

## REQUEST FOR PROPOSALS

### 2021 Virtual Programming

Hocking Athens Perry Community Action (HAPCAP) is accepting proposals from organizations to provide on-line programming to support the summer employment component of the Comprehensive Case Management and Employment Program (CCMEP) and potentially year round opportunities. CCMEP is a program funded with Temporary Assistance for Needy Families (TANF) funds through the Perry County of Job and Family Services (PCJFS) that provides comprehensive education and employment services to youth between the ages of 14-24. The Summer Employment program is a paid work experience traditionally operated by placing program participants in the summer at businesses to work providing them with the opportunity to gain employment skills. However, because of COVID-19, HAPCAP will be providing this service to participants through a hybrid of online programming and in person during the summer of 2021. It is anticipated that the summer programming will begin on or after May 31, 2021 and end on or before August 6, 2021. Year round programming will run until September 30, 2021. A contract resulting from this RFP may be extended up to one year through September 30, 2022. HAPCAP will have a total of approximately \$25,000 in TANF funds allocated for the purchase of online services.

#### Schedule

RFP released	March 17, 2021
Deadline for Submission of Questions	12:00 on March 31, 2021
2021 Response to Questions	4:00 on March 31, 2021
Deadline for Submission of Applications	12:00 on April 14, 2021
Intent to Award	April 19, 2021

- Questions should be submitted by email to: [Jacyntha.jackson@hapcap.org](mailto:Jacyntha.jackson@hapcap.org) by 12:00pm on March 31, 2021.
- **Proposals may be hand delivered, mailed or e-mailed to:**  
HAPCAP/ATTN: Jacyntha Jackson  
212 S Main Street  
P.O. Box 311  
New Lexington, Ohio 43764  
[Jacyntha.jackson@hapcap.org](mailto:Jacyntha.jackson@hapcap.org)

Specific guidelines regarding how to submit an application for this program are included in this request. Late proposals will not be accepted. HAPCAP staff are not allowed to conduct conversations with individual applicants regarding the RFP between the date of the RFP's release and the date of the application submission deadline.

#### Purpose

CCMEP is an innovative program that can help low-income young adults aged 14 to 24 build career paths, find employment and break the cycle of poverty. It offers a wide range of services specifically tailored to each individual. Unlike many other anti-poverty programs, CCMEP engages participants in meaningful employment and training activities that can help them build lifelong, sustainable careers. It focuses on people, not programs, and gives caseworkers the flexibility to offer more constructive services that build on participants' strengths, increase their skills and meet their unique needs.

HAPCAP is procuring subgrantees to provide online programming to participants. HAPCAP and PCDJFS are planning to provide an innovative online summer employment program and plan to hire approximately 80 participants to work up to 40 hours a week. Participants will be paid \$9.00 an hour for participating in the programming. HAPCAP will have job coaches working individually and in small groups with participants in addition to the training they will receive through Proposers. HAPCAP will also be providing work assignments to the participants and helping them connect with additional resources to ensure their success.

The goals for the summer are:

- To provide youth with meaningful work that will help to prepare them to achieve their employment and educational goals.
- To provide youth online workforce development, leadership and social preparedness activities.
- To help youth understand and develop skills for a digital economy.

The youth will be split into 2 cohorts both virtual and hybrid. HAPCAP will have job coaches assigned to groups of approximately 10. HAPCAP staff will be responsible for daily one-on-one meetings with each participant, providing resources to participants as well as developing and providing programming as needed throughout the summer.

We are looking for innovative programming that will motivate the youth to engage in the program. Programming is not limited but can be in any of the areas below.

- Provide focused instruction and progress monitoring
- Provide training opportunities
- Provide Workforce Development opportunities including resume writing, interviewing skills, employment search techniques, career exploration, etc.
- Instruction on how to develop professional correspondence including email, letters, and telephone etiquette.
- Increase motivation to gain employment and or attend college/post-secondary institutions by providing opportunities to explore colleges and career paths.
- Increase participant employability skills by providing soft skills, life skills, and computer literacy training.
- Financial Literacy planning including practical money skills, budgeting, managing money during college, buying the first car, building good credit, etc.

- Increase participant leadership skills and personal growth strategies by assessing personal values, ethics, personalities, and increasing self-awareness.

### **Topic Areas:**

Successful online programming should include (but is not limited to) one of the following topic areas:

- Makes available academic enrichment activities that help keep youth engaged in learning over the summer months and helps to mitigate the summer learning gap
- Prepares participants for a digital economy and virtual career opportunities
- Introduces participants to Healthcare Careers and Career pathways
- Introduces participants to Manufacturing Careers and Manufacturing Career Pathways
- Introduces participants to any other In-Demand Career Pathways
- Introduces participants to Healthcare training opportunities
- Introduces participants to Manufacturing training opportunities
- Introduces participants to In-Demand training opportunities
- Provides activities to prepare participants for Healthcare field opportunities
- Provides activities to prepare participants for Manufacturing field opportunities
- Provides activities to develop work readiness skills
- Addresses a social issue relevant to the youth population they are serving (i.e. obesity, bullying, diversity sensitivity training, substance abuse, smoking, etc.)
- Engages youth in exploring cultural awareness
- Provides a medium for artistic expression
- Integrates learning activities to promote good nutrition and a healthy lifestyle
- Promotes science and math learning opportunities
- Implements character building opportunities
- Integrates activities to develop studying skills
- Implements financial literacy training
- Integrates learning activities
- Enhances personal skill(s) development
- Promotes community involvement

### **Evaluation and Selection**

Proposals will be evaluated by a committee. Proposals will be evaluated based on criteria including format, completeness of the application, past experience, link to target groups and area(s), inclusion of all required attachments, program plan (narrative) and budget considerations.

Proposals will be evaluated on:

- Completeness of proposal
- Experience in providing programming to target age group
- Experience in providing programming in the topic areas
- Experience in online programming or demonstration of ability to be able to provide online programming
- Demonstration of ability to meet timeline for implementation
- Per hour cost of instruction

If a Proposer meets minimum qualifications for the proposal, HAPCAP will reach out to set up a meeting to discuss in further detail the needs of the program and negotiate a final plan with each Proposer to provide services. One Proposer or multiple Proposers may be chosen. HAPCAP also reserves the right to reject all proposals.

### **Proposer Responsibilities**

Successful applicants will be responsible for the following activities:

- Documentation of the delivery of program services provided
- A pre and post evaluation of students' base knowledge and subsequent growth in subject area
- Provide technical support to HAPCAP and or participants in order to be able to utilize program
- Track hours of participation in program activities
- Attendance records
- Provide all program services identified in the proposal and Proposer agreement.
- Comply with all applicable rules and regulations governing the source of funding for this program (TANF)
- Procurement Requirements (3 quotes required on all program purchases; documentation must be kept and be available for review)
- Compliance Requirements
- Follow all rules and regulations governing the implementation and provision of program services
- Submit invoices and reports according to the guidelines established by HAPCAP in the Proposer subgrant
- Permit site visits from HAPCAP staff or the agency's designees in order to monitor files, financial records, and program implementation
- Collect data and provide programmatic, data, and fiscal reports as required by HAPCAP
- Maintain fiscal records in accordance with generally accepted accounting practices and provide HAPCAP with specified financial reports designed to verify and analyze expenditures

### **HAPCAP Responsibilities**

- Provide ongoing technical assistance regarding eligibility and allowable activities/expenditures
- Monitor and review program performance in relationship to stated program goals
- Monitor program performance, expenditures, outcomes, etc.
- Review monthly invoices and process for payment to Proposer.
- Fiscal Monitoring
- Verification the subgrantee scope of service is being implemented
- Observations of youth participation, attendance and supervision

### Proposal Submission

All proposals are due by April 14 at 12:00 noon. Late applications will not be accepted. HAPCAP reserves the right to disqualify any application that does not comply with the following instructions:

- Page Numbers – Include page numbers on every page of the application.
- Paper Size – All pages must be on standard 8 ½” x 11” letter size paper.
- One Sided Copies – Proposals must be submitted as one-sided copies.
- 1 Complete Copy of Proposal
- Budget in separate document

### Proposal Contents

1. **Narrative:** In this section, please answer the following questions. Please use the questions as they are written as headings in order to organize your narrative.
  1. What is the history of your organization with emphasis on experience with youth programming?
  2. What is your experience with online programming? If you have not provided online programming before explain what your plan for being prepared to do it.
  3. What topic areas do you propose to do and why?
  4. Please provide an example of a detailed narrative describing one of the topic areas and how you would propose to provide the online programming. Additional topics can be negotiated.
  5. What technology will HAPCAP and or students need in order to be able to utilize your program? What technical support will you be able to provide?
  6. How do you propose to measure participants’ base knowledge and then growth in subject area?
  7. Please describe your timeline for program implementation and your ability to start services on or after May 31, 2021. If you cannot start on May 31<sup>st</sup>, please indicate the earliest date you could start services.
  8. Please indicate if you are interested in providing year round programming in addition to the summer.

9. What is your staffing plan (include short biographies on staff)?
10. Please include your background check policy for employees.
11. Please provide any other relevant information about how your program operates. If you have example curriculum or online programming that you can share, please include links or directions on how to access it.
12. Please provide 3 references including name of organization, contact name, phone and email.
13. Please include a name and contact information for all follow up correspondences.

## **2. Budget:**

Please follow all directions in this budget section including providing a budget that outlines cost for providing services. This may include fixed costs like curriculum and or variable costs like salary and fringe for the staff support of the project. Each line item should have a narrative justifying the costs that are included and indicate if they are fixed or variable. This information will be utilized to evaluate the proposal. Once a final scope of work and budget has been negotiated, providers may be able to bill either a single fee per program and or a per hour rate or a per participant rate as long as the final cost is based on the documented actual costs to operate the program. We encourage any interested prospective applicants to submit a proposal. If additional information and or clarification is needed it will be requested during the review process.

In this section, please include responses to the following:

- For the purposes of this proposal, please provide an hourly cost for programming.
- Please include a budget for the hourly cost that details all line item expenditures to be charged to this grant.
- Provide a detailed budget justification narrative that explains the costs included in your budget proposal
- Please include a narrative of if this hourly rate would change based on final negotiations of number of hours of programming awarded in the subgrant and what would impact the change (number of hours, type of programming) and how it would change.
- Administrative costs must not exceed 10% of the total program budget.
- Costs incurred must be reasonable and necessary to the project.
- Expenditures must be allowable and in accordance with the OMB Uniform Guidance and TANF rules and regulations.

## **Considerations**

This RFP does not constitute an offer, nor does acceptance of applications for review commit HAPCAP to grant a subgrant agreement. HAPCAP is not liable for any costs incurred in the preparation of proposals. HAPCAP reserves the right to grant subgrant agreements to a single applicant, multiple applicants, or to reject all applications or parts of applications

received. HAPCAP also reserves the right to request clarification, edits and or to negotiate aspects of the subgrant. Final subgrants will be subject to applicable TANF rules and regulations. All subgrant agreements are contingent upon final approval by PCJFS.

## **Protest**

Applicants may protest the decision resulting from the review of the proposal by following the guidelines listed below. Written protests must be submitted within five (5) business days following the date of the letter notifying the applicant that their proposal was not accepted. The following should be included in the letter:

- Name, address, telephone number, and fax number of applicant
- RFP Name
- Grounds for the protest including copies of any relevant documents

Submit written protests to:

HAPCAP/ATTN: Jacynta Jackson  
212 S Main Street  
P.O. Box 311  
New Lexington, Ohio 43764