# Request for Qualifications

Seeking Service Providers for the

Gun Violence Prevention (GVP) Local Initiative

# Released Tuesday, September 21, 2021

Applications accepted at Ccampbell@rochesterworks.org on a rolling basis,

# through 11:59 p.m. Thursday, December 30, 2021

***Bidders Conference and Information Session***

***Thursday October 7, 2021, 10:00 a.m.***

David F. Gantt Recreation Center

700 North St., Rochester, NY 14605

***Please RSVP via Eventbrite at*** [***tinyurl.com/GVPBidder2021***](https://www.eventbrite.com/e/gun-violence-prevention-gvp-local-initiative-bidders-conference-tickets-176405271917?aff=UniversalLaunch) to attend

**Bidders Conference and Information Session will also be recorded and posted at www.rochesterworks.org**

**Deadline for questions: Tuesday, October 12, 2021**

Request for Qualifications

RochesterWorks, Inc. is seeking community partners to recruit, serve, and place in unsubsidized employment eligible youth, ages 18–24, residing primarily in nine (9) Rochester ZIP codes most heavily impacted by gun violence.

## **BACKGROUND**

New York State Department of Labor (NYSDOL) is partnering with the Monroe County/Rochester Workforce Development Board (“the Board”) to provide job training, credentialing, and placement in good-paying jobs to approximately 675 young workers, at least 75% of whom must reside in zip codes impacted by high rates of gun violence.

The Board wishes to 1) expand the capacity of the existing WIOA Youth Navigator system to serve participants most likely to benefit from the 14 WIOA Youth program service elements and 2) build a network of smaller community-based and faith-based organizations to reach and serve (in partnership with training and employer partners) the most vulnerable youth in our target ZIP codes.

RochesterWorks, Inc. (RWI), in its role as the fiscal and administrative arm of the Board, has budgeted $2,250,000 to serve Gun Violence Prevention (GVP) Local Initiative participants. RWI is seeking qualified applicants to provide outreach, recruiting, and program services to GVP participants. The program is anticipated to run through July 31, 2022, unless extended by NYSDOL.

## **ELIGIBLE APPLICANTS**

Eligible applicants include the following types of organizations.

1. Currently selected WIOA Youth Navigator agencies may apply to expand their programs to serve participants in groups of approximately 27. Currently selected WIOA Youth Navigator agencies are *not* eligible to apply as a Qualified Community Service Provider (QCSP).
2. Community-Based Organizations (CBOs), Faith-Based Organizations (FBOs), and units of local government that meet the following criteria may apply to be included on a Qualified Community Service Provider (QCSP) List to receive milestone payments for services provided up to a maximum amount to be determined in their approved Service Plan.
	* Non-profit with 501(c)(3) status or a unit of local government
	* Operate in any of the following ZIP codes: 14605, 14606, 14608, 14609, 14611, 14613, 14615, 14619, 14621
	* Partner with one or more confirmed employment and training partners to provide services. Employment and training partners may include an Institute of Higher Education; a local school district; a proprietary training provider certified or licensed by NYSED’s Bureau of Proprietary School Supervision; a unit of local government; a labor organization; an association representing private businesses, including a local chamber of commerce; a sponsor of registered apprenticeships; and/or an individual employer. (*Not required if only applying to provide outreach and recruitment.)*
	* Pass a pre-award responsibility review (not required for units of local government)
	* Agree to RWI’s programmatic and fiscal management and monitoring requirements

## **SCOPE OF SERVICES**

1. **Currently Selected WIOA Youth Navigator Agencies** will recruit and serve eligible participants in cohorts of approximately 27. For each participant cohort, a navigator agency will be awarded up to $60,000 to employ one additional Youth Navigator. We have $600,000 available to fund ten (10) Youth Navigators. Youth Navigators will recruit and enroll eligible participants, conduct an objective assessment, develop an Individual Service Strategy (ISS), and provide program services based on the 14 WIOA Youth program service elements. There is a budget of $25,000 in additional funds to cover the cost of On-the-Job Training (OJT) grants. If a Youth Navigator decides to co-enroll a participant in the WIOA Youth program, then the Navigator may leverage WIOA Youth funds to cover the cost of ITA training, supportive services, incentives, and paid work experiences. The goal of the GVP Local Initiative is to place participants in unsubsidized employment. Youth Navigator Agencies will be measured on median wage, credential attainment, or measurable skill gains *only if* they choose to co-enroll a participant in the WIOA Youth Program. Eligible participants must meet the following criteria.
	* 18 to 24 years old at enrollment
	* Unemployed or underemployed
	* Out of school
	* At least 75% of program participants must reside within the following ZIP codes: 14605, 14606, 14608, 14609, 14611, 14613, 14615, 14619, 14621
2. **Qualified Community Service Providers** **(QCSPs)** will have an approved Service Plan to provide a) outreach and recruitment for eligible participants, b) program services, or both. We are seeking innovative, community-based strategies to engage a hard-to-reach population.
	* 1. **Outreach and Recruitment.** QCSPs will perform outreach, recruit eligible program participants, conduct an objective assessment, develop an Individual Service Strategy (ISS), and refer each participant to a program service provider, which may be the same organization that recruited the participant. QCSPs will submit a Service Plan, including a proposed number of participants that will be recruited. QCSPs will receive milestone payments of $500 per participant referred to and completing a full week of workforce preparation services. The maximum amount approved in the Service Plan will depend on the number and quality of applications received. Eligible participants must meet the following criteria.
	* 18 to 24 years old at enrollment
	* Unemployed or underemployed
	* Out of school
	* Program participants must reside within the following ZIP codes: 14605, 14606, 14608, 14609, 14611, 14613, 14615, 14619, 14621.
	1. **Program Services.** QCSPs, in cooperation with one or more employment and training partners, will design a Service Plan for eligible program participants. The Service Plan should include appropriate workforce preparation services, case management, adult mentoring, and supportive services, all leading to placement in unsubsidized employment. The Service Plan may also include paid work experience, stipends, incentives, On-the-Job Training (OJT) grants, standalone occupational skills training, customized training, and/or occupational skills training integrated with education and/or career services. The Service Plan must include a proposed number of participants that will be served and placed in unsubsidized employment. QCSPs will receive milestone payments of $1,000 for each participant completing four full weeks of workforce preparation services and $2,000 additional for each participant placed and retained for one month in unsubsidized employment, an OJT, or a paid work experience. There is a budget of $720,000 in additional funds to cover the cost of training (including On-the-Job Training (OJT) grants, standalone occupational skills training, and the training partner portion of customized training (less the agreed-upon employer match) and occupational skills training integrated with education and/or career services); paid work experiences; supportive services; stipends; and incentives.

## **APPLICATION PROCESS**

Applications in response to this Request for Qualifications (RFQ) will be accepted beginning on Thursday, October 7, 2021. Applications will be accepted on a rolling basis and evaluated on a first-come, first served basis, through the application deadline, Thursday, December 30, 2021.

A committee of RochesterWorks, Inc. (RWI) staff will evaluate all applications received on a regular basis. Incomplete applications will be returned to the applicant for corrections. Once an application has been conditionally approved, RWI staff will reach out to the applicant to negotiate a contract (in the case of currently selected WIOA Youth Navigator agencies) or an approved service plan (in the case of Qualified Community Service Providers). Once negotiations are complete, results will be published on [www.rochesterworks.org](http://www.rochesterworks.org).

**Applications must be submitted to** **Ccampbell@rochesterworks.org** **using the forms provided as an attachment to this RFQ.**

The following are specific instructions based on applicant type.

1. **Currently Selected WIOA Youth Navigator Agencies** must use the [**Navigator Agency Application Form**](https://www.rochesterworks.org/images/Navigator_Agency_Application_Form.docx) provided as an attachment to this RFQ. The application must be filled out completely, and all required attachments must be included in the application submission.

Applications will be evaluated based on 1) past performance achieving enrollment goals, 2) past performance on the WIOA primary indicators of performance, 3) past performance on programmatic monitoring reviews, 4) past performance achieving spending goals, 5) past performance on fiscal monitoring reviews, and 6) a sufficient level of detail in the proposal to recruit and serve eligible Gun Violence Prevention (GVP) program participants, including numbers, outreach plan, service locations, whether you propose to enroll participants in the WIOA Youth Program (and, if so, approximately how many), and description of services provided.

1. **Qualified Community Service Providers** **(QCSPs)** must use the [**Qualified Community Service Provider (QCSP) Application Form**](https://www.rochesterworks.org/images/Qualified_Community_Service_Provider_QCSP_Application_Form.docx) provided as an attachment to this RFQ. The application must be filled out completely, and all required attachments must be included in the application submission.

Applications will be evaluated based on the level of detail in the proposal to recruit and/or serve eligible Gun Violence Prevention (GVP) program participants, including numbers, outreach plan, service locations, and description of services provided.

QCSP applicants may propose to provide a) outreach and recruitment for eligible participants, b) program services, or both.

For applicants proposing outreach and recruitment services, preference will be given to Service Plans submitted by or that describe partnerships with gun violence interveners (or interrupters) and/or other anti-gun violence advocacy organizations.

For applicants proposing program services, we will be looking at the quality of the proposed partnership with employment and training partners.

For both types of applicant, we are interested in innovative, community-based strategies to engage and succeed in serving a hard-to-reach population with multiple barriers to obtaining and retaining employment.

## **PRE-PROPOSAL CONFERENCE & COMMUNICATIONS**

Questions about this RFQ may be **e-mailed** to Ccampbell@rochesterworks.org. Please use the e-mail subject line “**GVP RFQ Questions**”. **No questions will be accepted by telephone.** The deadline for questions is **Tuesday, October 12, 2021**. No questions will be accepted after that date.

Questions will also be taken at the Bidder’s Conference and Information Session. Answers to questions will be posted to [www.rochesterworks.org](http://www.rochesterworks.org) after the Bidder’s Conference and Information Session. Prospective applicants should check the website regularly for updates and additional information.

Applicants are *strongly* encouraged to attend the **Bidder’s Conference and Information Session** to be held at the David F. Gantt Recreation Center, 700 North St., Rochester, NY 14605 on **Thurs., Oct. 7, 2021, at 10:00 am. *Please RSVP via Eventbrite at*** [***tinyurl.com/GVPBidder2021***](https://www.eventbrite.com/e/gun-violence-prevention-gvp-local-initiative-bidders-conference-tickets-176405271917?aff=UniversalLaunch) to attend. Please be prepared to wear a face covering to this event. The Bidders Conference and Information Session will also be recorded and posted at [www.rochesterworks.org](http://www.rochesterworks.org).

## **Attachments**

* [**Navigator Agency Application Form**](https://www.rochesterworks.org/images/Navigator_Agency_Application_Form.docx)
* [**Qualified Community Service Provider (QCSP) Application Form**](https://www.rochesterworks.org/images/Qualified_Community_Service_Provider_QCSP_Application_Form.docx)