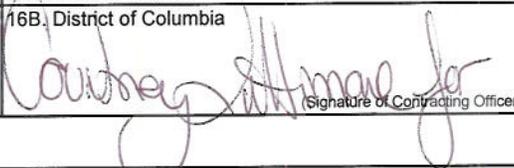


<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. Contract Number	Page of Pages 1   2	
2. Amendment/Modification Number DCJZ-2010-R-0003	3. Effective Date July 12, 2010	4. Requisition/Purchase Request No.	5. Solicitation Caption Workforce Development Training Program		
6. Issued By: Office of Contracting and Procurement Group IX 441 4th Street, NW, Suite 700S Washington, DC 20001		Code	7. Administered By (If other than line 6) Department of Youth Rehabilitation Services (DYRS)		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)  ALL PROSPECTIVE OFFERORS			(X)	9A. Amendment of Solicitation No. DCJZ-2010-R-0003	
Code			x	9B. Dated (See Item 11) 6/14/2010	
Facility				10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to: (Specify Authority) The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.					
C. This supplemental agreement is entered into pursuant to authority of:					
D. Other (Specify type of modification and authority)					
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)  An amendment has been issued to extend the closing date until July 23, 2010 at 2:00pm as specified in Section L of this amendment.  This solicitation is hereby amended to make the following changes:  1. DELETE SECTION B IN ITS ENTIRETY INSERT SECTION B- SEE ATTACHMENT  2. DELETE SECTION C IN ITS ENTIRETY INSERT SECTION C- SEE ATTACHMENT  3. DELETE SECTION G.4 IN ITS ENTIRETY INSERT SECTION G.4- SEE ATTACHMENT  4. DELETE SECTION G.9.2 IN ITS ENTIRETY INSERT SECTION G.9.2- SEE ATTACHMENT					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer Elona Evans-McNeill		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed
(Signature of person authorized to sign)			 (Signature of Contracting Officer)		7/12/2010

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>		1. Contract Number	Page of Pages	
2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	2	2
DCJZ-2010-R-0003	July 12, 2010		5. Solicitation Caption Workforce Development Training Program	

- 5. DELETE SECTION L.2 IN ITS ENTIRETY  
INSERT SECTION L.2- SEE ATTACHMENT
- 6. CHANGE SECTION L.3.1- PROSOPAL SUBMISSION CLOSING TO JULY 23, 2010 AT 2:00PM
- 7. DELETE SECTION M.3.1.- FACTOR A- TECHNICAL METHODOLOGY (20 POINTS MAXIMUM)  
INSERT SECTION M.3.1.- FACTOR A- TECHNICAL METHODOLOGY (25 POINTS MAXIMUM)
- 8. INSERT M.3.1.1K- SEE ATTACHMENT

AMENDMENT 1

ATTACHMENT  
SECTION B

**SECTION B**

**CONTRACT TYPE, SUPPLIES OR SERVICES AND COST**

**B.1 INTRODUCTION**

The District of Columbia Office of Contracting and Procurement, on behalf of Department of Youth Rehabilitation Services (DYRS), is seeking a contractor to implement a comprehensive workforce development training program that shall engage youth, ages 16 to 21, who are committed to DYRS custody and are re-entering the local community from an out-of-home placement.

**B.2 CONTRACT TYPE**

The District contemplates award of an Indefinite Delivery-Indefinite Quantity (IDIQ) contract

**B.3 PRICE SCHEDULE- IDIQ**

**B.3.1 BASE YEAR**

Contract Line Item No. (CLIN)	Item Description	Price per Unit (Per Youth Per Day)	Quantity Minimum (# of Youth Per Day)	Maximum Total Price <sup>1</sup> (Unit price X minimum quantity)	Quantity Maximum	Maximum Total Price (Unit price X Max quantity)
0001	Develop and provide a comprehensive workforce development training program as described in C.5	\$ _____	15	\$ _____	35	\$ _____

**B.3.2 OPTION YEAR ONE**

Contract Line Item No. (CLIN)	Item Description	Price per Unit (Per Youth Per Day)	Quantity Minimum (# of Youth Per Day)	Maximum Total Price <sup>2</sup> (Unit price X minimum quantity)	Quantity Maximum	Maximum Total Price (Unit price X Max quantity)
1001	Develop and provide a comprehensive workforce development training program as described in C.5	\$ _____	15	\$ _____	35	\$ _____

**B.3.3 OPTION YEAR TWO**

Contract Line Item No. (CLIN)	Item Description	Price per Unit (Per Youth Per Day)	Quantity Minimum (# of Youth Per Day)	Maximum Total Price <sup>3</sup> (Unit price X minimum quantity)	Quantity Maximum	Maximum Total Price (Unit price X Max quantity)
2001	Develop and provide a comprehensive workforce development training program as described in C.5	\$ _____	15	\$ _____	35	\$ _____

**B.3.4 OPTION YEAR THREE**

Contract Line Item No. (CLIN)	Item Description	Price per Unit (Per Youth Per Day)	Quantity Minimum (# of Youth Per Day)	Maximum Total Price <sup>4</sup> (Unit price X minimum quantity)	Quantity Maximum	Maximum Total Price (Unit price X Max quantity)
3001	Develop and provide a comprehensive workforce development training program as described in C.5	\$ _____	15	\$ _____	35	\$ _____

**B.3.5**

**OPTION YEAR FOUR**

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Price per Unit (Per Youth Per Day)</b>	<b>Quantity Minimum (# of Youth Per Day)</b>	<b>Maximum Total Price<sup>5</sup> (Unit price X minimum quantity)</b>	<b>Quantity Maximum</b>	<b>Maximum Total Price (Unit price X Max quantity)</b>
4001	Develop and provide a comprehensive workforce development training program as described in C.5	\$ _____	15	\$ _____	35	\$ _____

**B.3.6**

**COST SCEHDULE- COST REIMBURSEMENT**

**BASE YEAR**

<b>Contract Line Item No. (Clin)</b>	<b>Item Description</b>	<b>Not to Exceed Cost</b>
0001	Wages paid to youth for on-the job training or work experience as described in Section C.5.2.7	\$191,000
0002	Performance incentive payment for exceeding goals as described in Section G.4	\$63,000

**B.3.7****OPTION YEAR ONE**

<b>Contract Line Item No. (Clin)</b>	<b>Item Description</b>	<b>Not to Exceed Cost</b>
1001	Wages paid to youth for on-the job training or work experience as described in Section C.5.2.7	\$191,000
1002	Performance incentive payment for exceeding goals as described in Section G.4	\$63,000

**B.3.8****OPTION YEAR TWO**

<b>Contract Line Item No. (Clin)</b>	<b>Item Description</b>	<b>Not to Exceed Cost</b>
2001	Wages paid to youth for on-the job training or work experience as described in Section C.5.2.7	\$191,000
2002	Performance incentive payment for exceeding goals as described in Section G.4	\$63,000

**B.3.9****OPTION YEAR THREE**

<b>Contract Line Item No. (Clin)</b>	<b>Item Description</b>	<b>Not to Exceed Cost</b>
3001	Wages paid to youth for on-the job training or work experience as described in Section C.5.2.7	\$191,000
3002	Performance incentive payment for exceeding goals as described in Section G.4	\$63,000

**B.3.10****OPTION YEAR FOUR**

<b>Contract Line Item No. (Clin)</b>	<b>Item Description</b>	<b>Not to Exceed Cost</b>
4001	Wages paid to youth for on-the job training or work experience as described in Section C.5.2.7	\$191,000
4002	Performance incentive payment for exceeding goals as described in Section G.4	\$63,000

**B.4**

Any offeror responding to this solicitation must submit with its proposal, a notarized statement detailing any subcontracting plan required by law. Proposals responding to this RFP shall be deemed nonresponsive and shall be rejected if the offeror fails to submit a subcontracting plan that is required by law. For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with Section H.

AMENDMENT 2

ATTACHMENT

SECTION C

**SECTION C  
SPECIFICATIONS/WORK STATEMENT**

**C.1 SCOPE**

The District of Columbia Office of Contracting and Procurement, on behalf of Department of Youth Rehabilitation Services (DYRS), is seeking a contractor to implement a comprehensive workforce development training program that shall engage youth, ages 16 to 21, who are committed to DYRS's custody and are re-entering the local community from an out-of-home placement. The Contractor shall design a workforce development training program that provides intake and assessment, occupational training, placement and retention services for between 15-35 youth annually.

**C.2 APPLICABLE DOCUMENTS**

The following documents are applicable to this procurement and are hereby incorporated by this reference:

Item No.	Document Type	Title	Date
1	Court Document	Jerry M., et al Plaintiffs v. District of Columbia, et al., Defendants - Civil No. 1519-85 (IFP) – Synopsis, Superior Court of the District of Columbia	Most Recent
2	Court Document	Jerry M., et al Plaintiffs v. District of Columbia, et al., Defendants Civil No.1519-85 (IFP) – Memorandum Order B Superior Court of the District of Columbia	Most Recent
3	District/ DYRS Document	Department of Youth Rehabilitation Services (DYRS) Mission and Vision Statement Available at: <a href="http://www.dyrs.dc.gov">www.dyrs.dc.gov</a>	Most Recent
4	Industry Standard	Positive Behavioral Intervention Supports (PBS) Model Available at: <a href="http://www.dcsig.org">www.dcsig.org</a>	Most Recent
5	District Document	DC Employment Occupational Projections by Career Clusters 2006 - 2016 <a href="http://www.does.dc.gov/does/frames.asp?doc=/does/lib/does/Copy_of_District_of_Columbia_Occupational_Projections_by_Career_Clusters_2006_-_2016_II_new.pdf">http://www.does.dc.gov/does/frames.asp?doc=/does/lib/does/Copy_of_District_of_Columbia_Occupational_Projections_by_Career_Clusters_2006_-_2016_II_new.pdf</a>	Most Recent
6	DYRS Policy & Procedures	Unusual Incident Protocol Division of Courts and Community Services Department of Youth Rehabilitation Services	Most Recent
7	D.C. Code	Department of Youth Rehabilitation Services Establishment Act of 2004 D.C. Official Code, Title II, Chapter 15, Subchapter I-A Available at: <a href="http://www.dccouncil.washington.dc.us">www.dccouncil.washington.dc.us</a>	Most Recent
8	Industry Standard	“PEPNet Quality Standards for Youth Programs” Developed by the National Youth Employment Coalition Available at: <a href="http://www.nyec.org/page.cfm?pageID=116">http://www.nyec.org/page.cfm?pageID=116</a>	Most Recent

Item No.	Document Type	Title	Date
9	Federal Grant	Department of Labor Young Offenders State/Local Implementation Grant <a href="http://www.doleta.gov/grants/grants_awarded.cfm">http://www.doleta.gov/grants/grants_awarded.cfm</a>	Most Recent
10	Industry Assessment	Magellan Career Explorer Vocational Assessment <a href="http://www.valparint.com/magellan.htm">http://www.valparint.com/magellan.htm</a>	Most Recent
11	National Credential	National Work Readiness Credential <a href="http://www.workreadiness.com/">http://www.workreadiness.com/</a>	
12	National Credential	National Career Readiness Certificate <a href="http://www.act.org/certificate/">http://www.act.org/certificate/</a>	
13	District/ DYRS Document	Youth Development Principals & Approach Department of Youth Rehabilitation Services Case Management Manual, March 2010	

### C.3 DEFINITIONS

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

- C.3.1 ABE (Adult Basic Education)** – educational opportunities for individuals to acquire and improve their literacy skills.
- C.3.2 Average Daily Attendance Rate** – a measure of each youth participant’s attendance that is calculated by dividing the number of days the youth has attended training and other activities in a given period by the number of days in the period. For example, a youth who has attended 14 days of training in a 20-day training period has an average daily attendance rate of 70 percent.
- C.3.3 Behavioral Interventions** – mechanisms rooted in principles of youth development that address issues with behavior in a classroom setting.
- C.3.4 Community Release Agreement** – is a contract signed by each committed youth upon release from secure care custody. This contract between the youth and DYRS and its specifies the terms and conditions of the youth’s return to the community.
- C.3.5 Cultural Sensitivity** – is the practice of providing appropriate services that are inclusive of all groups (in terms of their ethnicity, age, gender, cultural practices, sexual orientation, socio-economic status, educational background, and language).
- C.3.6 Department of Employment Services (DOES)** – DOES is the governmental agency responsible for the administration of the federal Workforce Investment Act (WIA) funds in the District of Columbia. The DOES Office of Youth Programs utilizes both WIA funding and local funding to contract with a network of community-based providers to offer a wide array of training opportunities for in-school and out-of-school youth ages 14 to 21 to equip them with the necessary skills to successfully compete in the labor market.
- C.3.7 Department of Youth Rehabilitative Services (DYRS)** –The District of Columbia government agency charged with improving public safety and giving court-involved youth the opportunity to become more productive citizens by building on the strengths of

youth and their families in the least restrictive, most homelike environment consistent with public safety.

- C.3.8** **DYRS Case Manager** – is the individual DYRS personnel who is responsible for ensuring the initial assessment of the youth and his/her family’s needs, the provision of services to meet those identified needs and the ongoing monitoring of the services delivered to insure compliance with the youth’s service plan.
- C.3.9** **DYRS Committed Youth** – are youth found to be involved in an illegal or criminal act and who are subsequently remanded to the care and custody of the District/DYRS by the Family Court Division of D.C. Superior Court for a determinate period of time to receive rehabilitation services in the least restrictive environment consistent with public safety.
- C.3.10** **Educational Support/ Advocacy** – a support services designed to increase the academic performance and educational skills of youth. These services may include individualized approaches (such as mentors and tutors) as well as use of non-traditional methods and materials, (such as computers and web-based learning).
- C.3.11** **Individual Service Plan** – is a single document that integrates and outlines all services and support a youth may receive irrespective of where the youth resides. The Individual Service Plan presents the measurable goals and objectives identified collaboratively with each youth as required for meeting the youth’s workforce preferences, choices, and desired outcomes. The plan also addresses attainment necessary for youth’s well-being, economic independence and career success. The plan is developed by a planning team consisting of the youth, the Workforce Development Specialist employed by the Contractor, and other select stakeholder who have a role in the provision of support and services to the young person such as the DYRS Case Manager, family members, social workers, education advocates, and other service providers. The Individual Service Plan may be developed through the DYRS Youth Family Team Meeting process.
- C.3.12** **Job Developer** – is the individual responsible for developing relationships with employers and identifying job sites for program participants. This individual must have at least 1 (one) year of experience in working with the private sector to identify jobs for vulnerable populations (i.e. the homeless, TANF recipients, at-risk youth, etc.).
- C.3.13** **Life Skills** – are a combination of services designed to assist youth in the acquisition of knowledge and skills that will enable them to realize their personal, social, educational and vocational functioning to the fullest extent possible. The services are designed to provide an intermediate level of treatment but needing some educational/prevocational activities prior to moving to work activities or sheltered workshop settings.
- C.3.14** **Maximum Quantity (or Maximum Enrollment Target)** – is the maximum total number of youth the Contractor proposes to serve on any given day during the Contract Period, i.e. the maximum enrollment capacity/ participant slots. This is the number of youth the program aims to enroll and maintain as enrolled for the duration of the program.
- C.3.15** **Minimum Extended Price** – is the total base award the District agrees to pay the Contractor for delivery of the services specified in this contract based with the expectation that the Contractor will serve the minimum quantity specified for the

duration of the Contract. If the total enrollment exceeds the minimum quantity, the District agrees to pay the Contractor the unit price for each additional youth up to the maximum quantity for the total number days he/she is served by the Contractor.

- C.3.16 **Minimum Quantity (or Minimum Enrollment Target)** – is the minimum number of youth the Contractor proposes to serve on any given day during the Contract Period. The minimum quantity may be **no more than 75 percent of the maximum quantity**. The District agrees to pay the Contractor the unit price for the total days of service for the minimum quantity of youth.
- C.3.17 **Program Supervisor** – is the individual responsible for supervising the program team and is pivotal in the coordination of all activities. This individual oversees the successful functioning of the program, organizes the placement, acts as liaison between the program and outside agencies, determines treatment plans for each youth in consultation with other treatment team members, and conducts weekly meetings. This individual should possess at least 2 (two) years of supervisory experience in youth programs with demonstrated organizational abilities, and a thorough understanding of youth development and an enthusiastic attitude toward the program. This individual should also possess program management experience.
- C.3.18 **Re-entry** – is a process which court-involved individuals receive services and supports prior to and subsequent to release to help them successfully transition back into the community.
- C.3.19 **Regional Service Coalition** – is the community based organization responsible for identifying a range of services, supports and opportunities for DYRS youth.
- C.3.20 **Retention Specialist** – is the individual responsible for referring youth to jobs and training, maintaining contact with placement sites, following up to make certain that the placement is going well and ensuring that youth remain in the placement. This individual must have at least 1 (one) year of experience in working with at-risk youth providing job training, job coaching, job development, or employment placement, etc.
- C.3.21 **Rubric** – is a set of pre-identified work readiness skills that DYRS has approved as necessary for youth's future success. This could include, but not be limited to: ability to resolve conflict, ability to work in a team, ability to receive instruction and feedback from a superior, ability to stay on task and maintain a good work ethic.
- C.3.22 **Skills Trainer/ Instructor** – is the individual responsible for delivering the training curriculum and ensuring that youth advance in their soft skills attainment. This individual provides the work readiness instruction to youth and trains youth in the work readiness material. This individual must have at least 1 (one) year of experience in working with at-risk youth providing job training, job coaching, job development, or employment placement, etc.
- C.3.23 **Soft Skills** – are the intangible skills needed to acquire and maintain employment (such as punctuality, effective communication, appropriate work attire, respecting authority, maintaining a strong work ethic, etc).

- C.3.24 Supervision and Control** – are activities designed to provide external constraints for youth’s behavior, monitor the behavior, and strengthen the adherence and acceptance of rules.
- C.3.25 Support Services** – are interventions that will support the youth’s success in the community and could include, but are not limited to, safe and stable housing, employment, education, family counseling and mental health services.
- C.3.26 Work Readiness** – is the instruction that prepares an individual to secure employment, retain employment and acquire the skills necessary to remain successful in the workforce.
- C.3.27 Workforce Development** – are a range of activities that prepares an individual to secure and retain employment, advance in a career and experience a sustainable livelihood. These activities could include job coaching, work readiness classroom instruction, supervised work experiences, advanced training and the like.
- C.3.28 Workforce Development Specialist** – is the individual responsible for conducting intake with youth, conducting assessments, developing individualized service plans, enrolling youth in the training program, supporting youth throughout the training program, assisting the Job Developer with the placement, and providing retention services and other follow-up support to ensure youth remain and succeed in the placement. This individual must have at least 1 (one) year of experience in working with at-risk youth providing work readiness training and/or job coaching, job development, case management, and other support services.
- C.3.29 Youth Development** – is the practice of providing opportunities, instruction and experiences to help youth achieve their maximum capabilities through activities that foster the development of social skills, coping strategies, positive work ethic, problem solving skills, creativity and interpersonal skills needed to navigate life.
- C.3.30 Youth Family Team Meeting** – is a formal forum that includes youth, family members, professionals, community providers, and family friends to discuss the youths’ strengths, needs, and strategies to develop the individual plan to meet the service needs of the youth.

**C.4 BACKGROUND**

**C.4.1 DYRS**

**C.4.1.1 Introduction**

The District of Columbia’s Department of Youth Rehabilitation Services (DYRS) is the District’s cabinet level juvenile justice agency. It administers detention, commitment and aftercare services for youth ages of 12 and 21 held under its care in its facilities or residing in the DC community. The agency is actively involved in several innovative programming models, partnering with locally and nationally recognized juvenile justice centers in the following types of programs; juvenile justice, continuum of care, alternative sentencing, supervised citation release and supportive living.

#### **C.4.1.2 Mission and Vision**

DYRS' mission is to improve public safety and give court-involved youth the opportunity to become more productive citizens by building on the strengths of the youth and their families in the least restrictive, most homelike environment. In partnership with the community, this balanced approach to juvenile justice promotes the rehabilitation of delinquent youths toward reforming their behavior in the context of increased accountability, expanded personal competencies, positive youth development and enhanced community restoration. DYRS will provide the nation's best continuum of care for court-involved youths and their families through a wide range of programs that emphasize individual strengths, personal accountability, skill development, family involvement, and community support.

**C.4.1.2.1** The Department of Youth and Rehabilitation Services (DYRS) provides enriched, culturally sensitive services, including recreational, rehabilitative, educational, mental health, medical, aftercare supervision, residential placements, independent living and mentoring/monitoring support in a nurturing and structured environment to the youth in its custody.

#### **C.4.2 Current Operating Environment**

##### **C.4.2.1 Jerry M. Consent Decree**

DYRS currently operates under the injunction of the Jerry M. Consent Decree, a twenty year comprehensive mandate that consists of an original court decree and more than forty (40) subsequent court orders. The decree and court orders focus on reform initiatives associated with the facilities, services and delivery of services to the youth placed in the custody and care of DYRS. The presence of Jerry M. Consent Decree places DYRS and all related activities under continual scrutiny to provide a best practice model for the delivery of services in the juvenile justice system while providing services in the least restrictive setting consistent with the protection of the public.

**C.4.3** DYRS was awarded a grant from the US Department of Labor to engage court-involved youth in educational and workforce development opportunities. This grant, The Young Offenders State/Local Implementation Grant, has equipped DYRS with the resources to create a system for providing re-entry services in the areas of education, workforce development and career exploration. The issuance of this RFP is but one component of many activities that will be provided to implement the goals and objectives outlined in the Department of Labor grant. All activities outlined in this RFP will be consistent with and in compliance with the specifications of the Department of Labor grant award.

**C.4.3.1** To assist youth in successfully transitioning back into the community (re-entry) and to ensure that youth in the community comply with their community release agreement, the services that will be provided through this RFP will be targeted to address specific workforce development and employment needs of this population. For the DYRS population, effective workforce development programs can reduce the incidence of re-arrest of youth involved in the program by increasing their employment and enrollment in and completion of advanced training programs. These positive interventions can reduce recidivism and further penetration into the juvenile justice system. Thus, the target populations of this RFP are DYRS youth with significant barriers to employment,

little work experience and work readiness skills, and low academic performance or limited marketable skills.

**C.4.6** The services described will be provided to DYRS committed youth ages 16 to 21 who are referred by DYRS and meet the Department of Labor Young Offender Grant (Applicable Document # 9) eligibility criteria including the following:

- a. Youth returning to the community from New Beginnings Youth Development Center - Youth at New Beginnings Youth Development Center – These are DYRS committed youth who participated in a nine to twelve (9-12) month strength-based therapeutic model that utilizes a level system to assist young men through behavior modification techniques and interventions.
- b. Youth returning to the community from Residential Treatment Centers - These are DYRS committed youth who have spent a period of time at a Residential Treatment Centers (which could be out of state).
- c. Youth residing in local group homes, therapeutic group homes, foster homes and independent living programs – These are DYRS committed youth whose community placement has been determined by the agency to be best suited in a local group home, therapeutic group home or independent living program.

**C.4.8** This solicitation builds on the ongoing implementation of Youth Development practices (Applicable Document #13) as the guiding philosophy for interaction with DYRS youth.

## **C.5 REQUIREMENTS**

The Contractor shall provide a comprehensive workforce development program including at a minimum an intake and enrollment process; occupational training, placement services, and retention services. The Contractor shall perform the required services in a welcoming learning environment that facilitates each youth's learning and development through the use of youth development principles (Applicable Document #13) and includes the following:

- a. A sensitive and responsive approach to the unique learning needs of all youth;
- b. Cultural sensitivity;
- c. Effective behavior interventions such as PBS Model (Applicable Document #4); and
- d. Supervised, controlled learning environment.

### **C.5.1 INTAKE AND ENROLLMENT PROCESS**

#### **C.5.1.1 Intake Period**

The Contractor shall conduct intake and screening during the first Period of Performance of the Contract period through either an established intake period with set opening and closing dates or a rolling intake process in which a young person may be admitted at anytime during the first Period. The Contractor shall ensure the total number of youth participating in the program by the end of the first Period is equal to the maximum enrollment target proposed by the Contractor. (The Contractor's proposed maximum enrollment target shall be no less than 15 youth and no more than 35 youth.).

After the first Period, additional youth shall be enrolled through a rolling intake process to fill any open participant slots in the case a youth is dismissed from the program.

## **C.5.1.2 Intake Process**

The Contractor shall conduct an intake process in which youth referred by DYRS are interviewed and assessed to determine whether the Contractor's training program is a fit for each individual youth's interests, goals, and current needs.

### **C.5.1.2.1 Screening Criteria**

The Contractor shall establish and define specific criteria to be used to determine a youth's suitability for enrollment in the training program for the review and approval of the COTR. The intake screening criteria shall be designed to determine if the workforce development training is appropriate fit with the youth's interests, goals, and current needs and shall include at a minimum the following:

#### **C.5.1.2.1.1 Interview**

The Contractor shall conduct an interview with each youth referred for the training program. The Contractor shall devise and use its own intake interview protocol. The Contractor's interview shall obtain, at a minimum, data regarding the youth's:

- a. Current and past education/school status;
- b. Current and past employment and training experience;
- c. Career interests;
- d. Personal strengths and skills; and
- e. Potential barriers to participation.

#### **C.5.1.2.1.2 Career Assessment**

The Contractor shall conduct a career assessment using the Magellan Career Explorer vocational assessment or another career assessment tool approved by the COTR. The Magellan Career Explorer is a computer-based assessment. DYRS will provide the Contractor with access to the Magellan assessment software. The Contractor shall decide what other pre-assessments it will conduct such as literacy assessments or work readiness and occupational skill assessments necessary to measure a youth's baseline skills and knowledge in the occupational training area and/or specific to the credential to be conferred. The Contractor may use pre-assessment results as a part of its screening criteria for enrollment decisions.

## **C.5.1.3 Enrollment Process**

The Contractor shall notify both the youth and the DYRS DOL Grant Manager of the program enrollment decision, reasons the Contractor has decided to deny enrollment if applicable, and requirements and expectations for participation in the program upon enrollment.

## **C.5.1.4 Program Orientation**

The Contractor shall provide a program orientation for all youth enrolled in the training program before training commences. The Contractor's program orientation shall provide youth with at a minimum the following information on the workforce development training program:

- a. Overview
- b. Objectives and performance goals;
- c. Expectations of youth including the roles and responsibilities of program participants;
- d. Expectations of program staff; and
- e. Policies and procedures.

### **C.5.1.5 Individual Service Plan**

The Contractor shall develop an Individual Service Plan (ISP) for each youth participating in the program. The ISP shall be developed in partnership with the youth. The ISP shall be shared with and may be developed in consultation with the DYRS Re-entry coordinator, DYRS Case Manager, the Lead Entity-Service Coalition, other Support staff and family members. The ISP shall include or provide at a minimum the following:

- a. Specific information outlining the training and other services to be provided
- b. Measurable training outcome goals
- c. Measurable placement goals

### **C.5.2 WORKFORCE DEVELOPMENT TRAINING PROGRAM**

The Contractor's comprehensive workforce development training program shall equip youth with the skills and knowledge needed to obtain and retain employment, and/or pursue advanced training, in career clusters where there is current or future demand in the metropolitan region. The Contractor's program shall include occupations from those career clusters that are ranked in the top fifteen (15) career clusters referenced in the DC Employment Occupational Projections by Career Clusters 2006 - 2016 (Applicable Document Number 5). The current top fifteen (15) career clusters are as follows:

<b>Rank</b>	<b>Career Cluster</b>	<b>Average Annual Wage*</b>	<b>Average Annual Total Openings</b>	<b>Percent Total Openings</b>	<b>Number of New Jobs</b>
1 <sup>st</sup>	Business Management & Administration	\$60,260	6,375	28.6%	4,624
2 <sup>nd</sup>	Hospitality & Tourism	\$34,847	2,689	12.1%	1,899
3 <sup>rd</sup>	Law, Public Safety & Security	\$63,245	2,316	10.4%	1,603
4 <sup>th</sup>	Information Technology	\$76,809	1,776	8.0%	928
5 <sup>th</sup>	Marketing, Sales & Service	\$52,904	1,575	7.1%	1,223
6 <sup>th</sup>	Education & Training	\$60,611	1,452	6.5%	690

7 <sup>th</sup>	Arts, A/V Technology Communications	\$58,438	1,384	6.2%	988
8 <sup>th</sup>	Health Science	\$60,121	996	4.5%	687
9 <sup>th</sup>	Science, Technology, Engineering, Mathematics	\$87,178	777	3.5%	671
10 <sup>th</sup>	Human Services	\$46,874	765	3.4%	390
11 <sup>th</sup>	Finance	\$62,172	738	3.3%	499
12 <sup>th</sup>	Transportation, Distribution & Logistics	\$42,294	536	2.4%	409
13 <sup>th</sup>	Architecture & Construction	\$54,543	440	2.0%	326
14 <sup>th</sup>	Manufacturing	\$26,752	289	1.3%	208
15 <sup>th</sup>	Agriculture, Food, & Natural Resources	\$57,009	141	0.6%	102

The Contractor shall develop a workforce development program including at a minimum the following:

**C.5.2.1 Program Duration and Hours of Operation**

The Contractor shall provide a minimum of 5 (five) training hours per day for youth. The Contractor shall offer a full day program that will work with youth over a sustained period of time from date of award until the contract end date which will be no later than June 30, 2011. The Contractor shall provide programming services to each youth for a minimum of six (6) months, but not exceed nine (9) months, and also provide an additional three (3) months of follow-up and placement retention support. The Contractor shall organize their program into four consecutive periods of performance. The Contractor shall operate the program between the hours of 10 a.m. and 7 p.m., Monday through Friday, except on federal holidays.

**C.5.2.2 Workforce Development Training Content**

The Contractor's workforce development training course(s) shall be developed in accordance with the DC Employment Occupational Projections by Career Clusters 2006 - 2016 (Applicable Document Number 5) and include the following content:

- a. Intensive work readiness skills training;
- b. Occupation specific skills training;
- c. Paid work experience and/or on-the-job training;
- d. Credential for training completion;
- e. Career-focused mentoring; and
- f. Supplementary activities.

**C.5.2.3 Intensive Work Readiness Training**

The Contractor shall provide intensive work readiness training that equips youth with job seeking skills and job retention skills. Training activities may include, but are not be limited to, resume writing, interviewing skills, application techniques, appropriate workplace attire, workplace ethics and etiquette, respecting authority, interpersonal skills (i.e. cooperation, teamwork) and communication skills. The Contractor shall submit a copy of any curricula and/or materials it proposes to use for this work readiness training for review by the DOL Grant Manager.

#### **C.5.2.4 Occupation Specific Skills Training**

The Contractor shall provide occupation specific skills training that equips youth with skills required to perform work task in a particular occupation or career field, as defined by employers and industry representatives. Examples of specific occupational skills training include training in automotive maintenance, retail operations, computer programming, medical assistance, or food handling. The occupational skills training offered by the Contractor must fit within one of the top fifteen career clusters referenced in the DC Employment Occupational Projections by Career Clusters 2006 - 2016. The Contractor shall submit a copy of any curricula and/or materials it proposes to use for occupation specific skills training for review by the DOL Grant Manager.

#### **C.5.2.5 Paid Work Experience/ On-the-Job Training**

The Contractor shall include paid work experience/on-the job training to provide program participants practical work experience or on-the-job training. The Contractor shall provide structured internships, service learning activities, field practicum, on-the-job training in a simulated work setting, or crew-based work opportunities in which youth are exposed to real world work situations in occupations with current or future demand.

#### **C.5.2.6 Credential**

The Contractor shall offer a credential for successful completion of work readiness and/or occupational skills training. Youth who successfully complete the training should earn either:

a nationally recognized work readiness credential, such as the National Work Readiness Credential, ACT National Career Readiness Certification (also known as Work Keys),

a certification from a curriculum approved by DYRS that has undergone a rigorous evaluative study (i.e. those identified as promising practices by the Annie E. Casey Foundation or other nationally recognized groups) or

an industry recognized occupational skills credential.

The Contractor may also offer GED and ABE training and associated credentials and assist in appropriate educational support/advocacy, however this is not a requirement.

#### **C.5.2.7 Paying Wages**

The Contractor shall pay each youth a wage of \$8.25 per hour for any hours the youth works in on-the-job training and/or work experience. Youth may receive payment for up to 30 hours of on-the-job training and/or work experience per week for up to 20 weeks. Stipends are not an allowable use of Department of Labor grant funds. When paying youth wages, the Contractor shall employ youth as employees of their organization; ensure the payroll administrator deducts as FICA, federal and state withholdings as determined by law; ensure all year-end W-2 information is provided to youth by January

31, 2011 and January 31, 2012; and ensure all appropriate information is provided to the Social Security Administration and the Internal Revenue Service in order to provide an accounting for all youth employed through the program. The Contractor shall keep accurate records regarding the hours worked and the wages earned by each youth who earns a wage as a part of the training program.

#### **C.5.2.8 Career-focused Mentoring**

The Contractor shall also identify at least 1 (one) mentor for every 3 (three) youth enrolled in the workforce development training program. The mentor shall be a working professional in the metropolitan region who is willing to provide guidance and encouragement to each youth regarding the youth's career interests and goals.

#### **C.5.2.9 Supplementary Activities**

The Contractor shall provide supplementary activities to youth who participate in the workforce development training including at a minimum the following:

- a. Life skills training to equip youth with a range of personal life skills relevant to maintain a job and becoming self-sufficient such as personal budgeting, money management, using public transportation, and finding resources in the community.
- b. Assistance accessing community resources and services based upon individual needs (e.g., identifying community based resources for work apparel if needed).
- c. Assistance identifying and participating in job and career fairs that are hosted in the region and conducting job searches using various resources.
- d. Assistance with identifying and enrolling in postsecondary and/or advanced occupational training opportunities and assistance with applying for financial aid to pay for postsecondary education and/or advanced occupational training.

#### **C.5.2.10 Training Program Performance Goals**

The Contractor shall meet the following workforce training program performance goals for participants:

- 1) On the last day of Period 1 and Period 2, the total number of youth enrolled in the Contractor's training program will be equal to the maximum enrollment target proposed by the Contractor. (The Contractor's proposed maximum enrollment target shall be no less than 15 youth and no more than 35 youth.)
- 2) The average daily attendance rate will be 90 percent or higher for all enrolled youth in each period that training is provided; and
- 3) The credential completion rate will be 75 percent or higher at the end of Period 2 for all youth who participate in the training program and are not dismissed or otherwise discharged from the training.

#### **C.5.2.11 Maximum Enrollment Target**

The Contractor shall maintain the maximum enrollment target each Period in which the program offers training. DYRS anticipates the Contractor will offer training during the 1<sup>st</sup> and 2<sup>nd</sup> Periods of Performance and may choose to extend the training into the 3<sup>rd</sup> Period of Performance. (The Contractor's proposed maximum enrollment target shall be no less than 15 youth and no more than 35 youth.). The Contractor shall recommend to the DYRS DOL Grant Manager that a youth be dismissed from the program if a youth's monthly attendance rate falls below 50 percent during the training period. In the case that a youth is dismissed from the program during the training period, the Contractor will enroll an additional youth in the training slot provided that the new enrolled can receive enough training to earn the credential.

### **C.5.3 PLACEMENT SERVICES**

The Contractor shall provide placement services to assist youth in securing unsubsidized employment or enrolling in a more advanced occupational training program, or enrolling in postsecondary education, or enlisting in the military, once the youth has completed the workforce development training.

#### **C.5.3.1 Placement in High Demand/Growth Occupations**

The Contractor shall place youth in permanent unsubsidized jobs that align with the occupational skills training the youth completed and/or the young person's explicit occupational interests and career goals. The Contractor shall develop relationships with employers and secure job placements in the top fifteen career clusters referenced in the DC Employment Occupational Projections by Career Clusters 2006 - 2016.

#### **C.5.3.2 Placement Performance Goals**

The Contractor shall meet the following placement performance goals for youth served:

- 1) The placement rate will be 60 percent or higher at the end of Period 3 for all youth who participate in the training program and are not dismissed or otherwise discharged from the training (whether they completed the credential or not).

#### **C.5.3.3 Placement Services Follow-up**

Within 30 days of completing the training program, if an initial employment or advanced training placement that was planned for a youth has not occurred, the Contractor shall conduct a minimum of three (3) counseling and support sessions (which could include assisting youth with submitted a job application, referring youth to employment or advanced training, conducting additional work readiness workshops for youth, or the like).

### **C.5.4 RETENTION SERVICES**

The Contractor shall provide job retention services and other follow-up services designed to ensure youth maintain employment and/or continue to participate in advanced occupational training and/or postsecondary education after the initial employment or advanced training placement is made. During the retention/follow-up

period, the Contractor shall assist youth who need a new or additional job placement or change in advanced training placement to secure another placement.

#### **C.5.4.1 Retention Services Performance Goals**

The Contractor shall meet the following Retention Services Performance Goals:

- 1) The placement retention rate will be 60 percent or higher at the end of Period 4 for all youth who were placed since the beginning of the Contract.

#### **C.5.4.2 Frequency of Retention Services**

During the period of performance after the youth is placed in employment or advanced training, the Contractor shall make a minimum of two (2) follow-up service contacts per month with the youth to verify their placement status and offer retention and/or follow-up support services.

#### **C.5.4.3 Type of Retention Services**

Follow-up service contacts may include face-to-face meetings, visits to the training or employment site, and phone calls in which the Contractor staff speak to the youth, or a combination.

#### **C.5.5 Comprehensive Workforce Development Program Supporting Requirements**

##### **C.5.5.1 Staff**

##### **C.5.5.1.1 Staff Capacity**

The Contractor's staffing pattern shall be sufficient to provide individualized support to youth. For programs with 15 to 20 (fifteen to twenty) participants, no more than a 5:1 student to direct service staff ratio shall be allowed; for programs with 21 to 35 (twenty-one to thirty-five) participants, no more than a 7:1 student to direct service staff ratio shall be allowed.

##### **C.5.5.1.2 Qualifications**

The Contractor shall ensure that staff is qualified to provide services to youth. Qualifications include but are not limited to: ability to provide appropriate services to people from diverse socio-economic, racial, ethnic and other cultural groups; interacting and communicating effectively with youth, families and community partners; knowledge of methods and techniques of workforce development skills training, job development and placement, counseling and coaching, program planning and supervision, and individualized assessment and service planning.

##### **C.5.5.1.3 Position Descriptions**

The Contractor shall recruit and hire an adequate number of qualified staff to operate a comprehensive workforce development program. The Contractor should establish the following key staff positions:

**Program Supervisor** - Contractor staff member who is responsible for supervising the team, overseeing the successful functioning of the program and serving as the primary liaison to DYRS.

**Direct Service Staff** – one or more staff who are responsible for providing work readiness training to assist youth. These duties should be encompassed in the roles of:

**Workforce Development Specialist(s)** - Contractor staff responsible for conducting intake with youth, conducting assessments, developing individualized service plans, enrolling youth in the training program, supporting youth throughout the training program, assisting the Job Developer with the placement, and providing retention services and other follow-up support to ensure youth remain and succeed in the placement.

**Job Developer(s)** - Contractor staff member responsible for developing relationships with employers, securing subsidized work experiences and unsubsidized jobs for program participants, and assisting youth in preparing for and placing youth in employment and work experiences.

**Skills Trainer(s)** - Contractor staff member responsible for delivering work readiness and occupational skills training.

#### **C.5.5.1.4 Staff Training Requirements**

The Contractor shall ensure that all staff attends all training deemed appropriate in the execution of this program.

#### **C.5.5.1.5 Mandatory Criminal Background Check**

In accordance with DC Official Code 44-551 et seq., the Contractor shall conduct routine pre-employment criminal record background checks of the Contractor's applicable staff and future staff that will provide services under this contract award. The Contractor shall not employ any staff in the fulfillment of the work under this contract award unless said person has undergone a background check, to include a National Criminal Information Center Report and Child Protective Services Report (Abuse and Neglect). Staff shall not have any convictions relative to abuse or harming children, elders or animals, or any of the other offenses enumerated in the above statute. After award of a contract, the Contractor shall furnish copies of the certified criminal history records of applicable Contractor staff that perform services under this contract award to the DYRS Department of Labor Grant Manager. Any conviction or arrest of the Contractor's employees will be reported to the DYRS Department of Labor Grant Manager, who will, in collaboration with the DYRS General Counsel, determine the employee's suitability for performance under this contract award.

#### **C.5.5.1.6 Personnel File**

The Contractor shall maintain an individual personnel file for each staff person containing the employment application, position description, personal and professional references, current resume, applicable licenses, credentials and/or certificates, records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct and actions with respect to the allegations and date and reason if terminated from employment, which shall be accessible to the DYRS Department of Labor Grant Manager upon request.

#### **C.5.5.1.7 Organizational Chart**

The Contractor shall provide and maintain a current organizational chart displaying program staffing plan including position with corresponding name, organizational relationships and responsibility lines of administrative oversight.

#### **C.5.5.2 Policies & Procedures Manual**

The Contractor shall maintain a policies and procedures manual(s) that, at a minimum, provides details describing program management, admissions process, behavior management, discipline process, program design and protocol (subject to approval). The Contractor's policies and procedure manual(s) shall be available for review upon the request of the DYRS Department of Labor Grant Manager.

#### **C.5.5.3 Attendance and Behavioral Reporting**

The Contractor shall document and report any behavioral challenges, attendance problems, significant skills deficiencies, and unusual incidences for each youth to the DYRS Case Manager, the Lead Entity-Service Coalition, and the DYRS DOL Grant Manager. Unusual incidents shall be reported according to the DYRS Unusual Incident Protocol (Applicable Document #6). The Contractor shall also contact DYRS Case Managers by telephone and email if youth fail to attend two (2) or more scheduled training activities. If a crisis arises, the Contractor shall request a Youth Family Team Meeting. Likewise, the Contractor shall regularly communicate with the DYRS Case Manager about each young person's positive progress and accomplishments in the program.

#### **C.5.5.4 Record Retention**

The Contractor shall maintain a record for each youth enrolled in the program. This record will include, but is not limited to, the following:

- a. Client referral sheet
- b. Results of the pre- and post-assessments
- c. Individual Service Plan
- d. Weekly Progress Notes (Notes kept by Contractor staff regarding any training milestones reached, additional skills attained, attendance or behavioral issues, and challenges overcome)
- e. DOL Grant Monthly Youth Progress Report (See details under C.5.4.5)
- f. Results from DYRS Youth Family Team Meeting participation

## **C.5.5.5 Reporting**

### **C.5.5.5.1 Program Attendance and Training Completion**

The Contractor shall report bi-monthly, on the 1<sup>st</sup> and the 15<sup>th</sup> of each month, to COTR on all enrollee's program attendance and training completion indicating the status of the following Training Program Performance Goals:

- 1) The total number of youth enrolled in the Contractor's training program will be equal to the Contractor's maximum enrollment target;
- 2) The average daily attendance rate will be 90 percent or higher for all enrolled youth in the training; and
- 3) The credential completion will be 75 percent or higher at the end of Period 2 for all youth who participate in the training program and are not dismissed or otherwise discharged from the training.

In the bi-monthly report, the Contractor shall recommend to the DYRS DOL Grant Manager that a youth be dismissed from the program if the youth's average attendance rate for a 30-day period falls below 50 percent during the training period.

In the case that a youth is dismissed from the program during the training period, the Contractor will enroll an additional youth in the training slot provided that the new enrollee can receive enough training to earn the credential.

### **C.5.5.5.2 Reporting Placement Services and Outcomes**

The Contractor shall report bi-monthly, on the 1<sup>st</sup> and the 15<sup>th</sup> of each month, to DYRS DOL Grant Manager on all enrollee's placement status, indicating its achievement of Placement Performance Goals:

- 1) The placement rate will be 60 percent or higher for all youth who participate in the training program and are not dismissed or otherwise discharged from the training (whether they completed the credential or not). Acceptable placements included unsubsidized employment or postsecondary education or a more advanced training program or the military.

### **C.5.5.5.3 Reporting Retention Services and Outcomes**

The Contractor shall report bi-monthly, on the 1<sup>st</sup> and the 15<sup>th</sup> of each month, to DYRS DOL Grant Manager on all enrollee's placement status, indicating its achievement of Retention Performance Goals:

- 1) The placement retention rate will be 75 percent or higher at the end of Period 3 for all youth who were placed since the beginning of the Contract.

**C.5.5.5.4 Monthly Youth Progress Report**

The Contractor shall prepare and submit a Monthly Youth Progress Report for each program participant. The Youth Progress Report shall be submitted to the DYRS DOL Grant Manager no later than the fifth (5<sup>th</sup>) day of the next month for each enrolled youth. The Monthly Youth Progress Report shall provide information on each youth's enrollment status, pre- and post-assessment results, participation, skills attainment, and progress toward outcomes on a monthly basis; a specific report template will be provided by the DYRS DOL Grant Manager.

**C.5.5.5.5 Financial Reporting**

The Contractor shall prepare and submit detailed records and receipts for the expenditure of all funds associated with each Invoice. The Contractor will maintain all records and receipts for the expenditure of all funds provided through this Contract for a period of no less than three years from the date of expiration or termination of the Contract and, upon the District of Columbia's or Department of Labor's request, make these documents available for inspection by duly authorized representatives of the buyer agency and other officials as may be specified by the District of Columbia at its sole discretion.

AMENDMENT 3

ATTACHMENT

SECTION G.4

**G.4**

**PAYMENT**

If contractor meets all performance goals for each quarter, the Contractor shall receive a performance incentive payment as follows:

1 <sup>st</sup> Period Performance Goal	Incentive
<p>1) By the last day of Period 1: _____, the total number of youth enrolled in the Contractor’s training program will be equal to the Contractor’s maximum enrollment target: ___ youth);</p> <p>AND</p> <p>2) The average daily attendance rate will be at least 90 percent for all enrolled youth in the training during Period 1.</p>	<p><b>If Contractor EXCEEDS goal:</b></p> <p>Contractor will be reimbursed \$300 for each youth who had an average daily attendance rate of 90 percent or greater for Period 1 provided the number of youth enrolled in the program on the last day of Period 1 is equal to the maximum enrollment target AND the average daily attendance rate is GREATER than 90 percent for all enrolled youth in the training during Period 1.</p> <p><b>Ex:</b> The Contractor proposed a maximum enrollment target of 20 youth and proposed that Period 1 of the program would start on September 20, 2010 and end on October 15, 2010 (for a total of 20 days). On the last day of Period 1, 10/15/2010, 20 youth are currently enrolled in the program. The average daily attendance rate for all 20 youth combined for the 20 days of Period 1 is 91 percent, which exceeds the 90 percent ADA goal. Of the 20 youth, 17 of them have an average daily attendance rate of 90 percent or greater; therefore, the Contractor may invoice DYRS \$300 per youth for 17 youth or a total of \$5100.</p>
2 <sup>nd</sup> Period Performance Goal	Incentive

<p>1) On the last day of Period 2: _____, the total number of youth enrolled in and/or who have completed the Contractor's training program will be equal to the Contractor's maximum enrollment target: ___ youth);</p> <p>AND</p> <p>2) The credential completion rate will be at least 75 percent for all youth who participate in the training program and are not dismissed or otherwise discharged from the training.</p>	<p><b>If Contractor EXCEEDS goal:</b></p> <p>Contractor will be reimbursed \$300 per youth for each youth who completed the training credential by the last day of Period 2 provided the number of youth enrolled in and/or who have completed the training by the last day of Period 2 is equal to the maximum enrollment target AND the credential completion rate is GREATER than 75 percent for all youth who participate in the training program and were not dismissed or otherwise discharged from the training.</p> <p><b>Ex:</b> The Contractor proposed a maximum enrollment target of 20 youth and proposed that Period 2 of the program would start on October 18, 2010 and end on January 28, 2011. On the last day of Period 2, 1/28/2011, 20 youth are currently enrolled in the program. The credential completion rate for all 20 youth combined is 90 percent, which exceeds the 75 percent goal. Of the 20 youth, 18 of them have completed the credential; therefore, the Contractor may invoice DYRS \$300 per youth for 18 youth or a total of \$5400.</p>
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3 <sup>rd</sup> Period Performance Goal	Incentive
<p>1) On the last day of Period 3: _____, 2010, the total number of youth enrolled in the Contractor's program will be equal to the Contractor's maximum enrollment target: ___ youth);</p> <p>AND</p> <p>2) The placement rate will be at least 60 percent for all youth who participated in the training program and are not dismissed or otherwise discharged from the training (whether they completed the credential or not).</p>	<p><b>If Contractor EXCEEDS goal:</b></p> <p>Contractor will be reimbursed \$600 per youth for each youth who was successfully placed by the last day of Period 3 provided the placement rate is GREATER than 60 percent for all youth who participated in the training program and were not dismissed or otherwise discharged from the training (whether they completed the credential or not).</p> <p><b>Ex:</b> The Contractor proposed a maximum enrollment target of 20 youth and proposed that Period 3 of the program would start on January 31, 2011 and end on February 28, 2011. On the last day of Period 3, 2/28/2011, 20 youth are currently enrolled in the program. The placement rate for all 20 youth combined is 75 percent, which exceeds the 60 percent goal. Of the 20 youth, 15 of them have been successfully placed; therefore, the Contractor may invoice DYRS \$600 per youth for 15 youth or a total of \$9000.</p>

4 <sup>th</sup> Period Performance Goal	Incentive
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1) On the last day of Period 4: \_\_\_\_\_, the total number of youth receiving services from the Contractor's program will be equal to the Contractor's maximum enrollment target: \_\_\_\_ youth);

AND

The placement retention rate will be at least 60 percent for all youth who were placed during Period 3 who retained their placement or who was re-placed as of the last day of Period 4.

**If Contractor EXCEEDS goal:**

Contractor will be reimbursed \$600 per youth for each youth placed during Period 3 who retained their placement or was re-placed as of the last day of Period 4 provided the placement retention rate is GREATER than 60 percent for all youth who were placed during Period 3 who retained their placement or who was re-placed as of the last day of Period 4.

**Ex:** The Contractor proposed a maximum enrollment target of 20 youth and proposed that Period 4 of the program would start on March 1, 2011 and end on June 30, 2011. On the last day of Period 4, 6/30/2011, 20 youth are currently receiving services from the program and a total of 15 youth have been successfully placed. As of the last day of Period 4, 12 out of the 15 placed youth are still in active in their placement or were re-placed; therefore the placement retention rate for these 15 placed youth is 80 percent, which exceeds the 60 percent goal. Therefore, the Contractor may invoice DYRS \$600 per youth for 12 youth or a total of \$7200.

AMENDMENT 4

ATTACHMENT  
SECTION G.9.2

**G.9.2** The address and telephone number of the CA is:

*Desiree Coleman*

*DYRS  
450 H Street, NW  
Washington, DC 20001  
(202) 391-5359 Office  
Desiree.coleman@dc.gov*

AMENDMENT 5

ATTACHMENT  
SECTION L.2

## **L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT**

- L.2.1** One original and two (2) copies of the written proposals shall be submitted in two parts, titled "Technical Proposal" and "Price Proposal". Proposals shall be typewritten in 12 point font size on 8.5" by 11" bond paper. Telephonic, telegraphic, and facsimile proposals will not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Solicitation No. DCJZ-2010-R-0003, Contract Specialist- Nicole Matthews.
- L.2.2** Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, Evaluation Factors. The offeror shall respond to each factor in a way that will allow the District to evaluate the offeror's response. The offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program supplies and services and delivery thereof. The information requested below for the technical proposal shall facilitate evaluation for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise response fully reflecting the manner in which the offeror proposes to fully meet the requirements in Section C.
- L.2.3** Offeror's are directed to submit a budget and budget narrative that justifies how requested funds would be used to delivery program services. Offeror's should ensure that the budget and budget narrative are consistent with the proposed program services. Specifically, the budget and budget narrative should indicate the total amount and purpose/justification for expenses under each of the following major budget categories:
- Personnel Services: List each position (full time and part time) and salary included in the funding request, and indicate which resume or job description is intended to fill that position;
  - Non-staff Services (as applicable): List each consultant and subcontractor and associated cost included in the funding request, and explain how the cost of their assigned work for the program was calculated;
  - Youth Wages: Explain any plans for paying youth wages for work experience/ on-the-job training; how many hours for how many weeks each youth may be paid a wage; the nature of the work experience/ on-the-job training youth may participate in; and how the wages will be administered to youth.
  - Other Than Personnel Services (as applicable): For consumable supplies, describe the type and quantity of supplies to be purchased and explain how the costs for these items were determined; For any equipment, explain why each piece of equipment and equipment related expenses are necessary for the proposed program; For any spaces costs including those involving a rental expense, explain their importance in the proposed program; and how costs were determined; For any travel/ transit expenses, describe the purpose of the travel and justify the cost.; For any utilities, telephones, and other operational expenses, list each item and how the cost for each item was determined.

#### **L.2.4 Pre-Proposal Conference**

A pre-proposal conference will be held at **10:00 a.m. on June 25, 2010 (COMPLETED) at the Office of Contracting and Procurement, 441 4<sup>th</sup> Street, NW, Suite 700 South Washington, DC 20001**. Prospective bidders will be given an opportunity to ask questions regarding this solicitation at the conference. The purpose of the conference is to provide a structured and formal opportunity for the District to accept questions from bidders on the solicitation document as well as clarify the contents of the solicitation. Attending bidders must complete the pre-bid conference attendance roster at the conference so that bidder attendance can be properly recorded.

Impromptu questions will be permitted and spontaneous answers will be provided at the District's discretion. Verbal answers given at the Pre-Bid Conference are only intended for general discussion and do not represent the District's final position. All oral questions must be submitted in writing following the close of the pre-bid Conference but no later than five working days after the pre-bid Conference in order to generate an official answer. Official answers will be provided in writing to all prospective bidders who are listed on the official bidder's list as having received a copy of the solicitation. Answers will be posted on the OCP website at [www.ocp.dcgov.org](http://www.ocp.dcgov.org).

AMENDMENT 6

ATTACHMENT  
SECTION M.3.1.1.K

**M.3.1.1.k** This factor will be evaluated based the completeness of the proposed methodology and its match to the Requirements in Section C. The proposed methodology must demonstrate how the Offeror intends to complete the project and all deliverables successfully, within the desired timeframes.