
- Measurable Skill Gains
- Effectiveness in serving employers (system-wide measure, not program specific)



**Attachment A**

**CERTIFICATION**

Bidders must certify that they will comply with the following requirements, if funding is awarded as a result of this RFP. All awardees of funds shall:

1. Comply with all Equal Opportunity Laws, including the Americans with Disabilities Act of 1990;
2. Sign a "Certification Regarding Debarment, Suspension, and Other Responsibility Matters," indicating that they have not been debarred or suspended from participating in federal programs because of crimes, fraud, or other serious violations of federal laws and regulations;
3. Sign a certification regarding lobbying, indicating that no Federal funds will be used to attempt to influence any Federal officer, employee, or elected official;
4. Sign a certification that they provide a drug-free workplace and have a written drug-free workplace policy;
5. Agree to provide training without any duplication of costs (charging both SYEP and another funding source for the same expense);
6. Provide a copy of their most recent financial audit before contract execution;
7. Maintain an insurance policy that includes, at a minimum (depending on the program, there may be additional requirements) general liability coverage with single limits of liability in the amount of \$1,000,000. The County requires that such policies name it as an additional insured; and
8. Agree to allow on-site inspections and audits of any records related to their programs.

I certify that \_\_\_\_\_ (name of bidder organization) will comply with the above requirements.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature and Date

## Attachment A

### ANTI-DISCRIMINATION CLAUSE

During the performance of this contract, (the contractor) hereby agrees as follows:

(a) The contractor will not discriminate against any employee or applicant for employment because of race, creed, color or national origin, and will take affirmative action to ensure that they are afforded equal employment opportunities without discrimination because of race, color, creed, ethnicity, Vietnam-era veteran status, disabled veteran, marital status, disability, national origin, or status as an ex-offender. Such action shall be taken with reference, but not be limited, to: recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.

(b) The contractor will send to each labor union or representative of workers with which he has or is bound by a collective bargaining or other agreement or understanding, a notice, to be provided by the State Commissioner for Human Rights, advising such labor union or representative of the contractor's agreement under clauses (a) through (f) hereinafter called "non-discrimination clauses". If the contractor was directed to do so by the contracting agency as part of the bid or negotiation of this contract, the contractor shall request such labor union or representative to furnish him with as written statement that such labor union or representative either will affirmatively cooperate, within the limits of its legal and contractual authority, in the implementation of the policy and provisions of these non-discrimination clauses or that it consents and agrees that recruitment, employment and the terms and conditions of employment under this contract shall be in accordance with the purposes and provisions of these non-discrimination clauses. If such labor union or representative fails or refuses to comply with such a request that it furnish such a statement, the contractor shall promptly notify the State Commission for Human Rights of such failure or refusal.

(c) The contractor will post and keep posted in conspicuous places, available to employees and applicants for employment, notices to be provided by the State Commission for Human Rights setting forth the substance of the provisions of clauses (a) and (b) and such provisions of the State's and local Tompkins County Laws against discrimination as the State Commission for Human Rights shall determine.

(d) The contractor will state, in all solicitations or advertisements for employees placed by or on behalf of the contractor, that all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color or national origin.

(e) The contractor will comply with the provisions of Sections 291-299 of the Executive Law and the Civil Rights Law, will furnish all information and reports deemed necessary by the State Commission for Human Rights under these non-discrimination clauses and such sections of the Executive Law, and will permit access to his books, records and accounts by the State Commission for Human Rights, the Attorney General and the Industrial Commissioner for purposes of investigation to ascertain compliance with these non-discrimination clauses and such sections of the Executive Law and Civil Rights Law.

(f) This contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the contracting agency upon the basis of a finding made by the State Commission for Human Rights that the

**Attachment A**

Contractor may be declared ineligible for future contracts made by or on behalf of the State or a public authority or agency of the State, until he satisfies the State Commission for Human Rights that he has established and is carrying out a program in conformity with the provisions of these non-discrimination clauses. Such finding shall be made by the State Commission for Human Rights after conciliation efforts by the Commission have failed to achieve compliance with these non-discrimination clauses and after a verified complaint has been filed with the Commission, notice thereof has been given to the Contractor and opportunity has been afforded him to be heard publicly before three members of the Commission. Such sanctions may be imposed and remedies invoked independently of or in addition to sanctions and remedies otherwise provided by law. The Contractor will include the provisions of clauses (a) through (f) in every subcontract or purchase order in such a manner that such provisions be performed within the State of New York. The Contractor will take such action in enforcing such provisions of such subcontract or purchase order as the contracting agency may direct, including sanctions or remedies for non-compliance. If the Contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor shall promptly so notify the Attorney General, requesting him to intervene and protect the interests of the State of New York.

**GENERAL CONDITIONS ACCEPTED BY:**

Firm: \_\_\_\_\_

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

**Attachment A**

**COUNTY OF TOMPKINS  
GENERAL CONDITIONS  
NON-COLLUSION CERTIFICATE**

**NON-COLLUSIVE CERTIFICATION:**

(a) By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid/proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her/their knowledge and belief:

1. The prices in this bid/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 bidder/proposer or with any competitor;
2. Unless otherwise required by law, the prices that have been quoted in this package have not been knowingly disclosed by the bidder/proposer prior to opening, directly or indirectly, to any other bidder/proposer or to any competitor; and
3. No attempt has been made or will be made by the bidder/proposer to induce any other person, partnership, or corporation to submit or not to submit a bid/proposal for the purpose of restricting competition.

\_\_\_\_\_  
Name of Bidder/Proposer

\_\_\_\_\_  
Signature and Title of Signer

\_\_\_\_\_  
Date

**NOTE:**

A bid/proposal shall not be considered for award nor shall any award be made where (a) 1, 2 and 3 above have not been complied with; provided, however, that if in any case the bidder/proposer cannot make the foregoing certification, the bidder/proposer shall so state and shall furnish with the bid/proposal a signed statement that sets forth in detail the reason(s) therefore. Where (a) 1, 2, and 3 above have not been complied with, the bid/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 bid/proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder/proposer (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 bid/proposed, does not constitute, without more, a disclosure within the meaning of subparagraph (a) 1.

## Attachment A

### Tompkins County Request for Proposal – Submission Instructions

Respondents shall submit their proposal response per the instructions below. Respondents who do not follow these guidelines may have their proposals rejected as incomplete or non-responsive.

- Respondents shall read all documents contained in this specification package. Failure to do so does not excuse respondent from abiding by all instructions, terms or conditions.
- Responses shall be submitted to the location and in the format indicated in the specifications no later than the date and time indicated.
- Respondents must submit their questions regarding any portion of the specifications in writing to the email address provided in the specifications by the date provided. Answers will be provided no later than five (5) days prior to the Proposal due date.
- The County reserves the right to amend the specifications prior to the due date by written “Addenda”. It is the respondent’s responsibility to ascertain whether any addenda have been issued prior to submitting their proposal.
- Respondents shall submit their proposal in a sealed package or envelope with the name of their company and the title of the Request for Proposal.
- Respondents must provide one original printed copy, with original signatures, of their proposal response. Electronic files may be requested as well.
- Respondents shall submit **all** forms that require signatures with their proposal response.
- All responses submitted become the property of the County and are subject to Public Information Policy.
- This invitation to respond does not commit the County to award a contract, nor shall the County be responsible for any cost or expense that may be incurred by the respondent in preparing and submitting their response or any cost incurred prior to the execution of a contract.
- The County reserves the right to cancel the contract without cause with a minimum of thirty (30) days written notice. Termination or cancellation of the contract will not relieve the respondent of any obligations or liabilities resulting from any acts committed by the respondent prior to the termination of the contract. The respondent may cancel the contract with one hundred-twenty (120) days written notice.

#### Submission of Proposals

1. Responses to this RFP and any other required documents shall be submitted online at the following location: [www.bidnetdirect.com/new-york](http://www.bidnetdirect.com/new-york) (see instructions for online bid submission below). Bidders who do not have, or cannot obtain internet access must contact the Purchasing Division, (607) 274-5500 for further bid submission instructions.

2. Responses must be uploaded and responded to no later than the date and time indicated in the RFP procedure section above.

3. Tompkins County reserves the right to reject any or all bids/proposals in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional bids/proposals.

**Online Bid Submission Instructions:**

1. Bids shall be submitted online at [www.bidnetdirect.com/new-york](http://www.bidnetdirect.com/new-york).

\*NOTE: If you have trouble submitting a response, please contact BidNet at 800-835-4603. If they cannot resolve the issue, please contact the Purchasing Division via email (preferred), [purchase@tompkins-co.org](mailto:purchase@tompkins-co.org) or by telephone, (607) 274-5500, immediately for assistance or further instructions. If you do not receive a response from the Purchasing Division, you may contact (607) 274-5544.

## Attachment A

### Tompkins County Request for Proposal – Terms & Conditions

#### **Method of Award:**

The County reserves the right to award the contract to the respondent who submits the proposal that proves to be in the best interest of the County. The County has the sole discretion and reserves the right to cancel this request, reject any/all responses, to waive any/all informalities and/or irregularities if it is deemed to be in the best interest of the County to do so.

#### **Contract Extension:**

The County agrees, under the General Municipal Laws of New York State to allow all authorized users who wish to utilize any contract awarded as a result of this solicitation to do so. However, it is understood that the extension of such contract is at the discretion of the respondent and the respondent is only bound to the contract between itself and the County.

#### **Term of Contract:**

The term of contract shall be specified within the detailed specifications.

#### **Contract Award:**

The contract award, if any, will be made within forty-five (45) calendar days of due date. The contract shall be awarded to the respondent who submits the proposal that proves to be in the best interest of the County.

#### **Non-Appropriation Clause:**

In accordance with New York State General Municipal Law, the County will not be liable for any purchases or contracts for goods or services for which funding is not available. As a result, the respondent agrees to hold the County harmless for any contracts let for which funding either does not currently exist, or for which funding has been removed prior to the authorization to proceed. Should it become necessary for the County to cancel a project after the order to proceed has been issued, the County will only be liable for, and the respondent agrees, to only assess those financial damages that it can prove to have incurred as a result of the contract cancellation.

#### **Training:**

If required, training shall take place during regular business hours. Training shall be provided until all County personnel involved in the contract are adequately trained.

#### **Workforce Diversity and Inclusion:**

Tompkins County government is committed to creating a diverse and fully inclusive workplace that strengthens our organization and enhances our ability to adapt to change by developing and maintaining:

## **Attachment A**

- A. An organization-wide understanding and acceptance of the purpose and reasons for diversity;
- B. Recruitment and retention policies that assure a diverse workforce;
- C. A workplace environment that is welcoming and supportive of all;
- D. Awareness, understanding and education regarding diversity issues;
- E. Zero tolerance for expressions of discrimination, bias, harassment, or negative stereotyping toward any person or group;
- F. A workforce ethic that embraces diversity and makes it the norm for all interactions, including delivery of services to the public.

Respondents are encouraged to include an outline of their diversity policy in their proposal response.

### **Contract Re-Assignment:**

The respondent shall not re-assign any portion of the any contract that results from this solicitation without the express written consent of the County.

### **Corporate Compliance:**

FEDERAL FUNDING COMPLIANCE: The Respondent agrees to comply with all Federal, State, and local laws and regulations governing the provision of goods and services under this Contract. To the extent that federal funds are provided to the Respondent under this contract, the Respondent agrees that it will comply with all applicable federal laws and regulations, including but not limited to those laws and regulations under which the Federal funds were authorized.

Further, Respondent agrees to comply with the County's Compliance Plan regarding Federal and State fraud and abuse laws; the Compliance Plan can be reviewed at [www.tompkins-co.org](http://www.tompkins-co.org) or a copy can be obtained from Tompkins County Administration, 125 East Court Street, Ithaca, NY 14850.

Respondents that are providers of healthcare services certify that the Respondent, and all employees, directors, officers, and subcontractors of the Respondent, are not "excluded individuals or entities" under Federal and/or New York State statutes, rules and regulations, to determine if any of them are on or have been added to the exclusion list.

The Respondent shall promptly notify the County if any employee, director, officer or subcontractor is on or has been added to the exclusion list. The County reserves the right to immediately cancel this contract, at no penalty to the County, if any employee, director, officer or subcontractor is on or has been added to the exclusion list.

By submitting a response to a Request for Proposals, you are attesting to the fact that you and/or the provider, which you represent, have not been sanctioned nor excluded by any of the aforementioned entities.

## **Attachment A**

### **Iranian Energy Sector Divestment:**

By submitting a response to this solicitation, the respondent hereby represents that said respondent is in compliance with New York State General Municipal Law Section 103-g entitled “Iranian Energy Sector Divestment”, in that said respondent has not:

- a. Provided goods or services of \$20 Million or more in the energy sector of Iran including, but not limited to, the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- b. Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person’s intent was to use the credit to provide goods or services in the energy sector of Iran.

Any respondent who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

Except as otherwise specifically provided herein, every respondent submitting a response to this solicitation must certify and affirm the following under penalties of perjury:

(1)“By submission of this response to solicitation, each respondent and each person signing on behalf of any respondent certifies, and in the case of a joint response, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each respondent is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b).”

Except as otherwise specifically provided herein, any response to this solicitation that is submitted without having complied with subdivision (1) above, shall not be considered for award. In any case where the respondent cannot make the certifications as set forth in detail the reasons therefore. The County reserves the right, in accordance with General Municipal Law Section 103-g to award the contract to any respondent who cannot make the certification on a case-by-case basis under the following circumstances:

- (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 respondent has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging any new investments in Iran; or
- (2) The County of Tompkins has made a determination that the goods and services are necessary for the County to perform its functions and that, absent such an exemption, the County of Tompkins would be unable to obtain the goods or services for which the Bid is offered. Such determination shall be made by the County in writing and shall be a public document.

Attachment A Contractor's Representation—Livable Wage Policy

**Livable Wage Policy:** By policy, Tompkins County must “consider the wage levels and benefits, particularly health care, provided by contractors when awarding bids or negotiating contracts, and to encourage the payment of livable wages whenever practical and reasonable.” Paying the living wage rate to all employees directly involved in providing the contracted County service is not mandatory. However, the attainment of a broadly-applied living wage is a County goal and is therefore an important consideration applied by the County when reviewing contract proposals.

**The Current Living Wage:** The Living Wage in Tompkins County is computed by the Alternatives Federal Credit Union and is currently \$14.28 per hour if the employer contributes at least half the cost of an employee’s health insurance/benefit cost and \$15.37 per hour if the employer does not make such a contribution. The rate will be adjusted again in May 2021.

**Requirement of All Contractors:** As a part of its proposal or contract representations, a prospective service contractor must advise the County whether it will pay the AFCU livable wage rate to all Covered Employees directly involved in the provision of the contracted service, including employees of any subcontractor engaged to assist in providing the service.

Additionally, contractors are asked to estimate the number of employees who will be directly involved in the provision of the contracted service. If not all employees are going to be paid the Living Wage, contractors are asked to estimate how many full-time, and how many part-time, covered employees will NOT be paid the living wage.

**Covered Employees** include all full- and part-time employees, other than those Excluded Employees described below, who are directly involved in the provision of the contracted service, including employees of sub-contractors engaged to assist in providing the service.

**Excluded Employees** are:

- Employees under the age of 18
- Seasonal or temporary employees (90 days or less)
- Employees in a probationary status (90 days or less)
- Those employed in a sheltered or supported work environment
- Employees participating in a limited-duration (90 day) job training program
- Employees participating in an academic work-study or academic internship program
- Volunteers
- Employees participating in mandated welfare-to-work programs
- Employees paid pursuant to a collective bargaining agreement

**Contractor's Living Wage Representation**

1. Approximately how many Covered Employees, including employees of any subcontractor involved in providing the service, will be involved in the provision of the contracted service? \_\_\_\_\_(insert number)

2. Will all Covered Employees, including employees of any subcontractors directly involved in the provision of County services, be paid at least the living wage?

Yes       No

3. If the answer is “No”, approximately how many covered employees will NOT be paid at the living wage?

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Print Contractor Name: \_\_\_\_\_

If you answered “Yes” to the Living Wage Representation and are awarded the County contract, you will be expected to maintain all employees directly involved in the provision of services under this contract at or above the living wage as of the time of execution of the contract for the duration of the contract. If you answered “No,” your response will be among the considerations applied by the County in making its contract award. As a part of contract negotiations, the County may request additional information from you regarding the basis of this response.

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## Tompkins County Hold Harmless and Insurance Requirements

Contractor shall indemnify, hold harmless and defend Tompkins County and its officers, employees, agents and elected officials from and against any and all claims and actions brought against Tompkins County and its officers, employees, agents and elected officials for injury or death to any person or persons or damage to property arising out of the performance of this contract by the Contractor, its employees, subcontractors or agents except all actions and claims arising out of the negligence of Tompkins County. The Contractor shall maintain the following minimum limits of insurance or as required by law, whichever is greater.

### A.) Workers' Compensation and New York Disability

#### Workers' Compensation

Statutory coverage complying with NYS Workers' Compensation Law Section 57 General Municipal Law Section 125, Contractor must submit one of the following:

CE-200 - Certification of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage available at <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>, **OR**

CE-105.2 - Certification of NYS Workers' Compensation Insurance (U-26.3 f or State Insurance Fund version), **OR**

SI-12 - Certificate of NYS Workers' Compensation Self Insurance, **OR**

GSI-105.2 - Certificate of NYS Workers' Compensation Group Self-Insurance Employers' Liability \$1,000,000

#### Disability Benefits Requirements

Statutory coverage complying with NYS Workers' Compensation Law Section 220 (8) under General Municipal Law Section 125, Contractor must submit one of the following:

CE-200 - Certification of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage, **OR**

DB120.1 - Certificate of Disability Benefits Insurance, **OR** DB155 - Certificate of Disability Self-Insurance

NOTE: Proof of NYS Workers' Compensation and NYS Disability Benefits must be provided on NYS forms as listed above (complete information available at <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp> or Bureau of Compliance at (866) 546-9322).

### B.) Commercial General Liability including, contractual, independent contractors, products/completed operations

Each Occurrence	\$1,000,000	
General Aggregate		2,000,000
Products/Completed Operations Aggregate		2,000,000
Personal and Advertising Injury		1,000,000
Fire Damage Legal		50,000
Medical Expense	5,000	

- **General Aggregate** shall apply separately to the project prescribed in the contract
- It is expressly understood and agreed by the Contractor that the insurance requirements specified above, contemplate the use of occurrence liability forms.
- Tompkins County and its officers, employees, agents and elected officials are to be included as **Additional Insured's on a primary and non contributory basis**

C.) **Business Auto Coverage** Liability for Owned, \$1,000,000 CSL or  
 Hired and Non-Owned Autos 500,000 Per Person BI  
 1,000,000 Per Accident BI  
 250,000 PD Split Limits

All insurance shall be written with insurance carriers licensed by the New York State Office of Financial Services and have a Best's rating of A XI or better. Proof of insurance shall be provided on the Accord Certificate of Insurance, Accord 25 (05/2010), or insurance company certificate. All Certificates shall contain a sixty (60) day notice of cancellation, non-renewal or material change to Tompkins County. All Certificates must be signed by a licensed agent or authorized representative of the insurance company. Broker signature is not acceptable. Certificates of Insurance shall be submitted with the signed contract.