



NORTHERN REGION

A proud partner of the AmericanJobCenter network

Request for Proposals

Workforce Innovation and Opportunity Act (WIOA) Youth Program Operator for the Northern Virginia Workforce Area #11

ADVERTISED: April 17, 2025

DUE: May 16, 2025 5:00 p.m. (EDT)

Virtual Pre-Proposal Conference: April 28, 2025 1 p.m. (EDT)

Virginia Career Works - Northern
8270 Greensboro Drive, Suite 850
McLean, VA 22102
(703) 827-3782
www.vewnorthern.com

The SkillSource Group, Inc. is an Equal Opportunity Employer/Program. Auxiliary aides and services are available to individuals with disabilities. TDD-VA Relay: 711.

David Hunn | EO Officer | (703) 827-3782 | david.hunn@vcwnorthern.com

The services provided through this RFP are 100% funded by the Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Programs through the U.S. Department of Labor - Employment and Training Administration. No costs of this program are financed by non-governmental sources.

The Northern Virginia PY 2024 Federal WIOA Title I funding allocation for the WIOA Youth Program is \$1,356,932.

1.0 Introduction

The *SkillSource* Group, Inc. (SSG), the non-profit operating arm of the Virginia Career Works – Northern Region (VCWN), provides a variety of workforce and economic development services and support to Northern Virginia businesses and residents. These services include a broad range of activities which offer Northern Virginia’s workforce the skills, knowledge, and abilities needed to succeed in a growing and robust economy. SSG is issuing this Request for Proposal (RFP) to organizations qualified in delivering Workforce Innovation and Opportunity Act services to economically disadvantaged In-School and Out-of-School young adults, ages 16 through 24 in the Northern Virginia Workforce System (Area #11) in the Commonwealth of Virginia.

The Federal Workforce Innovation and Opportunity Act provides a framework of services so that eligible young adults are provided assistance in achieving academic and employment success through comprehensive services that include:

1. A variety of options for improving educational competencies and credentials.
2. A variety of options to secure job specific skills leading to or resulting in work credentials (certifications, licenses, degrees).
3. Effective connections to employers for job shadowing, part-time or full-time work during preparation for full labor force participation.
4. On-going mentoring experiences.
5. Services that support each young adult’s opportunity to participate in needed services and activities.
6. Opportunities to develop and use leadership skills.
7. Recognition of and incentives for young adults to pursue the educational, occupational and leadership goals that have been individually established.

All proposing organizations must be committed to following the regulations of the Federal Workforce Innovation and Opportunity Act, as released by the U.S. Department of Labor Employment and Training Administration (DOLETA), including the [FY 2024 Federal Award Terms and Conditions](#). Offerors must adhere to any new Federal and State policies and guidance in regards to the Workforce Innovation and Opportunity Act.

1.1 Solicitation

SSG hereby solicits proposals, using a competitive bid process, to organizations interested in delivering Workforce Innovation and Opportunity Act (WIOA) services to economically disadvantaged In-School and Out-of-School young adults, ages 16 through 24 in the Northern Virginia Workforce System (Area #11) in the Commonwealth of Virginia. This RFP does not commit the SSG to accept any proposal submitted, nor is the SSG responsible for any costs incurred by the Respondents in the preparation of responses to this RFP.

The SSG reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, to award multiple contracts, or the contract in whole or in part as is deemed to be in the

best interest of the SSG. The SSG reserves the right to negotiate with any Respondent after proposals are reviewed, if such action is deemed to be in the best interest of the SSG.

1.2 RFP Release, Timeline and Questions

Beginning April 17, 2025, the RFP will be available for download from the SSG's website at www.vcwnorthern.com. If you have difficulty downloading the proposal, please contact SSG at (703) 827-3782 or at bids@vcwnorthern.com.

An optional Pre-Proposal Conference will be held via Zoom on April 28, 2025 at 1:00 pm EDT for prospective bidders to attend either in-person or by telephone. While attendance will not be a prerequisite to submitting a proposal, Offerors who intend to submit a proposal are encouraged to attend.

Please RSVP to bids@vcwnorthern.com by 5:00 pm EDT on April 25, 2025.

The link to access the virtual Pre-Proposal Conference on April 28, 2025 at 1:00 p.m. EDT is: <https://zoom.us/j/91899893678?pwd=2FzfHkLU94S3lJqpVaBcMxSS15OIxc.1>.

Questions regarding this solicitation can be submitted to bids@vcwnorthern.com by April 24, 2025. Responses to questions submitted to SSG or asked during the Pre-Proposal Conference will be posted on the SSG website (www.vcwnorthern.com).

Proposers will be notified of selection in late June 2025. Funds will become available July 1, 2025.

Submission of Proposals

To be considered for this contract (s), the proposal must be submitted electronically in Adobe PDF format only, **no later than 5:00 pm EDT on Friday, May 16, 2025 to bids@vcwnorthern.com.**

All electronic submissions will receive an email acknowledging the date and time that the submitted proposal was received.

All proposals received after that date and time will not be considered. Respondents will be notified if their proposal was received after the deadline, and will not be considered.

2.0 Background

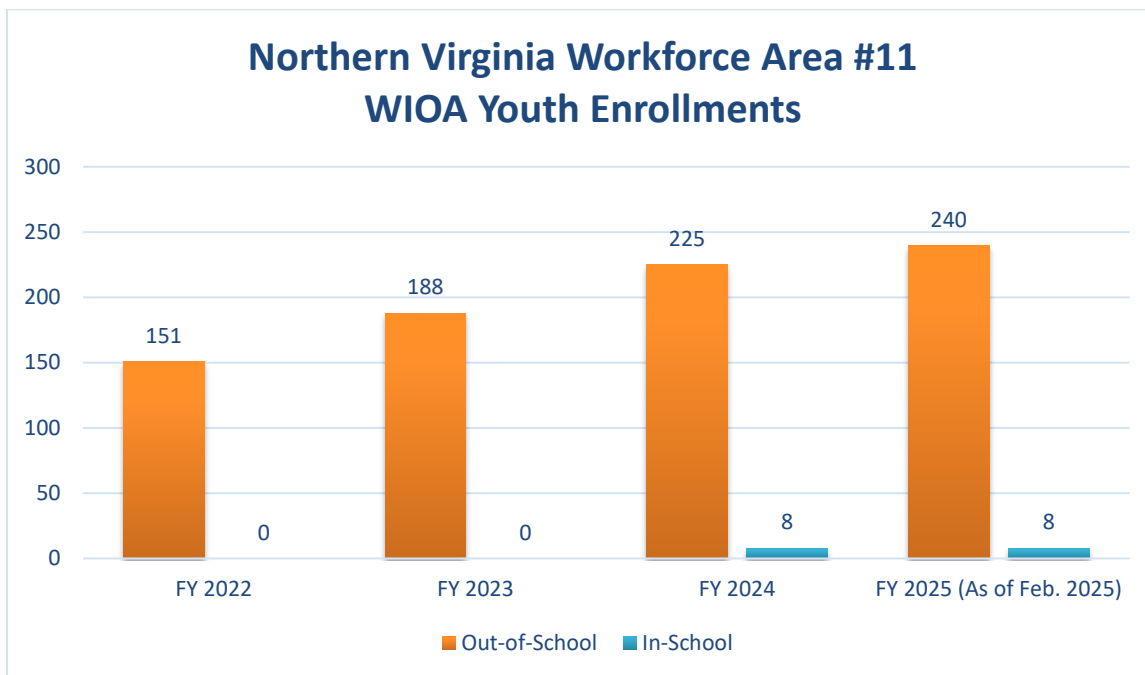
Virginia Career Works - Northern (VCWN) is one of the largest local workforce areas, based on population, in the Commonwealth of Virginia, serving over two million residents and tens of thousands of businesses in Fairfax, Loudoun, and Prince William counties, and the cities of Fairfax, Falls Church, Manassas and Manassas Park. VCWN and its non-profit fiscal agent, the *SkillSource* Group, Inc. (SSG), have been established to oversee operations of American Job Centers, or Virginia Career Works Centers, and the Workforce System throughout Northern Virginia. The Centers were developed to bring together employment and training services that work with all people in one place and make it easier for job seekers and employers to use these services. Businesses can utilize the Virginia Career Works Centers for recruiting, hiring and

retaining an outstanding workforce. In FY 2024, Virginia Career Works - Northern Centers were visited by over 47,600 adults seeking to enter the workforce or to upgrade their skills for a better job.

The Workforce Innovation and Opportunity Act (WIOA) was made law on July 22, 2014 ([WIOA Public Law 113-128](#)). WIOA provides guidance to local workforce development boards on their responsibility in meeting workforce challenges including designing a system that will provide opportunities for young adults and youth to be prepared with skills for the current and future labor market. With the youth population, the law emphasizes the need to connect young adults and youth with existing services, education, and employment that will lead to meaningful careers. **SSG reserves the right to at any time, modify or adjust eligibility requirements, priorities of service, scope of services, and funding allocations based on new policies, legislation, or funding availability under the Workforce Innovation and Opportunity Act upon notification from the U.S. Department of Labor Employment and Training Administration.** At such time, all contracts will be modified to reflect the new policies.

The Northern Virginia WIOA Youth program is currently the second largest WIOA Youth program in the Commonwealth.

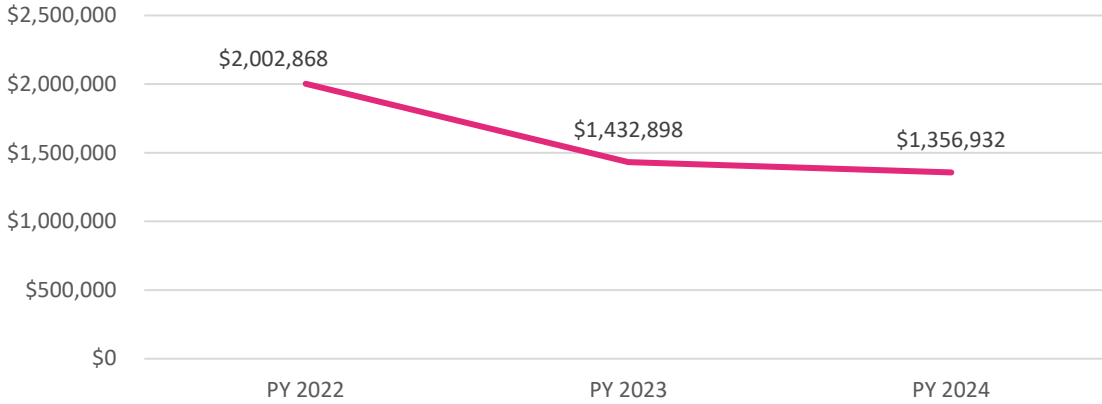
In FY 2024, the Northern Virginia WIOA Youth program enrolled 233 young adults into the program and is already on track to exceed that enrollment number in FY 2025 (see chart below).



While Area #11 serves both In-School and Out-of-School Young Adults in its WIOA Youth Program, currently 97% of participants in the Northern Virginia Workforce Area’s WIOA Youth Program are Out-of-School young adults. Over 80% of all WIOA Youth program participants are Basic Skills Deficient and nearly 60% have a documented disability.

Since PY 2022, the Area #11 WIOA Youth funding allocations have steadily decreased. The PY 2024 WIOA Youth allocation for Area #11 is \$1,356,932.

Area #11 WIOA Youth Allocations



Click on the following links to view current eligibility requirements for the Workforce Innovation and Opportunity Act (WIOA) Youth programs.

- WIOA: <http://www.doleta.gov/WIOA/>
- State Workforce System: <https://virginiacareerworks.com/> and <https://www.virginiaworks.gov/>
- Policies for Eligibility Requirements for WIOA Youth, Definitions, Acceptable Verification and Documentation, and other state policies and guidance <https://virginiacareerworks.com/practitioners-corner/> and

3.0 RFP Response Format

3.1 Offeror Eligibility Criteria

Any governmental, educational or not-for-profit organization or agency engaged in a public service may apply. Private for-profit organizations engaged in providing employment and training and educational opportunities for eligible adults may apply.

Entities that are presently debarred, suspended, or proposed for debarment, are not eligible to receive a contract.

3.2 Instructions

Respondent(s) must complete and submit a two-part proposal consisting of a Technical Proposal and a Business Proposal. **The Technical and Business Proposals must be submitted via e-mail, as outlined in Section 1.2, in two separate Adobe PDF files that are clearly named with the Respondent's Name - Technical Proposal and Respondent's Name - Business Proposal.**

All proposals should clearly demonstrate the Respondent's qualifications and ability to provide the WIOA Youth Program services. **The Technical Proposal should be no longer than twenty (20) pages (double-spaced), excluding Cover Page, Table of Contents, Executive Summary, Business Proposal and Attachments.** Brief proposals are welcomed.

3.3 Formatting Requirements

In order to simplify the review process and obtain the maximum degree of comparison, each Technical Proposal shall be organized as follows:

- Font size: 12 point
- Font style: Times New Roman
- Line spacing: Double-spaced
- Margins: One-inch margins on all sides
- Pages: Single sided
- Page number: Centered at the bottom of each page
- Language: English
- Format: Adobe PDF

3.4 Proposal Guidelines

- **Cover Page** – Includes name, address, phone number, and contact information for the Authorized Representative of the Respondent or company, and if a corporation, when and where incorporated as well as appropriate Federal, State and County Tax ID numbers.
- **Table of Contents** – Includes a table of contents that identifies the material in the proposal by section and page number.
- **Executive Summary** – Includes an executive summary that provides a brief overview of the proposal not to exceed one (1) single-spaced page.

The Technical Proposal shall include the following:

- **Proposer Qualifications** – A description of the organization and staff experience in delivering workforce programs, particularly for young adults, and the services requested. The Offeror should include any past experience implementing WIOA Youth programs. Include resumes of key staff in the Attachments and clearly identify how they will contribute to the provision of services, including their relationship to the contracting organization (full-time, part-time, consultant) and amount of time to be devoted to the project. Describe initial and ongoing training that is provided to staff to ensure at a minimum an understanding of WIOA regulations, case management tactics, VCWN policies and procedures, customer service, and other internal processes. The Offeror should provide a list of references familiar with the Offeror's past work.
- **Service Area Operations** – Qualified offerors must have the capacity to design, deliver and continuously improve workforce programs for young adults within the seven (7) jurisdictions that comprise the Northern Virginia Workforce Area #11. Offerors are asked to identify the location(s) of its proposed service delivery sites/facilities and provide a

description of these site/facilities, including how it will operate within the network of the five (5) Virginia Career Works – Northern Centers. Offerors must demonstrate an understanding of the need for services in the selected jurisdiction, and of the local partners, population, and geographical diversity of the region. It is the intent of the SSG to select offerors that have the ability and capacity to deliver services throughout the entire Northern Virginia Workforce Area #11. If an Offeror proposes to deliver services in selected sites and not in a comprehensive manner, the Offeror must show why that is advantageous to the SSG, the Northern Virginia Workforce Area #11, and the general public to be served by the Offeror.

- **Service Delivery Strategies** – Qualified offerors must submit a proposal that identifies the service delivery strategy for both In-School young adults (ages 14-21) and Out-of-School young adults (ages 16-24). Offerors should provide examples of current or proposed recruitment and retention strategies to attract both populations, particularly Out-of-School young adults, throughout the region.

Offerors must demonstrate the ability to provide long-term comprehensive services to eligible young adults through a collaborative approach with multiple partners (local and State agencies) that provide access to all of the WIOA required program elements for young adults.

Offerors must provide a proposed work plan or strategy for accomplishing each of the tasks identified in Section 4, Scope of Services. Offerors should demonstrate an awareness of the difficulties in the completion of the work and a plan for surmounting them. Offerors should also describe how they intend to track data and measure performance in order to meet the WIOA Performance Benchmarks. SSG is particularly seeking Offerors to identify innovative and proven strategies that emphasize assisting young adults in obtaining Industry Recognized Credentials and placing them into work-based learning opportunities.

- **Collaboration** – Qualified offerors should include at least three (3) employers or employer associations with which they have prior experience working with. Offerors are expected to link extensively with employers, as well as with existing programs and resources in the community, in collaboration with SSG and VCWN.
- **Attachments** – Offerors can attach any other pertinent materials related to their services, such as examples of outreach materials, letters of support, list of references, and any best practices. Attachments are excluded from the 20-page limit.

The Business Proposal shall include the following (excluded from 20-page limit):

- The Business Proposal shall contain the justification for the cost of the services. It shall also contain data adequate to establish the reasonableness of the proposed costs. Delineate personnel costs, travel, supplies, equipment, youth jobseeker training, support services or other expenses, as appropriate, by In-School and Out-of-School Youth. Offerors will be evaluated on their ability to offer high quality services while keeping costs reasonable for the services provided. Offerors should also describe the financial systems in place to

operate the programs listed in the RFP and the internal controls present to ensure all costs are allowable and expenditures are tracked for reporting purposes. Offerors will maintain a financial management and accounting system that is sufficient for the accurate and timely accounting and reporting of all financial transactions under the contract.

Federal WIOA legislation mandates that at least 75% of WIOA Youth Program funding must be spent on Out-of-School Youth each year ([Virginia Workforce Letter No. 19-08](#)).

A minimum of 20% of WIOA Youth Program funds must be spent on youth work experiences, including summer and year-round employment opportunities, pre-apprenticeship, internships and job shadowing, and on-the-job training. This 20% minimum expenditure level applies for the total of all youth activities spending for both In- and Out-of-School Youth and may include costs for youth stipends, as well as work experience program staffing and management costs ([Virginia Workforce Letter No. 19-07 Change 2](#)).

Offerors must factor the above WIOA Youth spending mandates into their Business Proposal. The type of contract will be cost reimbursement. All proposers must have enough available resources to operate the proposed program, if funded, during start-up and during the time in which invoices are being processed for payment and until such time payment is received.

4.0 Scope of Services to be Provided by Respondent(s)

4.1 Offerors are requested to submit a proposal that describes, in detail, how their proposed program will provide each of the following activities:

- Delivery and evaluation of the **fourteen (14) program elements** to both In-School and Out-of-School Youth, as required by the Workforce Innovation and Opportunity Act:

1) Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. This could consist of high school graduation, receipt of the GED or of the secondary school certificate of completion, instruction leading to post-secondary prerequisites and industry-recognized credentials.

2) Alternative secondary school services or dropout recovery services. Young adults who are out of school, but still of school age or in school and not progressing satisfactorily in the traditional classroom or through the traditional college bound or vocational curriculum may be returned to school in alternative education programs already in place in the school district, or may be connected to Alternative Adult Education programs as a means to strengthen needed math, reading, technology and communication skills to reach the employment goal, pursue post-secondary education or participate in an alternative

education program provided by the Offeror. Such services are expected to lead to attainment of a GED for non-high school completers or to a high school diploma for those in school or returning to traditional school.

3) Paid and unpaid work experiences with an academic and occupational education component. Paid and unpaid work experiences, including internships and job shadowing, should be offered year-round and may be linked to academic and occupational learning or as a stand-alone work experience activity if part of a continuum of services to the young adult. This training can also be delivered through apprenticeships, subsidized work experiences and on-the-job training (OJT), as appropriate, in order to ensure that the youth achieve the employment goal included in the individual service strategy. These work experiences are to provide young adults with practical exposure to the working world and its requirements and opportunities for career exploration and skills development.

The selected Offeror(s) will be expected to operate the annual summer Educating Youth through Employment (EYE) Program, which recruits, screens and matches young adults with professional opportunities in the private sector and other area businesses. Participants are required to attend intensive training workshops before and during their work experiences, which will also be administered by the Offeror.

At least 20% of allocated funds should be spent on Summer Employment and/or Paid and Unpaid Work Experience activities.

All competencies gained and work are to be fully documented and incorporated in competency checklists and learning plans to show the link between the two activities and the employment goal from the service strategy. Successful Offerors are to provide insurance and other necessary protections for the young adults. Adherence to the Virginia Child Labor Laws and work permits for any 14 or 15 year old involved in paid work experience in the public or private sectors are required.

Offerors will be responsible for the development and execution of formal worksite agreements with employers that participate in paid and unpaid work experiences, OJTs, job shadowing and internship activities. This agreement will stipulate the roles and responsibilities of each party and identify the duties and expectations for the job or activity to be provided, as well as, the terms, conditions, stipulations, and assurances related to the relationship. All such relationships will include supervisors and participant orientations prior to start.

4) Occupational skills training, with a focus on recognized postsecondary credentials and in-demand occupations. This could consist of high school graduation, receipt of the GED or of the secondary school certificate of completion and industry-recognized credentials.

5) Leadership development opportunities. Opportunities that include community service and peer-centered activities that encourage personal responsibility, exposure to post-secondary educational opportunities, life skills training, and other positive social behaviors

during non-school hours must be made available. Offerors must ensure that such opportunities are readily available and negotiate such opportunities based on the needs of the individual young adult for personal development. The individual service strategy must show the leadership development activity(s) and the expected outcome.

6) Supportive services. Successful Offerors must either provide or arrange to have provided the services that allow the young adult full participation in the activities included in the service strategy and to achieve the employment and education goals included in the service strategy. The support services may include gas cards, purchase of equipment or clothing, and other supports to allow full participation.

7) Adult mentoring. These programs may be provided and available to any young adult requiring the support and involvement of a responsible, caring adult. Mentoring must be provided during the period of the young adult's involvement in WIOA services and after termination from all WIOA services for a total of not less than 12 months.

8) Follow-up services for at least 12 months after program completion. Follow-up services are required for a period of not less than 12 months for all young adults after completion of participation in all services detailed in the individual service strategy. Follow-up services may include a return to WIOA Career Services through the-One Stop Centers or through mentoring and other non-training services.

9) Comprehensive guidance and counseling. These program elements may include drug and alcohol abuse counseling. All young adults receive on-going counseling and case management while participating in WIOA services. Successful Offerors must ensure documentation of the counseling and guidance activities in the records of the young adult through case notes, appointments and other notations.

10) Integrated education and training for a specific occupation or cluster. Offerors will be expected to conduct an objective assessment for the purpose of identifying appropriate services and career pathways for participants that will be built into the Individual Employment Plans for enrolled young adults that identify the specific career pathways to attain the young adult's career objectives.

11) Financial literacy education. Workshops and information on financial literacy and management should be provided to enrolled young adults on topics such as setting financial goals, paying for postsecondary education, and how to make informed financial decisions.

12) Entrepreneurial skills training. Entrepreneurship should be included as an occupational option when developing a young adult's career plan, and entrepreneurial education should be offered to young adults interested in starting their own businesses. Training should help young adults develop an understanding of what it means to be an entrepreneur in order to help them decide whether to pursue entrepreneurship as a career.

13) Services that provide labor market information about in-demand industry sectors and occupations. Offerors should have knowledge of regional labor market information

(LMI) resources, including O*NET and www.virginiaworks.com. Other LMI resources should be noted in the proposal.

14) Postsecondary preparation and transition activities. Offerors should provide a plan of how they will contribute to the development of supported career pathways for young adults who need more intensive assistance in navigating the transitions to postsecondary education or attaining occupational training, industry-recognized certifications, and obtaining meaningful employment.

4.2 Outreach and Recruitment for In-School and Out-of-School Young Adults

The Offeror should outline how they will develop and implement a viable outreach and recruitment strategy, particularly for Out-of-School young adults, to result in the enrollment levels identified in the Offeror's proposal. Outreach is expected to be conducted across the entire Workforce Area #11 region, and to multiple target populations, including those outlined in the Eligibility Determination section below, to ensure equal access to the WIOA Youth Program.

4.3 Process for Eligibility Determination

The Offeror will be responsible for the determination, verification and documentation of WIOA eligibility for program participants, maintenance of a formal participant eligibility file and related quality assurance activities. In order to participate in a program funded under this RFP, In-School and Out-of-School Youth must meet the eligibility requirements.

Out-of-School Youth Eligibility Criteria:

- A. Age 16 to 24 and not attending school
- B. Fall within one or more of the following categories:
 - 1. Individual with a disability
 - 2. School dropout
 - 3. Not attended school for at least the most recent complete school year calendar quarter.
 - 4. A high school graduate who is: basic skills deficient; or an English language learner.
 - 5. Offender
 - 6. Homeless, runaway, or foster child
 - 7. Pregnant or parenting
 - 8. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

In-School Youth Eligibility Criteria:

- A. Age 16 to 21 and attending school
- B. Low-income individual
- C. Fall within one or more of the following categories:
 - 1. Individual with a disability
 - 2. Basic skills deficient
 - 3. English language learner
 - 4. Offender
 - 5. Homeless, runaway, or foster child
 - 6. Pregnant or parenting

7. An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

In addition to the criteria listed above, all young adults applying for services must meet these additional programmatic requirements:

- 1) Must have complied with the requirements of the Military Selective Service Act by providing documentation to demonstrate compliance with those requirements; and
- 2) Be lawfully eligible to work in the United States.

Up to five (5) percent of young adult participants served may be individuals who do not meet the income criterion for eligible young adults ([Virginia Workforce Letter No. 16-12](#)). These young adults must meet the same eligibility requirements for other young adults listed above, with the following additions:

1. Are one or more grade levels below the grade level appropriate to the individual's age, as determined by the appropriate test or school system;
2. Face serious barriers to employment. This would include, but not be limited to young adults with disabilities, young adults who are considered at risk due to family situations such as a family history of domestic violence, child abuse, substance abuse or whose siblings are offenders or school drop-outs and young adults for whom English is their second language.

4.4 Assessments to identify skills, competencies and service needs of young adults

At a minimum, assessments should include:

- a) Occupational skills
- b) Prior work experience
- c) Interests
- d) Aptitudes
- e) Support service needs
- f) Developmental needs

Offerors are asked to identify how the results of the assessment will be used to design an individual service strategy that assists a young adult to develop the skills required to gain competence in those skills, reenter an educational setting, remain in a current educational environment, and complete postsecondary education or to identify and obtain employment. SSG currently requires that the CareerScope be used for assessing occupational skills, interests, and aptitudes and the TABE assessment be used to assess basic skills. Assessment instruments appropriate to the population are to be used. Based on the results of the assessment, a determination will be made as to which of the defined fourteen (14) program elements will be needed by the assessed youth. Proposing organizations are responsible for entering into written agreements and establishing viable linkages with community organizations. Young adults are not required to receive all fourteen (14) program elements, just the ones that are needed. In addition to the above, the proposing organization will also be responsible for the administration and evaluation of appropriate pre- and post-tests in order to measure actual performance outcomes for participants, as appropriate to the activity.

4.5 Development of Individual Service Strategies and ongoing case management

Offerors will be responsible for the development and documentation of an Individual Service Strategy (ISS) for each participant based on the results of the assessment. This document will identify the participant’s short and long term goals, specific plan of activities and services to attain the goals, identification of any applicable barriers and resolutions and required supportive services. The ISS is to be periodically reviewed with the participant and adjusted, as warranted, and is to be developed within thirty (30) days of the date of program enrollment and reviewed every sixty (60) days thereafter. Offerors will be expected to maintain a formal participant eligibility file and will be subject to periodic case file monitoring reviews.

The offeror will be responsible for maintaining participant enrollment and service activity and outcome records, and documenting and verifying applicable performance metrics. The offeror also will be responsible for directly entering such information into the Virginia Workforce Connection (VaWC) case management system on a regular and ongoing basis. The offeror should describe the development and management of quality control processes to ensure continuous improvement, including, but not limited to, internal monitoring of performance tracking and compliance with Federal and State guidelines. Comprehensive program reports will be provided to SSG on a monthly basis.

4.6 Follow-Up

The successful offeror is expected to provide services to young adults through the completion of the participant’s service plan, which includes the minimum 12 months of follow-up services.

4.7 Capacity to support the Northern Virginia One-Stop system approach to the delivery of services and how young adults will be connected to utilize and benefit from the services available at each Virginia Career Works Center.

In the interest of establishing a seamless delivery of services, outreach and recruitment functions associated with the delivery of any proposed WIOA Youth Program activities must be coordinated and may be co-located out of the Virginia Career Works - Northern Centers.

4.8 Proposed Outcomes

Offerors must include a chart similar to the one provided below that identifies the numbers to be served, placed into employment, and cost per participant for both In-School and Out-of-School young adults.

Program	Estimated Number to be Served	Estimated Number to be Placed	Estimated Cost per participant
In-School Youth			
Out-of-School Youth			

Under WIOA, there are five (5) performance measures for the WIOA Youth program. The proposer must be able to meet or exceed all performance measures. The current PY 2024 and PY 2025 performance levels negotiated with the Virginia Department of Workforce Development and Advancement (DWDA) can be found below.

**Workforce Area #11 Youth Performance Measures –
State Approved Levels PY 2024 and PY 2025**

WIOA Youth Performance Measure	Negotiated Level
Employment 2nd Quarter after Exit	78.00%
Employment 4th Quarter after Exit	79.00%
Median Earnings 2nd Quarter after Exit	\$4,700
Credential Attainment within 1 year	68.50%
Measurable Skills Gain	75.00%

5.0 Insurance

5.1 The Contractor will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith whether owned by the contractor or by the SSG. The contractor assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted work.

5.2 The Contractor shall, during the continuance of all work under the Contract provide the following:

- a. Maintain statutory Worker's Compensation and Employer's Liability insurance in limits of not less than \$100,000 to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.
- b. The Contractor agrees to maintain Comprehensive General Liability insurance in the amount of \$1,000,000 per occurrence, to protect the contractor, its subcontractors, and the interest of the VCWN/SSG, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with contracted work. The General Liability insurance shall also include the Broad Form Property Damage endorsement, in addition to coverage's for explosion, collapse, and underground hazards, where required.
- c. The Contractor agrees to maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of \$1,000,000 per occurrence, including property damage, covering all owned, non-owned borrowed, leased, or rented vehicles operated by the Contractor. In addition, all mobile equipment used by the Contractor in connection with the contracted work will be insured under either a standard Automobile Liability policy, or a Comprehensive General Liability policy.
- d. The Contractor agrees to maintain insurance in the amount of \$1,000,000 to cover each individual staff.

- e. The Contractor agrees to maintain liability insurance in the amount of \$1,000,000 to cover its operations.
- f. Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.
- g. The Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A: VI.
- h. The only exceptions to this are insurers of the London Syndicate and other recognized British and European insurers who are not rated by Best Guide.

Hold-harmless and Indemnification: Contractor shall indemnify, keep and save harmless the SSG/VCWN, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, costs and expenses which may otherwise accrue against the SSG/VCWN in consequence of the granting of a contract or which may otherwise result therefore, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in conjunction therewith; and if any judgment shall be rendered against the SSG/VCWN in any such action, the Contractor shall, at his or her own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the SSG/VCWN as herein provided.

The Contractor will provide an original, signed Certificate of Insurance and such endorsements as prescribed herein, and shall have it filed with the VCWN/SSG before any work is started.

- i. If the Contractor delivers services from a County or VCWN/SSG-leased facility, the Contractor is required to carry personal property insurance on all equipment installed and maintained on the premises.

5.3 No change, cancellation, or non-renewal shall be made in any insurance coverage without a forty-five day written notice to the SSG. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.

5.4 Precaution shall be exercised at all times for the protection of persons (including employees) and property.

5.5 VCWN/SSG, its employees and officers shall be named as an additional insured in the Automobile, General Liability and Professional Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage is primary to all other coverage the VCWN/SSG may possess.

5.6 If an “ACORD” Insurance Certificate form is used by the Contractor’s Insurance agent, the words, “endeavor to” and “... but failure to mail such notice shall impose no obligation or liability of any kind upon the company” in the “Cancellation” paragraph of the form shall be deleted.

6.0 Monitoring

6.1 SSG staff will institute monitoring activities as are reasonably needed to ensure that this contract is performed in accordance with its provisions.

7.0 News Releases by Contractors

7.1 The SSG does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation will not be made by a contractor without the prior written approval of the SSG.

8.0 Access to and Inspection of Work

8.1 SSG staff shall, at all reasonable times, have access to the work being performed under this agreement, wherever it may be in progress or preparation.

9.0 Equal Opportunity and Non-Discrimination

Equal Opportunity: Section 188 of the Workforce Innovation and Opportunity Act of 1998 (WIOA) prohibits discrimination against all individuals in the United States on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship or participation in any WIOA Title I-financially assisted program or activity. Prohibitions against discrimination are made on the basis of the following:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin, which includes discrimination affecting persons with limited English proficiency;
2. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
3. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
4. And Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.

If applicable, the grantee will be expected to provide an explanation of the client’s rights and protections under 29 CFR Part 38. The grantee will also provide a copy of Virginia’s Equal Opportunity Notice (English or Spanish version) to the client and maintain a copy in the client file.

The grantee shall comply with Section 188 of the Workforce Innovation and Opportunity Act, and Title VI of the Civil Rights Act as noted above, as well as guidance regarding services and access for persons with limited English proficiency, to the extent they apply to the subject matter of this contract. Specific guidance is provided at Part IV, Department of Labor Federal Register/Volume 68, No. 103, issued Thursday, May 29, 2003, and Department of Health and Human Services Federal Register/Volume 65, No. 169, August 30, 2000 and Department of Health and Human Services Federal Register Volume 68, Number 153, August 8, 2003.

10.0 Evaluation Process

10.1 A Review Panel assembled by the SSG will evaluate proposals as described in the following table:

Criterion	Weighted %
Cover page (1 page limit)	0%
Table of Contents (1 page limit)	0%
Executive Summary (1 page limit)	0%
Overall quality of the Technical Proposal	40%
Experience of the Respondent in Providing WIOA Youth Program Services	25%
Reasonableness of Business Proposal	35%

10.2 Upon receipt of the Technical and Business proposals, the Review Panel will evaluate the responses and rank the Respondent(s). SSG reserves the right to waive any informalities and to reject all proposals in whole or in part.

11.0 Contract Award and Details

11.1 The period of this contract shall be from July 1, 2025 through June 30, 2026. This contract may be renewed, upon agreement of both parties, for an additional four (4) one-year renewals.

11.2 The subsequent contract will be a contract based on a comprehensive program proposal, including personnel and operating costs. Subsequent year contracts will be negotiated based on available WIOA Youth Program funding allocations from the U.S. Department of Labor and the Virginia Community College System. Any additional work will be discussed in the future and price will be negotiated at that time.

11.3 Payments will be made by the SSG to the Contractor after acceptance of a properly completed invoice. Reimbursement requests should be separated by In-School and Out-of-School Youth expenses, must include documentation that the expense has already occurred and provide supporting documentation before reimbursements will be honored. The Invoices should be emailed electronically to the SSG Finance staff no later than 15 days after the last day of the month that services took place. Payment will be made by SSG within 30 days of

receipt of completed invoices from the Contractor.

12.0 Addenda to this Request for Proposal

The SSG may, at any time, by written order, require changes in the services to be performed by the Respondent. If it becomes necessary to revise any part of this RFP, an addendum will be posted on the SSG's website (www.vcwnorthern.com). Any clarification, including responses to questions, will also be posted on the SSG website.

13.0 Right to Cancel

The SSG reserves the right to delay, amend, reissue, or cancel all or any part of this RFP at any time without prior notice. The SSG also reserves the right to modify the RFP process and timeline as deemed necessary.

Attachment A - Map of Virginia Career Works - Northern Centers

<p>1 Virginia Career Works – Fairfax Annandale Center Heritage Center 7611 Little River Turnpike (West Wing) Suite 300 W Annandale, VA 22003 (703) 533-5400 TTY: 711 VA Relay Hours: Monday-Thursday – 8:00 am to 4:30 pm Friday – 10:00 am to 4:30 pm</p> <p>2 Virginia Career Works – Fairfax Alexandria Center 8350 Richmond Highway, Suite 327 Alexandria, VA 22309 (703) 533-5400 TTY: 711 VA Relay Hours: Monday-Thursday – 8:00 am to 4:30 pm Friday – 10:00 am to 4:30 pm</p> <p>3 Virginia Career Works – Prince William Center 13370 Minnieville Road Woodbridge, VA 22192 (703) 586-6800 TTY: 711 VA Relay Hours: Monday-Friday – 9:00 am to 4:30 pm</p>	<p>4 Virginia Career Works – Loudoun Workforce Resource Center Auto Zone Shopping Center 705 East Market Street, Suite E Leesburg, VA 20176 (703) 777-0150 TTY: 711 VA Relay Hours: Monday, Tuesday, Thursday, Friday – 9:00 am to 4:30 pm Wednesday – 9:00 am to 12:00 pm</p> <p>5 Virginia Career Works – Cherokee Avenue Center 5520 Cherokee Avenue, Suite 100 Alexandria, VA 22312 (571) 327-2206 TTY: 711 VA Relay Hours: Monday-Friday – 9:00 am to 4:30 pm</p> <p>ADC Fairfax County Adult Detention Center 10520B Judicial Drive Fairfax, VA 22030</p> <p>ADC Prince William - Manassas Adult Detention Center 9320 Lee Avenue Manassas, VA 20110</p>
--	---

