



**Request for Proposals  
To Enhance  
Employment Access through Partnerships and  
Community Collaboration  
in the Northern Virginia Workforce Area**

**ADVERTISED: September 16, 2005  
DUE: November 14, 5:00 p.m. (EST)**

The *SkillSource* Group, Inc.  
8300 Boone Blvd., Suite 450  
Vienna, VA 22182  
(703) 752-1606  
[www.myskillsource.org](http://www.myskillsource.org)

**The Skillsource Group Inc. (SSG)**  
**Employment Access through Partnerships and Community Collaboration Project**  
**Request for Proposals**  
**September 2005**

**TABLE OF CONTENTS**

1.0 INTRODUCTION.....	4
1.1 Solicitation.....	5
1.2 Eligibility for Submission of Proposals .....	5
1.3 Rules that apply to Faith-Based Organizations that Receive Government Funds.....	5
1.4 RFP Release and Timeline.....	6
1.5 RFP Information Workshops.....	6
1.6 RFP Questions.....	7
1.7 Post RFP Technical Assistance.....	7
1.8 Submittal of Proposals.....	7
2.0 BACKGROUND.....	7
2.1 Workforce Investment Act of 1998 (WIA) .....	7
2.2 The <i>SkillSource</i> Group, Inc.....	8
2.3 Faith-Based and Community Organization Initiative Grant Intermediary Partner.....	8
3.0 RFP FORMAT .....	9
3.1 Instructions .....	9
3.1.1 Formatting Requirements .....	9
3.1.2 Table of Contents.....	10
3.1.3 Executive Summary.....	10
3.1.4 Narrative .....	10
4.0 PROGRAM DESCRIPTION.....	10
4.1 History and Mission of Respondent Organizations .....	10
4.2 Target Population and Area to be Served.....	11
4.2.1 Staffing .....	11
4.3 Program Design .....	11
4.4 Program Outcomes .....	12
4.5 Sustainability .....	13
5.0 FINANCIAL PLAN AND BUDGET COMPONENTS .....	13
5.1 Financial Requirements .....	13
5.2 Budget Information Form.....	13
5.3 Budget Narrative Form.....	13
5.4 Cash Management Information Request.....	14
6.0 EVALUATION PROCESS AND CONTRACT AWARD.....	14
6.1 Evaluation Criteria .....	14
6.2 Proposal Evaluation Process .....	16

6.2.1 Compliance Review .....	16
6.2.2 Evaluation and Selection of Proposals .....	16
6.3 Contract Award.....	16
7.0 PERFORMANCE MANAGEMENT.....	16
7.1 Monitoring .....	16
8.0 ATTACHMENTS.....	17
<b>Attachment A</b> Additional Details.....	18
<b>Attachment B</b> The Northern Virginia Workforce Area Boundary Map.....	19
<b>Attachment C</b> Proposal Cover Page.....	20
<b>Attachment D</b> Budget Information Form.....	21
<b>Attachment E</b> Budget Narrative Instructions.....	22
<b>Attachment F</b> Request for Computer Technology Questions.....	23
<b>Attachment G</b> Glossary and Web Sites.....	24
<b>Attachment H</b> Respondents Checklist.....	25

**The SkillSource Group Inc. (SSG)**  
**Employment Access through Partnerships and Community Collaboration Project**  
**Request for Proposals**  
**September 2005**

## **1.0 INTRODUCTION**

The *SkillSource* Group Inc. (SSG), the nonprofit entity of the Northern Virginia Workforce Investment Board (NVWIB), provides a variety of workforce development services to Northern Virginia region businesses, residents, and education and training providers. Workforce development is a general term used to describe a broad range of activities which give Northern Virginia's current and future workforce the skills, knowledge, and abilities needed to succeed in the 21<sup>st</sup> century workplace and economy.

The *SkillSource* Group Inc. (SSG) has received a \$450,000 grant from the U.S. Department of Labor (DOL), Center for Faith-Based and Community Initiatives to build partnerships between the Northern Virginia Workforce Investment Board, One-Stop Career Centers and grassroots faith-based and community organizations (FBCO). The Northern Virginia grant program is titled **Employment Access through Partnerships and Community Collaboration Project** and is designed to strengthen and enhance access to the Northern Virginia Workforce System and business partners for all Northern Virginia jobseekers. The SSG selected Workforce Organizations for Regional Collaboration (WORC) as an intermediary partner to assist in the implementation of this grant project.

The SSG is issuing this Request for Proposal (RFP) utilizing \$315,000 in grant funds to small Northern Virginia faith-based and community organizations interested in providing employment related services to jobseekers in the Northern Virginia Workforce Area. The SSG has identified areas of economic and social distress in the Northern Virginia Workforce Area where jobseekers experience multiple barriers to employment, employability, and economic self-sufficiency. These employment barriers include limited English, reading and math skills, lack of access to reliable transportation and child-care and cultural barriers. FBCOs that serve jobseekers who face multiple barriers to employment in areas of economic and social distress are strongly encouraged to respond to this RFP.

The major objectives of this RFP are to:

- Award funds to qualified FBCOs to provide employment related services in the Northern Virginia WIB area, with special consideration given to organizations that serve jobseekers who experience multiple barriers to employment in distressed areas;
- Award funds to qualified FBCOs to cultivate partnerships with targeted employers (CVS/Pharmacy, Buhl Electric Co., Inc., and the Northern Virginia Training Center) to provide services to jobseekers not currently served by the Northern Virginia Workforce System and the One-Stop *SkillSource* Centers; and
- Increase access points to One-Stop Career Center services throughout the Northern Virginia Workforce Area.

This RFP provides potential Respondents with background information, describes the desired employment related services, guidelines for proposals, and the Respondent selection process.

### **1.1 Solicitation**

The **SSG** hereby solicits proposals, using a competitive bid process, for the procurement of contracts to provide direct client employment and training services under the DOL Faith-Based and Community Services Initiative Grant.

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, and to award the contracts 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 Eligibility for Submission of Proposals**

Under this RFP, the **SSG** will offer grants of **\$5,000 to \$25,000** to multiple faith-based and community organizations (FBCO) to provide employment related services for a 12-month period beginning in December 2005. To be eligible for funding under this grant, the FBCO must meet the following minimum eligibility requirements:

- Social services is a major part of its mission;
- Headquartered and provide employment related services to jobseekers facing multiple employment barriers in the Northern Virginia Workforce Area; and
- Annual social services budget (at the time of application) of \$350,000 or less, or six or fewer full-time equivalent employees.

### **1.3 Rules that Apply to Faith-Based Organizations that Receive Government Funds**

Organizations that receive Federal funding under this project must adhere to the following rules:

- These grants may not be used for inherently religious activities (i.e. religious support, instruction, proselytizing, prayer, worship, or other inherently religious activities);
- Organizations may still engage in inherently religious activities, but these activities must be kept separate in time or location from Federally-supported services; and
- Recipients must not require program participants to take part in any inherently religious activities.

Additional guidance on this issue is available at: [www.dol.gov/cfbc](http://www.dol.gov/cfbc).

#### 1.4 RFP Release and Timeline

Beginning September 16, 2005, the RFP will be available for download from the SSG's website at [www.myskillsource.org](http://www.myskillsource.org). If you are having difficulty downloading the proposal please contact the SSG Executive Director, David Hunn At (703) 752-1606 or email at david.hunn@myskillsource.org.

#### Project Schedule

The following schedule represents an outline of the process currently anticipated by the *SkillSource* Group, Inc.

<u>Activity</u>	<u>Date</u>
Request For Proposals Distributed	September 16, 2005
RFP Information Workshop One	September 27, 2005
RFP Information Workshop Two	October 3, 2005
RFP Information Workshop Three	October 14, 2005
RFP Information Workshop Four	October 19, 2005
Written Proposals Due to SSG	November 14, 2005 at 5:00 p.m.
Awardees Notification	December 9, 2005
Contract begins	No later than January 1, 2006

#### 1.5 RFP Information Workshops

The SSG is seeking proposals from a diverse group of faith-based and community organizations in the Northern Virginia Workforce Area, especially those serving job seekers in areas of economic and social distress. Organizations are not necessarily expected to have previous proposal writing experience. Funding for this grant is specifically designed to help small FBCOs build their capacity to help local jobseekers in Northern Virginia who face multiple employment barriers to find jobs. WORC will hold four workshops to assist Respondents in clarifying expectations and developing requests for funding. Although the sessions are not mandatory, Respondents are strongly encouraged to attend at least one session in their area. The workshops will be held at the following sites in the Northern Virginia Workforce Area:

<u>Workshop Location</u>	<u>Date and Time</u>
Falls Church <i>SkillSource</i> Center	September 27, 9:00 a.m. - 12:00 p.m.
Herndon Neighborhood Resource Center	October 3, 10:00 a.m. - 1:00 p.m.
The Job Hut Center, Manassas Mall	October 14, 9:00 a.m. - 12:00 p.m.
South County <i>SkillSource</i> Center	October 19, 9:00 a.m. - 12:00 p.m.

A schedule and directions will also be posted on the SSG's website at [www.myskillsource.org](http://www.myskillsource.org).

## 1.6 RFP Questions

If you have any questions regarding this Request for Proposals, please contact Colleen Doyle at **WORC: Phone: 703-769-3707; E-mail: [cdoyle@worconline.org](mailto:cdoyle@worconline.org)**.

Questions and answers will be collected and posted on the following webpage: [www.myskillsource.org](http://www.myskillsource.org).

## 1.7 Post-RFP Technical Assistance

To strengthen the collaboration as well as to continue building an FBCO's capacity to deliver employment related services, the **SSG** and **WORC** will offer training and technical assistance to FBCO's staff throughout the implementation of the grant. Following the award of contracts, the **SSG** and **WORC** will provide training on all financial and performance reporting requirements. After these grant funds are awarded, **WORC** will provide ongoing hands-on technical assistance to help organizations receiving funds fulfill all reporting requirements and navigate the Northern Virginia Workforce System. In partnership with the **SSG**, **WORC** will identify and address any issues that arise during project implementation. More information on post-RFP technical assistance will be shared after the grants are awarded.

## 1.8 Submittal of Proposals

In order to be considered for funding, one (1) original and (5) copies of the proposal are due no later than 5:00 P.M. (EST) on November 14, 2005 to:

The *SkillSource* Group, Inc.  
Attention: David Hunn  
8300 Boone Blvd., Suite 450  
Vienna, VA 22182

All proposals received after that date and time will not be considered and will be returned to the Respondent.

## 2.0 BACKGROUND

### 2.1 Workforce Investment Act of 1998 (WIA)

In 1998, Congress passed the Workforce Investment Act (WIA), effective July 1, 2000. The Workforce Investment Act (WIA) provides the framework for a unique national workforce preparation and employment system designed to meet the needs of the nation's businesses, the needs of jobseekers and those who want to further their careers.

The WIA creates a "One-Stop" delivery system through the establishment of career centers where individuals can access employment services and also obtain job training, education, or other services. Other services include such things as: information about job vacancies and career options; instruction on how to conduct a job search, write a resume or interview with an employer; and referral to training programs. The Northern Virginia Workforce Investment Board (NVWIB) which includes the counties of Fairfax, Loudoun and Prince William and the cities of Fairfax, Falls Church, Manassas and Manassas Park,

oversees seven (7) *SkillSource* Career Centers throughout Northern Virginia whose services and facilities are free to the public.

A copy of the WIA regulations, are available for review at the U.S. Department of Labor Employment and Training Administration website at [www.doleta.gov/regs/statutes](http://www.doleta.gov/regs/statutes).

## **2.2 The *SkillSource* Group Inc.**

The *SkillSource* Group Inc. (SSG) will oversee the implementation of this project. The **SSG** will monitor program implementation and performance outcomes necessary for direct client services. It is anticipated that many of the organizations funded will have limited or no experience in managing public funds or in the delivery of workforce development services. The **SSG** wants to see projects that receive grant funds succeed. Following the award of contracts, the **SSG** and WORC will provide training on all financial and performance reporting requirements.

The *SkillSource* Group, Inc. is the non-profit arm of the Northern Virginia Workforce Investment Board (NVWIB). The NVWIB is a team of private and public sector partners who share a common goal of promoting the economic prosperity and long-term growth of Northern Virginia. The mission of the NVWIB is to advance an integrated, highly responsive regional workforce investment system that gives businesses and job seekers the tools needed to stay competitive in today's global marketplace. Broadly speaking, this means:

- **Equipping businesses** with the skilled workers, up-to-the-minute labor market information and resources that help them work smarter and build their bottom lines.
- **Providing job seekers** with the skills training, self-exploration tools, and job search resources that put rewarding, sustaining careers well within their reach.
- **Enhancing the lives of youth** by giving them opportunities for self-assessment, career exploration, and hands-on work experience.
- **Attracting new businesses** to its thriving three county and four city region.

The Northern Virginia Workforce Investment Board represents over 1.5 million residents and thousands of businesses in Fairfax, Loudoun and Prince William counties and the cities of Fairfax, Falls Church, Manassas and Manassas Park. Overseeing the region's workforce system, the Board assists businesses and educational providers to produce a highly skilled workforce that is responsive to the needs of the Northern Virginia business community.

## **2.3 Faith-Based and Community Organization Initiative Grant Intermediary Partner**

The *SkillSource* Group, Inc. selected Workforce Organizations for Regional Collaboration (WORC) as an intermediary partner to help build partnerships between



FBCOs, the Northern Virginia Workforce Investment Board, and the One-Stop *SkillSource* Centers.

WORC brings employers and workforce organizations together to provide individuals with pathways to independence. WORC's partners include public and private not-for-profit organizations representing the employment, education and training community; community-based organizations providing supportive and ancillary services; and employers and corporations.

WORC's Community Collaboration Coordinator will work closely with all sub-grantees throughout the implementation of this project. Before proposals are due on November 14, 2005, WORC will conduct outreach to FBCOs in the Northern Virginia Workforce Area and will facilitate information workshops to highlight and help clarify the RFP process. After awards are granted, WORC will provide ongoing hands-on technical assistance to help organizations receiving funds fulfill all reporting requirements and navigate the Northern Virginia Workforce System. WORC will identify and address any issues that arise during project implementation.

### **3.0 RFP FORMAT**

#### **3.1 Instructions**

All proposals should clearly demonstrate the Respondent's interests and ability to provide the proposed employment related services that meet the needs of the jobseekers of the community and to strengthen the ability of the organization to provide such services in the future. The narrative of responses should be **no longer than 11 double-spaced pages**, excluding cover page, table of contents, executive summary and attachments. Briefer proposals are welcome.

In order to simplify the review process and obtain the maximum degree of comparison the proposal shall be organized as follows:

##### **3.1.1 Formatting Requirements**

- Font size: 12-point
- Font style: Times New Roman
- Line spacing: Double-spaced
- Margins: one-inch margins on all sides
- Pages: Single-sided
- Page numbering: Centered at the bottom of each page
- Language: English
- Other: Proposals should not be placed in binders or folders; one staple or paper clip in the upper-left hand corner, securing all pages, is sufficient.

### **3.1.2 Table of Contents**

Include a table of contents that identifies the material in the proposal by section and by page number.

### **3.13 Executive Summary**

The executive summary shall provide a brief overview of the proposal not to exceed 1 single-spaced page.

### **3.1.4 Narrative**

Program description **shall not exceed 11 double-spaced pages (shorter proposals are welcomed)** excluding cover page, table of contents, executive summary and attachments.

## **4.0 PROGRAM DESCRIPTION**

The **SSG's** goal is to enhance the capacity of faith-based and community organizations to ensure that jobseekers in the Northern Virginia Workforce Area, particularly those in distressed areas who experience multiple barriers to employment, are able to access employment and training services in the neighborhood in which they live. It is anticipated that programs and services funded through grants by this RFP shall lead to employment in targeted occupations that offer sustainable wages.

All projects should target job placement and career advancement in three regional high growth sectors—retail, healthcare, and construction. It is expected that job placement will be focused on these three industries and on the following three businesses: CVS/Pharmacy, Northern Virginia Training Center, and Buhl Electric Co., Inc. The **SSG** will work with successful Respondents on linking with employers in these areas. If Respondents have existing relationships with employers, particularly the targeted businesses, they should discuss this in their proposal, including how these relationships will be used to achieve the project goals (identified in 4.4). Although it is expected that the majority of job placement activity will be in retail, health care, and construction, proposals for job placements in other high growth industries will be considered.

Respondents are expected to propose an employment related service program that covers the following topics.

### **4.1 History and Mission of Respondent Organizations**

Respondents shall describe the history and the mission of their organization, with an emphasis on how it relates to employment related services. Respondents shall also describe how the organization's history and mission relates to the vision of the new program the Respondent wishes to conduct with these funds and their experience in operating such programs.

## 4.2 Target Population and Area to be Served

Respondents must clearly state in their proposals how services provided will be focused on targeted jobseekers with significant socio-economic needs. The **SSG** has identified areas of economic and social distress in the Northern Virginia Workforce Area where jobseekers experience multiple barriers to employment, employability, and economic self-sufficiency. Some of these barriers include limited English, reading and math skills, lack of access to reliable transportation or child-care and cultural barriers. The **SSG** will give special consideration to those organizations serving targeted jobseekers in identified areas of economic and social distress. These areas include, but are not limited to the following zip codes: 22309, 22306, 20164, 20166, 20176, 20171, and 20170. It is expected that the majority of jobseekers served in this project will reside in targeted zip codes, but organizations that serve jobseekers in other areas of the Northern Virginia Workforce Area will also be considered.

Individuals served by these grant funds must have legal resident alien status that allows them to work in the United States or to be a U.S. citizen and income levels below 150 percent of the Lower Living Standard Income Level (LLSIL) of the Office of Management and Budget (OMB). (See Attachment A for a table highlighting income eligibility criteria used for enrollment into the Adult Services Program of the Northern Virginia Workforce Area under the Federal Workforce Investment Act.)

### 4.2.1 Staffing

Respondent shall identify staff who have the ability to support any language barriers of the targeted population and who will provide program services.

## 4.3 Program Design

FBCOs are expected to provide services that help jobseekers in the Northern Virginia Workforce Area obtain employment in demand occupations and that align with the organization's goals and mission. **Please note that sub-grants awarded by the SkillSource Group is to support programs and is not for general operating support.** In developing a plan for service delivery and how to use grant funds, organizations should consider the following:

- What kind of employment barriers do jobseekers in your community face?
- What services could your organization provide that would address these barriers?
- What activities are your organization currently doing that grant funds could be used to improve or enhance in order to meet the employment needs of the community?

Following are examples of services that FBCOs may want to provide with grant funds:

- Training for placement in retail, health care and construction occupations;
- Partnerships/training with the following employers (CVS/Pharmacy, Northern Virginia Training Center and Buhl Electric, Co. Inc.) that will result in placement of new employees and/or career advancement for existing employees;
- Life Skills Training;

- Screening and assessment of academic background and employment skills;
- Training in adult literacy and basic skills;
- Job Coaching and mentoring;
- Post placement support (assisting individuals through counseling and other services after they have begun a job);
- Voicemail boxes for jobseekers who do not otherwise have access to telephones on a regular basis;
- Transportation stipends to job sites;
- Supporting a mentoring program or job clubs group that has recently been formed for individuals who have recently been employed;
- Internet Access – provide a computer for job seekers to access Northern Virginia Labor Market Information and *SkillSource* Employment Centers to search for jobs, enter a resume, or explore career opportunities; and
- Host a career fair for jobseekers.

**NOTE: If a computer and/or high speed Internet access is included in your proposed program design, fill out the Request for Computer Technology in Attachment F.**

Please remember these are just examples and the **SSG** is seeking a variety of innovative ideas. During information workshops in September and October, WORC will review the major components of employment and training services. Respondents are encouraged to visit [www.dol.gov/cfbci](http://www.dol.gov/cfbci) for more examples and “best practices” for service delivery.

#### **4.4 Program Outcomes**

For the entire eighteen (18) month project, the **SSG** has a goal of placing 175 jobseekers into employment through the **combined** efforts of the selected Northern Virginia faith-based and community organizations that receive grant funds through this RFP process. The minimum goals for services, placement, and retention of jobseekers to be recruited from the targeted areas and populations in this grant project must fall between 2 percent and 15 percent of the following:

- Serve and improve the employability of 175 eligible jobseekers;
- Place 128 unemployed jobseekers into employment;
- Of those placed into employment, at least 93 will retain employment for a period of 6 months; and
- The average hourly earnings at job placement will be \$10/hour.

These are the **SSG’s** overall project goals. As indicated, each organization that receives funding will only be responsible for a percentage of these overall goals. Respondents should propose a specific placement goal in their application. Each Respondent’s goals should be reflective of the amount of grant funds being requested.

In this section, Respondents should clearly state, at a minimum, the following:

- How many people they intend to serve;

- How many people will get each type of service proposed (i.e. training and job placement);
- When will training and services be complete;
- How many clients served will obtain full-time employment;
- What client wages will be at the time of placement; and
- What client wages will be after a period of six months.

#### **4.5 Sustainability**

Grant funds awarded in this program are intended to build the capacity of small grassroots faith-based and community organizations to provide employment and training services to residents of the Northern Virginia Workforce Area, especially those in targeted zip codes. It is the hope of the **SSG** that organizations will build their capacity so that they can continue to provide services after grant funding ends. Respondents are encouraged to demonstrate the following:

- How will the proposed activities help develop your organization's capacity to provide employment and training services and compete for future grant funds?
- How will you continue to provide employment related services after grant funding ends?

### **5.0 FINANCIAL PLAN AND BUDGET COMPONENTS**

#### **5.1 Financial Requirements**

Funding available under this proposal is limited to **\$5,000- \$25,000**. Joint applications from multiple groups may be considered for larger allocations, if resources are combined and organizations still meet the eligibility for submission as outlined in Section 1.2. (Groups working collaboratively may be eligible to exceed the \$25,000 grant ceiling). Please note that all costs associated with the proposed programs will be evaluated in respect to proposed outcomes.

Respondents are required to outline how they account for expenses. In addition, Respondents shall identify which employee supervises the financial aspects of operations. Respondents shall also provide financial statements corroborating a social services budget of \$350,000 or less or a staffing chart highlighting six (6) or less employees.

#### **5.2 Budget Information Form**

Respondents shall complete the Budget Information Form (see Attachment C) to identify all proposed costs for this grant award.

#### **5.3 Budget Narrative Form**

Each Respondent is required to include a complete Budget Narrative (see Attachment D) that justifies the need for all costs built into the Budget Information Form mentioned in section 6.2.

**Note: Sub-grants awarded by the *SkillSource* Group Inc. are to support programs and are not for general operating support. In addition, the *SkillSource* Group, Inc. will not pay indirect costs associated with proposed projects.**

#### **5.4 Cash Management Information Request**

The SSG seeks to support the financial management requirements of small faith and community based organizations through this grant awards process. Generally, the SSG will seek to administer these grant awards through a cost-reimbursement basis. Nevertheless, the SSG is prepared to advance grant awardees amounts needed to support project start-up costs as identified in their proposed budget. The balance of grant awards will be advanced in equal quarterly installments or in increments of \$5,000, whichever is greater. The SSG is open to specific discussions with individual organizations to meet their unique requirements.

### **6.0 EVALUATION PROCESS AND CONTRACT AWARD**

#### **6.1 Evaluation Criteria**

A Review Panel assembled by the *SkillSource* Group, Inc. will evaluate proposals as described in the following table:

<b>Category</b>	<b>Weighted %</b>
Cover Page (1 page limit) <ul style="list-style-type: none"> <li>• See Attachment B for details</li> </ul>	0%
Table of Contents (1 page limit)	0%
Executive Summary (1 page limit)	0%
History and Mission of Respondent Organization (2 page limit) The review panel will look for organizations that: <ul style="list-style-type: none"> <li>• Have a social services mission that relates to the provision of employment and training services;</li> <li>• Have experience and interest in providing services to diverse cultural, racial and linguistic communities in the Northern Virginia Workforce Area; and</li> <li>• Have developed a program design and outcomes that are in alignment with the core mission.</li> </ul>	15.0%
Target Population to be Served (1 page limit) The review panel will look for organizations that: <ul style="list-style-type: none"> <li>• Target jobseekers in the Northern Virginia Workforce Area (especially in target zip codes) who face multiple barriers to employment;</li> <li>• Describe their experiences in providing services to the targeted populations; and</li> </ul>	10.0%

<ul style="list-style-type: none"> <li>Describe how they will utilize other available resources in the community to meet the needs of the targeted population.</li> </ul>	
<p>Program Design and Services (4 page limit)</p> <p>The review panel will look for organizations that:</p> <ul style="list-style-type: none"> <li>Develop program services focused on employment outcomes in demand occupations identified in section 4.4;</li> <li>Describe the employment and training services needs of the targeted population and how outcomes will be accomplished to achieve placement in demand occupations;</li> <li>Develop a plan for the delivery of services that are designed to meet the specific needs of the targeted population;</li> <li>Create a plan for the delivery of its program design services that includes which services will be provided, who will provide the services, and what the expected outcomes will be for those services;</li> <li>If inexperienced, have a comprehensive plan to develop the capacity of staff to learn to provide this service; and</li> <li>Develop a plan to conduct follow-up and retention services that will assist clients in retaining their jobs.</li> </ul>	40.0%
<p>Project Outcomes (1 page limit)</p> <p>The review panel will look for organizations that:</p> <ul style="list-style-type: none"> <li>Clearly state the number of jobseekers they intend to serve;</li> <li>Clearly state how many people will get each type of service proposed;</li> <li>Describe when training and services will be completed;</li> <li>Clearly state how many of the clients served will obtain full time employment;</li> <li>Clearly state the wages clients will attain at employment and follow up; and</li> <li>Clearly state how the organization plans to partner with targeted businesses to jointly prepare residents for successful employment in demand occupations that will lead to a minimum wage of \$10 per hour.</li> </ul>	10.0%
<p>Sustainability (1 page limit)</p> <p>The review panel will look for organizations that:</p> <ul style="list-style-type: none"> <li>Clearly state how the proposed activities will help develop the organization's capacity to provide workforce development services and compete for future grant funds; and</li> <li>Clearly state how the organization will continue to provide workforce development services after grant funding ends.</li> </ul>	10.0%
<p>Budget Overview (2 page limit)</p> <p>The review panel will look for organizations to:</p> <ul style="list-style-type: none"> <li>Outline how they account for expenses and safeguard against misuse of funds;</li> <li>Identify which employee supervises the financial aspects of operations;</li> <li>Provide financial statements corroborating a social services budget of \$350,000 or less (this includes all costs related to provision of social services</li> </ul>	15.0%

including salaries and expenses); <ul style="list-style-type: none"> <li>• Clearly outline proposed project costs in detail in the Budget Information Form; and</li> <li>• Clearly connect project costs and outcomes by explaining and justifying the need for proposed costs in the Budget Narrative Form.</li> </ul>	
<b>Total</b>	100.0%

## 6.2 Proposed Evaluation Process

### 6.2.1 Compliance Review

Upon receipt of proposals, the review panel will review submitted proposals for completeness and technical compliance with the terms and conditions of this RFP. The following organizational requirements will be reviewed to ensure an organization is eligible for funding under this grant:

- Social services is a part of its organizational mission;
- Headquartered and provide employment related services to jobseekers facing multiple employment barriers in the Northern Virginia Workforce Area; and
- Annual social services budget (at the time of application) of \$350,000 or less, or six or fewer full-time equivalent employees.

Incomplete proposals or those clearly found to be inconsistent with RFP requirements will be eliminated.

### 6.2.2 Evaluation and Selection of Proposals

Proposals will be reviewed and evaluated by a review panel that will rank each proposal and recommend contract awards. Respondents will be notified of the review panel's recommendations on or about December 9, 2005. The review panel will recommend as the successful Respondents the organizations whose proposal is determined to best meet the needs of the **SSG**, based on the evaluation criteria set forth herein.

## 6.3 Contract Award

The Funding period for this Request for Proposal is anticipated to be December 9, 2005 – January 1, 2007. The **SSG** expects to announce grant awards no later than December 9, 2005. Organizations receiving grant funds will be expected to begin their programs at that time, or no later than January 1, 2006. All projects using grant funds must complete service delivery and submit finals reports by January 1, 2007.

## 7.0 PERFORMANCE MANAGEMENT

### 7.1 Monitoring

Each organization receiving grant funds will be required to provide the **SSG** written monthly progress and financial reports during the first quarter. After the first quarter,



organizations will be required to submit quarterly progress and financial reports. These reports are being designed to be as simple as possible, so that organizations will have to spend only a limited amount of time preparing them. Information on reporting requirements will be provided to the respondent at the time of contract negotiation. It should be noted that reporting requirements may be revised based upon Federal grant reporting requirements. For planning purposes, the contractor should plan on submitting the following types of reports:

- Monthly statistical and demographic reports
- Quarterly performance outcome measurements reports
- Monthly or quarterly financial management reports

Additional onsite program monitoring of reported outcomes will be mandatory for continual receipt of funds.

## **8.0 ATTACHMENTS**

The following attachments are included in this RFP:

- Attachment A** Additional Details
- Attachment B** The Northern Virginia Workforce Area Boundary Map
- Attachment C** Proposal Cover Page
- Attachment D** Budget Information Form
- Attachment E** Budget Narrative Instructions
- Attachment F** Request for Computer Technology Questions
- Attachment G** Glossary and Web Sites
- Attachment H** Applicants Checklist

**ATTACHMENT A**

**ADDITIONAL DETAILS**

**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. Any clarification, including responses to questions raised at the orientations, will become an addendum to this RFP.

Changes to the timeline of this request and/or additional information will be provided as changes occur (i.e. WIA reauthorization, performance measures).

Respondents should check the website frequently to remain informed about the procurement process, responses to questions, and other information (i.e. revisions to the timeline, etc.).

**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.

**Income Eligibility of Program Participants**

Individuals served by these grant funds must have legal resident alien status that allows them to work in the United States or to be a U.S. citizen and income levels at 150 percent of the Lower Living Standard Income Level (LLSIL) of the Office of Management and Budget (OMB). The table below highlights income eligibility criteria used for enrollment into the Adult Services Program of the Northern Virginia Workforce Area under the Federal Workforce Investment Act.

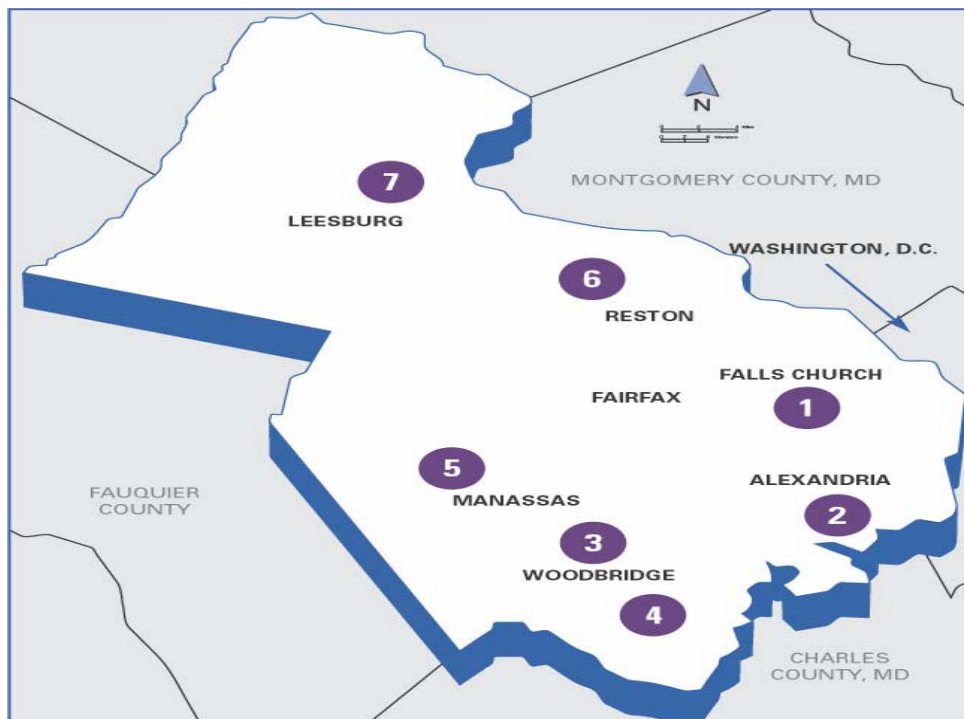
<b>150% Lower Level Standard Income Level</b>	
<b>Washington-Baltimore, DC/MD/VA/WV – SELF SUFFICIENCY</b>	
<b><u>Size of Family Unit</u></b>	<b><u>150% LLSIL</u></b>
1	<b>\$19,230</b>
2	<b>\$31,515</b>
3	<b>\$43,260</b>
4	<b>\$53,400</b>
5	<b>\$63,015</b>
6	<b>\$73,695</b>

For each family member above **6** add **\$7,120**.

## ATTACHMENT B

### NORTHERN VIRGINIA WORKFORCE AREA BOUNDARY MAP

The successful Respondent will serve jobseekers residing in the Northern Virginia Workforce Investment Area (Area 11). Area 11 includes the jurisdictions of Fairfax County, Loudoun County, Prince William County, City of Fairfax, City of Falls Church, City of Manassas Park, and the City of Manassas in the Commonwealth of Virginia. The following chart highlights the seven (7) *SkillSource* Centers within the Northern Virginia Workforce Area.



1. Falls Church (**6245 Leesburg Pike**)
2. Alexandria (**8850 Richmond Highway**)
3. Woodbridge (**13370 Minnieville Rd**)
4. Woodbridge (**15941 Donald Curtis Drive**)
5. Manassas (**7987 Ashton Avenue**)
6. Reston (**11484 Washington Plaza West**)
7. Leesburg (**102 Heritage Way, N.E.**)

ATTACHMENT C

PROPOSAL COVER PAGE

**Employment Access through Partnerships and Community Collaboration  
In the Northern Virginia Workforce Area**

<b>ISSUING AGENCY</b>	The <i>SkillSource</i> Group, Inc. 8300 Boone Blvd., Suite 450 Vienna, VA 22182
<b>ORGANIZATION</b>	
<b>ADDRESS</b>	
<b>ZIP CODE</b>	
<b>CONTACT NAME/TITLE</b>	
<b>PHONE</b>	
<b>FAX</b>	
<b>EMAIL</b>	
<b>FINANCIAL INFORMATION</b>	Total Cost of Program: Total Requested Amount:
<b>OVERVIEW OF PROJECT (2-3 SENTENCES)</b>	
<b>EXPECTED OUTCOMES</b>	

---

Signature of Contact Person

**ATTACHMENT D**

**BUDGET INFORMATION FORM**

**ORGANIZATION NAME:**

Planned Date for Beginning of Project Activities:

Planned Date for End of Project Activities:

Employee to handle financial aspects of operations:

**In addition to completing this form, all submissions should include a narrative briefly describing each line item in the budget.**

<b>BUDGET CATEGORY</b>	<b>Grant Funds Requested</b>	<b>Donated Resources</b>	<b>Total</b>
<i>1. Personnel</i>			
a. Wages			
b. Fringe Benefits			
c. Volunteer Hours			
2. Consumable Supplies/Materials <sup>1</sup>			
3. Printing/Postage			
4. Furniture <sup>2</sup>			
5. Equipment <sup>3</sup>			
6. Telephone			
7. Connection Set-up/Internet Service			
8. Computer and/or Printer			
9. Travel & Transportation			
10. Utilities <sup>4</sup>			
11. Facilities <sup>5</sup>			
12. Other			
<b>Total Funding Requested</b>			

<sup>1</sup> Examples of Supplies: toner, floppy discs, paper, pens, paper clips

<sup>2</sup> Examples of Furniture: computer workstations, chairs

<sup>3</sup> Examples of Equipment: fax machine, projector, laptop

<sup>4</sup> Utilities (such as, gas and electric) may not be charged to the grant.

<sup>5</sup> Facilities costs such as rent, cleaning supplies, janitorial services may not be charge to the grant.

## BUDGET NARRATIVE INSTRUCTIONS

Applicants are not limited to the list of items on the Budget Form, and may add additional line-items they feel are necessary to support service delivery. Budget figures should be based on a 12-month time period. There is no requirement for “Donated Resources” to be used for this project, and you may leave the column blank. **The Budget Narrative should be no longer than 2 pages.**

- **Personnel Wages:** Provide a brief description of each of the positions that will be funded by the grant funds. Include a description of how the amount of salary was calculated (for example number of hours per week X hourly rate X number of weeks of work).
- **Fringe Benefits:** Provide a description of benefits provided to staff and how this amount was calculated.
- **Volunteer Hours:** If applicable, provide an estimate of volunteer hours donated to your proposed program. According to *Independent Sector*, the 2004 estimate for the value of a volunteer hour is \$17.55 per hour.
- **Consumable Supplies/Materials:** Include a brief description of the offices supplies that will be paid for by the grant, and how this cost was estimated.
- **Printing/Postage:** Include a brief description of the printing and postage expenses the project will have, including printing and mailing of outreach materials, printing of materials for participants, etc., and how this amount was estimated.
- **Furniture:** Provide a brief description of furniture included in your project and how this amount was calculated.
- **Equipment:** Provide a description of what equipment you are including in your costs and how any equipment costs were calculated.
- **Connect/Set-up Internet Service & Computer and/or Printer:** Provide a brief description of the cost of these items. If your proposal includes these items, make sure to fill out Attachment D.
- **Telephone:** Provide an estimate of the telephone expenses that will be attributable to the project. Describe how this amount was calculated.
- **Travel and Transportation:** Includes local travel which is reimbursable at the current federal rate of .375 cents per mile, plus parking and tolls. Estimate the total amount for staff travel to program sites, Career Centers, and other travel related to program activities. Describe how this amount was calculated.
- **Other:** For any budget items which include “Other”, please list the source of the other resources being used to support project activities, provide a brief description or the item, and how the cost was estimated.

**ATTACHMENT F**

**REQUEST FOR COMPUTER TECHNOLOGY AND/OR HIGH SPEED INTERNET ACCESS**

Please answer the following questions if your project design includes the purchase of a computer and/or printer to deliver services.

1. Why does your organization want to provide jobseekers access to employment information on the internet?
2. Briefly describe your organization’s experience in providing computer services. Does your organization have an Internet connection now?
3. Does your locality have Internet connectivity that does not require a long distance call to access the Internet Service Provider? Yes\_\_\_\_\_ No\_\_\_\_\_
4. Do you have staff to assist computer users or agree to acquire this staffing resource (volunteer or paid) quickly? Yes\_\_\_\_\_ No\_\_\_\_\_
5. Does this staff have: Experience with computers? Yes\_\_\_\_ No\_\_\_\_ Experience with Internet searches? Yes\_\_\_\_ No\_\_\_\_ Good Communication skills? Yes\_\_\_\_ No\_\_\_\_
6. Please provide the following information about the proposed location of the computer:  
Handicap accessible: Yes\_\_\_\_ No\_\_\_\_ Building safely maintained: Yes\_\_\_\_ No\_\_\_\_  
Safe nighttime access: Yes\_\_\_\_ No\_\_\_\_\_
7. Indicate the chart below when the computer and staff assistance will be available. Indicate hours of operation such as 9:00 a.m. to 5:00 p.m. or 5:00 p.m. to 8:00 p.m.

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Times Available							

8. Describe your plan to ensure that jobseekers will have staff assistance with computer searches when needed.
9. Do you agree to maintain records of the numbers of computer users? Yes\_\_\_\_ No\_\_\_\_\_
10. How will your organization make the public aware of your new computer service?
11. What procedures will be used to ensure that the computer will be used for approved career enhancement and job search activities?

## Glossary and Websites

**CFBCI** – Center for Faith-Based and Community Initiatives is located in the White House and ten Federal agencies, the mission of these centers is to empower faith-based and community organizations to apply for Federal social service grants.

<http://www.whitehouse.gov/government/fbci>

**ETA** – The Employment and Training Administration is part of the United States Department of Labor. Funding for this project is provided by the Employment and Training Administration of the U.S. Department of Labor (USDOL), as part of the department's Center for Faith-Based and Community Initiatives. <http://www.doleta.gov>

**FBCO** – Small grassroots faith-based and community organizations

**NVWIB** – Northern Virginia Workforce Investment Board

**RFP** – Request for Proposals - a request for grant applications

**SSG** – The *SkillSource* Group Inc. at <http://www.myskillsource.org>

**USDOL** – United States Department of Labor at <http://www.dol.gov>

**USDOL CFBCI** – U.S. Department of Labor Center for Faith-Based and Community Organizations at <http://www.dol-tlc.org>

**WIA** –The Workforce Investment Act (WIA) provides the framework for a unique national workforce preparation and employment system designed to meet the needs of the nation's businesses, the needs of jobseekers and those who want to further their careers. The WIA creates a "One-Stop" delivery system through the establishment of career centers where individuals can access employment services and also obtain job training, education, or other services.

A copy of WIA regulations, are available for review at the U.S. Department of Labor Employment and Training Administration website at <http://www.doleta.gov/regs/statutes>.

**Workforce Development** – Workforce development is a general term used to describe a broad range of activities which give Northern Virginia's current and future workforce the skills, knowledge, and abilities needed to succeed in the 21st century workplace and economy.



<b>ATTACHMENT H</b>
---------------------

**RESPONDENTS CHECKLIST**

1.	Cover Page
2.	Table of Contents (1 page)
3.	Executive Summary (maximum 1 page, single-spaced)
4.	Project Summary/Narrative (maximum 11 pages, double-spaced)
5.	Project Budget Form (1 page)
6.	Request for Computer Technology Responses if applicable
7.	Financial Statements of Organization