

ERIE COUNTY
REQUEST FOR PROPOSALS
FOR
CAREER OPPORTUNITY MODEL FOR TANF RECIPIENTS
FOR
THE ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES

RFP Number	#08089VF
RFP Release Date:	August 29, 2008
Deadline for Proposal Submission:	September 19, 2008
Return RFP Response to:	Program Support Unit Department of Social Services 95 Franklin Street, Room866 Buffalo, NY 14202
Inquiry Contact:	Tricia Dittmer Systems Support Unit Phone: (716) 858-6797 Patricia.Dittmer@erie.gov

I. INTRODUCTION

A primary goal of the Temporary Assistance to Needy Families (**TANF**) program is to help low-income families enter the workforce and achieve self-sufficiency. The core goal focuses on moving individuals into the workplace through the provision of work experience. This includes providing hands on experience as well as vocational training utilizing state of the art technology and equipment.

II. PURPOSE

The purpose of this Request for Proposal (RFP) is to secure the services of an eligible organization to engage up to 500 TANF clients for a minimum of 90 days over this contract period by providing up to 35 hours of supervised work experience as mandated by Federal requirements. Work experience involves establishing unpaid work opportunity at a public or not for profit organization to enable clients who are not ready for employment an ability to develop additional skills.

These skill topics should include:

- Human relations in the workplace, conflict resolution, anger management, teamwork and cultural diversity.
- Effective Communication
- Basic Computer Skills
- GED Classroom Instruction

Preference will be given to organizations that offer or provide linkage to vocational programs and provide case management of career linkages that have been made to vocational programs.

For each individual engaged in the Career Opportunity Model, the provider must develop an employability plan that identifies the education, job skills, and training needed for the participants' future success.

The Employability Plan should:

- Consider the participants education, work history and career preferences.
- Include an assessment of individual aptitudes, interests and acquired job skills
- Address the barriers that have prevented the participant from successfully participating in welfare-to-work activities.

Vocational Training:

Organizations must be able to demonstrate that the training being offered or linked to will provide workforce skills that are in demand within the community given the proper preparation. Participants must obtain jobs within the local job market. Training should involve 35 hours of instructional time per week.

III. FUNDING

The Erie County Department of Social Services is making \$375,000 available for the Career Opportunity Model for TANF Recipients.

IV. REQUIREMENTS

1. All bidders must verify that they have been in operation for five years.
2. All bidders are required to provide the names of at least three organizations for which they have provided similar services for at least three years.
3. The name, address and phone number of an appropriate contact person in each organization must be provided.
4. All bidders must provide the details of at least three programs through which the organization served a population similar to that which this program will serve.
5. All bidders must disclose any negative findings or any adverse contingency notes from their audited financial statements for the last three years.

V. INVITATION

The Erie County Department of Social Services invites interested, qualified organizations to submit a proposal for Career Opportunity Model for TANF Recipients.

1. Any inquiries to this RFP must be directed, in writing to Tricia Dittmer, Systems Support Specialist, 95 Franklin, Room 864, Buffalo, New York 14202. Phone : (716) 858-6797 FAX: (716) 858-7205. E-Mail: Patricia.Dittmer@erie.gov.

VI. PROGRAM REQUIREMENTS:

The successful bidder must provide a program that accomplishes the following:

1. Service 500 TANF individuals.
2. Receive referrals of eligible individuals from Erie County Department of Social Services.
3. Provide work experience and employment assistance.
4. Monitor client attendance, punctuality, attitude, and academic performance.

VII. VENDOR PROPOSAL

The following sections should be included in the proposal:

1. Program Narrative - A description of the program, services and activities that will be provided.
2. Provider Experience – Agencies should detail past experiences and successes in administering services to this population. Agency should describe readiness and ability to implement and staff the program in a timely manner.
3. Budget – Agency must include a detailed budget for operation of program detailing staff costs for delivery of service.

VIII. INSTRUCTIONS

1. Those submitting proposals do so entirely at their own expense.
2. The County reserves the right to reject any and all proposals submitted in response to its RFP.
3. Proposals will be blind graded. Respondents are to submit six copies of the entire proposal with only a separate cover letter indicating the name of the respondent.
4. The proposals and cover letter must be filed with the Erie County Department of Social Services, Program Support Unit, Room 866, 95 Franklin Street, Buffalo, New York, 14202, in a sealed envelope which is clearly marked on the outside, **RFP # 08089VF** no later than 09/19/08.
5. All respondents must be able to comply with Erie County insurance requirements.

IX. SELECTION PROCEDURE

Bid proposals must meet all of the criteria described in this request for proposals. Any proposal that does not meet all criteria will be disqualified. Those proposals that meet all criteria will be evaluated by a Selection Committee on the following factors:

1. Quality of the proposal (weighted at 10%).
2. Cost factors (weighted at 10%).
3. Experience in similar projects (weighted at 25%).
4. Familiarity with target population (weighted at 25%).
5. Quality of skill / vocational training and job services offered (weighted at 30%).

The proposals will be blind graded. The selection committee may request additional information, clarification and /or an interview. It may permit correction of errors or omissions under certain circumstances. The selection committee will make a decision as to which of the bidders it will recommend to the Commissioner of Social Services who will make the final decision which is subject to Erie County Legislature approval.

X. FINAL SELECTION

A subsequent contract will be subject to approval by the Erie County Executive, Erie County Legislature, and the Erie County Fiscal Stability Authority.