



**OFFICE OF YOUTH PROGRAMS
2018 In-School Youth Innovation Grants Technical Assistance**

Request for Applications (RFA)
RFA#: YIGPTA2018

RFA Release Date: August 21, 2017

Pre-Application Meeting (Webinar)

Date: August 24, 2017

Session: Email oypgrants@dc.gov for link to webinar

Applicants must submit a letter of intent to apply no later than 5:00pm
August 23, 2017

**Application Submission Deadline:
September 4th 2017, at 5:00pm noon EST**

Applications shall be submitted electronically at OYPgrants@dc.gov in a single PDF file.

LATE and INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED



A.1 MISSION AND ORGANIZATION

The District of Columbia Department of Employment Services (DOES) provides comprehensive employment services to ensure a competitive workforce, full employment, lifelong learning, economic stability and the highest quality of life for all District residents. Critical to this mission is the planning, developing and administering of workforce development services. DOES provides a range of programs and benefits to job seekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeship, unemployment insurance, transitional employment and referrals to supportive services and educational programs.

The Office of Youth Programs (OYP) is a division within DOES that focuses on supporting District youth. OYP administers a comprehensive set of locally and federally funded programs and services that are designed to prepare District youth for the workforce, to connect them to opportunities, to ensure their smooth transition into the world of work, and to ultimately ensure their long-term success. Additionally, DOES is dedicated to educating youth participants about workforce readiness, exposing them to careers in high-growth industries, and enriching them, academically, through experiential, hands-on programs.

A.2 INTRODUCTION

This scope of work pertains to the Youth Innovation Grants Pilot Program. OYP recognizes the critical need to continually expose youth to 21st century workforce skills and provides grants to community-based service providers to deliver these services. The success of this program is dependent on the ongoing sustainability and effectiveness of the service providers selected as a part of the Youth Innovation Grants Pilot Program. OYP is seeking an organization that will offer technical assistance for fifteen (15) grant recipients that are participating in the Youth Innovation Grant Pilot Program. The technical assistance should be grounded in research and highlight industry best practices in nonprofit management and leadership. Additionally, the technical assistance should provide proven strategies, processes, practices, and tools designed to increase the effectiveness of small nonprofit organizations. The technical assistance should be based on a sound theory of action that focuses on positive youth development methods and education standards.

A.2.1 BACKGROUND

The Youth Innovation Grants Pilot Program is a new initiative where grant recipients will aid youth in placement and retention in employment, education, or training, in program skills gains and credential attainment.

B.1 SCOPE

The District of Columbia Department of Employment Services (DOES), Office of Youth Programs (OYP) is seeking to partner with an organization that can provide technical assistance that will help build the capacity of grant recipients. Specifically, DOES seeks an organization to work with DOES grantees to help them institute best practices in key competencies of nonprofit management and processes. Applicants will develop a model based upon a theory of action that is supported by a solid research basis with evidence of previous successes. Applicants will also identify, propose and define a number of effective management competencies they believe relevant to this scope of work for youth-serving community-based nonprofits.:

DOES then expects appropriate strategies to be instituted over the course of the grant year resulting in improved grantee practices in the key competency areas. A final deliverable required is a report documenting improvements as a result of the capacity building intervention and recommendations for future training and



technical assistance to further sustainability of nonprofit service providers in DC.

DOES facilitates monthly community of practice meetings with Youth Innovation Grantees. Applicants should budget at least two (2) hours/month for attendance at these meetings along with an additional two (2) hours/month for meeting with DOES representative on the progress of capacity building. Applicants shall propose to use some number of the monthly community of practice meetings as time for a training as part of the intervention.

Applicants will be evaluated based on knowledge of DC nonprofit community, past performance and demonstration of impact on the sustainability and performance of their clients, the viability of the capacity building intervention proposed, and plan for evaluating the impact of the intervention over the course of the grant year.

DOES anticipates awarding a total of \$100,000 at least (1) grant based on funding availability.

C.1 REQUIREMENTS

The vendor shall perform the following tasks in order to achieve the objectives of this procurement as specified in C.3 Scope:

- C.1.1 Provide DOES with a program plan and schedule that outlines proposed training and technical assistance offerings. The program plan must include theory of action and or framework that is grounded in research. Appropriate citations must be included in program plan.
- C.1.2 Design and deliver appropriate number of trainings and/or other interventions to build the knowledge of grantees in key competencies related to effective nonprofit management as agreed to by DOES. The design of the interventions must include descriptions of activities, time and length, and intended outcomes.
- C.1.3 Provide written quarterly and final reports to DOES detailing participant progress.
- C.1.4 Attend monthly community of practice meetings facilitated by DOES.
- C.1.5 Develop and administer an assessment to determine the existing capacity of grantees and to determine whether or not certain grantees need additional interventions to achieve objectives. Provide plan for additional interventions and evaluation of impact.
- C.1.6 Close out report at end of year that functions as a “White Paper” outlining the status of grantees at the beginning of the intervention based on assessment discusses the intervention and then documents any improvements in knowledge and implementation of best-practices with recommendations for future capacity building to further nonprofit provider sustainability.

ITEMS	Deliverable	Quantity	Format and Method of Delivery	Due Date
1	Program Plan Delivery Schedule	1	Via email/ Hard Copy	Application
2	Status Report	1	Via email/ Hard Copy	Quarterly



3	Interventions/Trainings proposed	At minimum 8 to be facilitated at COP meetings	In person	At least Monthly
4	Close Out Report(White Paper)	1	Via email/ Hard Copy	End of Period of Performance

C.2 APPLICABLE DOCUMENTS

The following documents are applicable to this procurement and are hereby incorporated by reference into this RFQ and all ensuing HCAs:

Table C.2.1: Applicable documents

Item No.	Document Type	Title	Date
0001	Federal Law	Workforce Innovative Opportunity Act (WIOA) http://www.doleta.gov/WIOA/Overview.cfm	As of 2015
0002	DC Regulation	Title 27 of the District of Columbia Municipal Regulations, as amended, Contracts and Procurements http://os.dc.gov/	As amended to date
0003	DC Law	Procurement Practices Act http://www.dccouncil.washington.dc.us/	As of 2006

C.3 DEFINITIONS AND ACRONYMS

These terms when used in this document have the following meanings:

- C.3.1 Out of-School Youth:** An eligible youth, between the ages of 16-24, who is not attending any school or who has received a secondary school diploma or its equivalent.
- C.3.2 In-School Youth:** An eligible youth who is attending any school, is low-income, and is between the ages of 16-24.
- C.3.3 Workforce Innovation and Opportunity Act (WIOA):** WIOA is a federal program funded through the U.S. Department of Labor and the DOES. WIOA is the main source of federal funds for workforce development activities throughout the nation. WIOA funding, which is distributed to states and, subsequently, sub-state agents, is used to serve two primary customers—businesses and job seekers. Services are managed and provided by local agents, which must meet performance goals set by DOL and the respective state oversight agency.



D.1 REVIEW PANEL

A review panel will be comprised of a minimum of three (3) individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale in Table 1 against the established Scoring Criteria in Table 2.

Table 1: Technical Rating Scale

Technical Rating Scale		
Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet requirements; Major deficiencies which are not correctable; Applicant did not address the factor
1	Poor	Meets very few requirements; Major deficiencies which may not be correctable
2	Below Average	Meets few requirements; Many deficiencies that may or may not be correctable
3	Average	Meets some requirements; Several correctable deficiencies
4	Above Average	Meets most requirements; Minor correctable deficiencies.
5	Excellent	Meets all requirements; no deficiencies

The technical rating is a weighting mechanism that will be used to determine the overall quality of the application. . The technical rating also will be automatically calculated into the final score. The final score will be determined by dividing the applicant's technical score by 5 (the maximum technical rating), multiplied by the maximum points (110). See example below.

Applicant's Technical Rating	Maximum Technical Rating	Application Points	Maximum Application Points	Final Score
4 (Above Average)	5	90	110	88



D.2 SCORING CRITERIA

The review panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA.

Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined in Table 2, based on a 110-point scale.

- Organization Profile 20 points
- Participant Profile 20 points
- Program Description 40 points
- Budget and Budget Narrative 20 points
- Preference Points 10 points

ITEM	SCORING CRITERIA	Pts.
1	ORGANIZATION PROFILE	20
	<ul style="list-style-type: none"> The extent to which Applicant has stated the mission of your organization. The extent to which Applicant has described the organization's history (year founded and by whom) and its size (budget and staff). The extent to which Applicant has described the organization's internal monitoring system and how it effectively assures quality and the identification of program, personnel, and fiscal issues. In addition, describe the corrective action procedures. 	
2	PARTICIPANT PROFILE	20
	<ul style="list-style-type: none"> The extent to which Applicant has described the number of organizations the applicant proposes to serve under this grant for the year. The extent to which Applicant has described how to teach organizational sustainability and growth. The extent to which Applicant has described the organization's experience in helping organizations implementing industry recognized best practices. The extent to which Applicant has described the organization's experience in successfully providing direct capacity building services to non-profit and community based organizations in the District of Columbia. 	
3	PROGRAM DESCRIPTION	40
	<p>Engagement</p> <ul style="list-style-type: none"> The extent to which the Applicant describes an Assessment on 4-8 competency areas depending on program. The extent to which the Applicant describes a work plan to build targeted competencies. The extent to which the Applicant describes weekly coaching, training, and organization development. The extent to which the Applicant describes regular check-ins and post-assessment. <p>1. Outcomes</p> <ul style="list-style-type: none"> The extent to which the Applicant describes short, intermediate and long 	



ITEM	SCORING CRITERIA	Pts.
	term goals for potential grantees. 2. On-Going Support <ul style="list-style-type: none"> The extent to which the Applicant describes on-going support efforts for potential grantees. 	
4	BUDGET AND BUDGET NARRATIVE)	20
	<ul style="list-style-type: none"> The extent to which the Applicant provides a clear explanation of how the budget amount is derived. The extent to which the Applicant has allocated the funds 	
	PREFERENCE POINTS	
5	<ul style="list-style-type: none"> The extent to which Applicant describes years of experience in direct capacity building and sustainability services for non-profits and community based organizations in the District of Columbia 	10
TOTAL POINTS		100
TOTAL WITH PREFERENCE POINTS		110

D.3 GRANTS OFFICER

Grants will be entered into and signed on behalf of the District only by grant officers. The contact information for the Grant Officer is

Frederick Rogers
Department of Employment Services
Email: Frederick.rogers@dc.gov

D.3.1 Grant Administrator

GRANT ADMINSTRATOR (GA)

D.3.2 The GA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:

D.3.3 Keeping the GO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;

D.3.4 coordinating site entry for Contractor personnel, if applicable;

D.3.5 Reviewing invoices for completed work and recommending approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure;

19

D.3.6 Reviewing and approving invoices for deliverable to ensure receipt of goods and services This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and

D.3.7 Maintaining a file that includes all contract correspondence, modifications, records of. , - inspections (site, data, equipment) and invoice or vouchers



The address and telephone number of the GA is:

Frederick Rogers
Department of Employment Services
Office of Youth Programs
Email: Frederick.Rogers@dc.gov

D.3.8 The GA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the grant;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the grant,
4. Authorize the expenditure of funds by the Contractor;
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

The Grantee will be fully responsible for any changes not authorized in advance, in writing, by the GO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.