

- This qualification package will be conducted electronically. To be considered, a bidder must submit the required documents via electronic mail to ebony.terrell@DC.gov on or before December 18, 2014 at 2:00PM EST., Paper, telephonic, telegraphic, and facsimile packages will NOT be accepted.
- Questions will be accepted up to December 11, 2014 @12:00 PM EST. All Questions MUST be submitted to ebony.terrell@dc.gov to be considered.

I. Scope of Work

The Contractor shall provide employment opportunities and help youth aging-out of care obtain employment and develop and establish long term career goals.

The Contractor shall educate employers on the knowledge and strengths of aging-out youth; assist youth in applying for and obtaining employment; support the youth throughout their employment; and help them identify and develop career ladder plans that details the youths career path from training to the youths ultimate career goal.

The Contractor shall accomplish this by assessing and implementing, but is not limited to the following;

- Intake and Assessment
- Case Planning/ Future Goals
- Coordination of Service
- Employer outreach
- Job Development
- Job Placement/ Job Placement Follow-up
- Job Upgrades / Promotions

II. QUALIFICATION REVIEW

The Contracting Officer shall certify the financial and professional responsibility of each potential provider based on the following:

- a) The type of business or organization and its history;
- b) The resumes and professional qualifications of the business or organization's staff, including relevant professional and/or business licenses, affiliations, and specialties;
- c) Information attesting to financial capability, including financial statements;
- d) Specialized experience and technical competence in the type of work required; (e) Capacity to accomplish the work in the required time;
- e) A summary of similar contracts awarded to the service provider, and the service provider's performance of those contracts;
- f) A certification of compliance with all applicable tax and filing requirements;
- g) A statement attesting to compliance with wage, hour, workplace safety and other standards of labor law;
- h) A statement attesting to compliance with federal and district equal employment opportunity law;
- i) Information about pending lawsuits or investigation, and judgment, indictments, or convictions against the service provider or its proprietors, partners, directors, officers, or managers; and
- j) Acceptability under other appropriate characteristics of a prospective service provider.

III. Specialized Qualifications for Youth Aging Out of Care Employment Services

- a) Submit evidence and demonstrate expert knowledge of Child Welfare, specifically youth Aging-out of Care and the ability to work with these youth and demonstrate significant knowledge of the laws and rules that apply to child welfare.
- b) Providing examples of job titles and average wages, demonstrate experience working with older youth and youth with mental health issues, criminal backgrounds, low literacy and numeracy levels, clients with no GED/HS diploma and little to no work experience, and has had experience working with up to 30 year older clients in this capacity.
- c) Demonstrate previous experience in this field by providing the percentage of jobs current or previous clients have obtained in specific industries (Health Care, Construction, Hospitality, Food Service, Cosmetology, IT, Retail, Administrative) and examples of job titles and average wages.
- d) Provide company organizational chart and resumes of current employees to support this project.

IV. Upon the completion of the CQR process, the District will issue solicitations to the “qualified” contractors.