

TO: Juan Carlos Dominguez, Chairman,
Union County Workforce Development Board (“WDB”)

FROM: Elizabeth Paskewich, Employment Service Aide

DATE: June 25, 2018

SUBJECT: Report and Recommendation on Procurement for In-school and Out-of-School Youth Employment and Training Programs by the Union County Workforce Development Board.

EVALUATION

COMMITTEE: Elizabeth Paskewich, Lisa Bonanno, Robert Rachlin

Proposals Submitted – Three (3):

1. United Way of Greater Union County (UWGUC)- Out-of-School Youth- West
2. United Way of Greater Union County (UWGUC)- In-School Youth
3. United Way of Greater Union County (UWGUC)- Out-of- School Youth - East

Summary of Proposals:

Proposal #1- UWGUC Out-of-School Youth- West

UWGUC: Submitted a comprehensive proposal addressing the needs of the Workforce Development Board as set forth in the WIOA In-School and Out-of-School Youth Employment and Training Request for Proposal issued by the Workforce Development Board.

United Way of Greater Union County (UWGUC) is a well-recognized non-profit community based organization that has been working within Union County for 45 years. UWGUC mission is “to improve lives and build strong communities by uniting individuals and organizations with the will, passion, expertise, and resources needed to solve problems.”

UWGUC has an extensive amount of Consortium management experience by overseeing such programs as: Union County Emergency Food and Shelter Program (14 partners), Flex Funds (8 partners), Community Development Block Grant (16 partners) and Focus on Families initiative (8 partners). UWGUC is also the current sub-grantee for two UCWDB Youth Employment and Training Consortium grants, Out-of-School Youth Consortium, and In-School and Out-of-School Youth Consortium.

Proposed Consortium Partners include:

Out-of-School Youth: HomeFirst, Plainfield Action Services, and ARC of Union County

UWGUC also proposes to partner with the American Job Centers, Department of Human Services, Plainfield Board of Education, and Department of Youth Services.

UWGUC has an understanding of client barriers and has structured their program to ensure multiple sites by utilizing UWGUC Family Success Centers, providing flexible hours including weekends, and trauma informed case manager practices.

United Way has created an OSY Employment Pathways Program Model consisting of three Tracks. Chart of this has been attached.

Evaluation Committee takes concern with lack of clear work experience opportunities available to youth. Also the Evaluation Committee took concern to the lack of best practices/corrective action regarding the current Consortium and how that would impact this program. Various student “Tracks” or pathways are indicated.

The Evaluation Committee had the additional findings:

- Minimal Budget Narrative
- No student incentives
- No mention of current consortium best practices/corrective action

UWGUC proposes to serve a minimum of 40 OSY in Western Union County with an estimated slot cost of \$7,000.00

Evaluative Criteria Summary:

RFP Scoring Methodology	POSSIBLE POINTS	AVG.POINTS RECIEVED
Section 4.3: Title Page, Table of Contents, and Executive Summary	5	5
Section 4.4: Business Description and Qualifications	10	9
Section 4.5: Program Content	55	41
Section 4.6: Past Performance	10	7
Section 4.7: Budget and Budget Narrative	20	12
Total Available Points	100	74

Recommendation: Contract Award to UWGUC for Out-of- School Youth- West Union County Employment and Training Program.

Purpose/justification of recommended action: UWGUC’s proposal satisfies the primary purpose of the UCWDB’s procurement which is to manage and coordinate a high- quality In-School and Out-of-School Youth Employment and Training Program implementing and providing Outreach, Recruitment and Orientation, Intake, Eligibility Determination and Registration, Objective Assessment and Referral, Individual Service Strategy (ISS), Case Management, Access to a Range of Services (WIOA Required Youth Elements), Follow-up Services, High- Quality Partnerships, and collaboration with American Job Centers.

- All required executed procurement compliance documentation set forth within the RFP have been submitted.

Proposal #2- UWGUC In-School Youth

UWGUC: Submitted a comprehensive proposal addressing the needs of the Workforce Development Board as set forth in the WIOA In-School and Out-of-School Youth Employment and Training Request for Proposal issued by the Workforce Development Board.

United Way of Greater Union County (UWGUC) is a well-recognized non-profit community based organization that has been working within Union County for 45 years. UWGUC mission is “to improve lives and build strong communities by uniting individuals and organizations with the will, passion, expertise, and resources needed to solve problems.”

UWGUC has an extensive amount of Consortium management experience by overseeing such programs as: Union County Emergency Food and Shelter Program (14 partners), Flex Funds (8 partners), Community Development Block Grant (16 partners) and Focus on Families initiative (8 partners). UWGUC is also the current sub-grantee for two UCWDB Youth Employment and Training Consortium grants, Out-of-School Youth Consortium, and In-School and Out-of-School Youth Consortium.

Proposed Consortium Partners include:

- HomeFirst (Plainfield),
- Community Access Unlimited (Elizabeth),
- Urban League(Elizabeth),
- Plainfield Action Services (Plainfield),
- E’Town Housing and Community Development Corp(Elizabeth)

UWGUC also proposes to partner with the American Job Centers, Department of Human Services, Elizabeth and Plainfield Board of Education, and Department of Youth Services.

UWGUC has an understanding of client barriers and has structured their program to ensure multiple sites by utilizing UWGUC Family Success Centers, providing flexible hours including weekends, and trauma informed case manager practices.

UWGUC has proposed clear career pathways for the ISY program:

Western Union County

- IT internship in Desktop and Media
- Early childhood internship

Eastern Union County

- IT
- Culinary Arts (Sample Pathway Plan attached)

UWGUC has identified that 23 ISY students will be taken directly from CAU and ETown Housing providing opportunity to a high-priority in-need population.

The Evaluation Committee had the following findings:

- Clear career pathway opportunities
- Minimal Budget Narrative
- No student incentives

- No mention of current consortium best practices/corrective action
- High LOS is ambitious- will need to ensure students do not slip through

UWGUC proposes to serve a minimum of 120 ISY at cost slot of approx. \$2,500/client

Evaluative Criteria Summary:

RFP Scoring Methodology	POSSIBLE POINTS	AVG.POINTS RECIEVED
Section 4.3: Title Page, Table of Contents, and Executive Summary	5	5
Section 4.4: Business Description and Qualifications	10	9
Section 4.5: Program Content	55	45
Section 4.6: Past Performance	10	7
Section 4.7: Budget and Budget Narrative	20	13
Total Available Points	100	79

Recommendation: Contract Award to UWGUC for In-School Youth Employment and Training Program.

Purpose/justification of recommended action: UWGUC’s proposal satisfies the primary purpose of the UCWDB’s procurement which is to manage and coordinate a high- quality In-School and Out-of-School Youth Employment and Training Program implementing and providing Outreach, Recruitment and Orientation, Intake, Eligibility Determination and Registration, Objective Assessment and Referral, Individual Service Strategy (ISS), Case Management, Access to a Range of Services (WIOA Required Youth Elements), Follow-up Services, High- Quality Partnerships, and collaboration with American Job Centers.

- All required executed procurement compliance documentation set forth within the RFP have been submitted.

Proposal #3- UWGUC Out-of-School Youth- EAST

UWGUC: Submitted a comprehensive proposal addressing the needs of the Workforce Development Board as set forth in the WIOA In-School and Out-of-School Youth Employment and Training Request for Proposal issued by the Workforce Development Board.

United Way of Greater Union County (UWGUC) is a well-recognized non-profit community based organization that has been working within Union County for 45 years. UWGUC mission is “to improve lives and build strong communities by uniting individuals and organizations with the will, passion, expertise, and resources needed to solve problems.”

UWGUC has an extensive amount of Consortium management experience by overseeing such programs as: Union County Emergency Food and Shelter Program (14 partners), Flex Funds (8 partners), Community Development Block Grant (16 partners) and Focus on Families initiative

(8 partners). UWGUC is also the current sub-grantee for two UCWDB Youth Employment and Training Consortium grants, Out-of-School Youth Consortium, and In-School and Out-of-School Youth Consortium.

Proposed Consortium Partners include:

Out-of-School Youth: ARC of Union County, E'Town, Urban League, and Community Access Unlimited

UWGUC also proposes to partner with the American Job Centers, Department of Human Services, Elizabeth Board of Education, and Department of Youth Services.

UWGUC has an understanding of client barriers and has structured their program to ensure multiple sites by utilizing UWGUC Family Success Centers, providing flexible hours including weekends, and trauma informed case manager practices.

United Way has created an OSY Employment Pathways Program Model consisting of three Tracks. Chart of this has been attached.

Evaluation Committee takes concern with lack of clear work experience opportunities available to youth. Also the Evaluation Committee took concern to the lack of best practices/corrective action regarding the current Consortium and how that would impact this program. Various student "Tracks" or pathways are indicated.

The Evaluation Committee had the additional findings:

- Minimal Budget Narrative- E'Town not mentioned
- No student incentives
- No mention of current consortium best practices/corrective action

UWGUC proposes to serve a minimum of 40 OSY in Eastern Union County with an estimated slot cost of \$7,000.00

Evaluative Criteria Summary:

RFP Scoring Methodology	POSSIBLE POINTS	AVG.POINTS RECIEVED
Section 4.3: Title Page, Table of Contents, and Executive Summary	5	5
Section 4.4: Business Description and Qualifications	10	9
Section 4.5: Program Content	55	40
Section 4.6: Past Performance	10	9
Section 4.7: Budget and Budget Narrative	20	10
Total Available Points	100	73

Recommendation: Contract Award to UWGUC for Out-of- School Youth- EAST Union County Employment and Training Program.

Purpose/justification of recommended action: UWGUC’s proposal satisfies the primary purpose of the UCWDB’s procurement which is to manage and coordinate a high- quality In-School and Out-of-School Youth Employment and Training Program implementing and providing Outreach, Recruitment and Orientation, Intake, Eligibility Determination and Registration, Objective Assessment and Referral, Individual Service Strategy (ISS), Case Management, Access to a Range of Services (WIOA Required Youth Elements), Follow-up Services, High- Quality Partnerships, and collaboration with American Job Centers.

- All required executed procurement compliance documentation set forth within the RFP have been submitted.

Procurement Process Overview:

- April 23, 2018: WDB issued Public Notice advertising for the receipt of proposals for the subject RFP.
- April 24, 2018: WDB issued the RFP through its website.
- May 1, 2018: Technical Assistance Conference was held and was attended by multiple interested potential vendors.
- May 30, 2018: WDB issued Addenda #1 to the RFP
- June 6, 2018: WDB issued Question and Answers #1 to the RFP (providing remaining answers to all timely filed questions received in writing from potential vendors).
- June 19, 2018: Submission deadline passed and the WDB opened the three (3) proposals received by the deadline – all of which were from UWGUC.

All Evaluation Committee members submitted a signed conflict of interest certification as required by N.J.A.C. 5:34-4.3(f) prior to receiving a copy of the submitted proposal for review.

All evaluations submitted indicated UWGUC met the requirements set forth in the RFP and fully understand the needs of the WDB for purposes of WIOA In-School and Out-of-School Youth Employment and Training Program.

Proposed Contract Terms:

- Plan (Scope) of Services: As set forth in Section 3 of the RFP; and the correlating sections of the UWGUC Proposal.
- Length: 12 months (July 1, 2018 through June 30, 2019).
- Cost: Out-of-School East- \$280,000.00

Out-of-School West- \$280,000.00
In-School Youth- \$300,000.00

Other matters/conditions: Approval of awardee by Workforce Development Board and Union County Board of Chosen Freeholders required.

Final Action of the Workforce Development Board: to be determined.

**UWGUC Youth Employment Pathways Program (YEPP)
 Summer 2018 Career Pathways – Culinary Arts
 July 9 – August 17, 2018**

Goals and Objectives

Overarching goal is to provide youth with a set of work-related experiences that can better prepare them to succeed in employment.

YEPP Objectives

Short-term	Long-term
<ul style="list-style-type: none"> • Introduce participants to the work world. • Learn work norms and culture. 	<ul style="list-style-type: none"> • Help develop life and work appropriate skills including communication, critical thinking, decision-making and problem-solving skills, and self-management. • Understand career pathways and decision points, including the linkages between educational attainment, relevant experience, demonstrable skills, and career advancement. • Build professional networks.

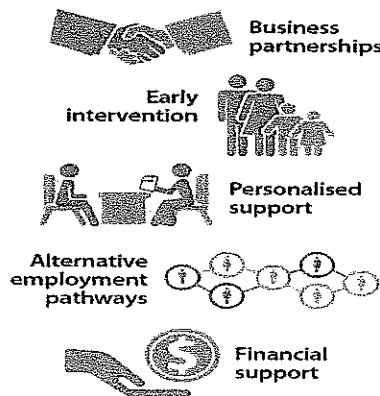
YEPP participants as well can improve educational outcomes as this work experience combats “summer learning loss” and the summer income may reduce the need to work during the school year which would allow them to better engage during the school year.

FUNDAMENTAL PRINCIPLES FOR YOUTH EMPLOYMENT

Personal: Young people are ready to work



Community infrastructure: Collaboration to deliver employment solutions for young people



Eligible Participants

The YEPP Culinary Arts Summer 2018 Career Pathways program is for students already enrolled in a culinary arts High School tract and who have a strong interest in the culinary arts as a career. The students must be legally eligible to work in the U.S., low-income, and between the

ages of 14 – 17. Priority will be given to youth in good academic standing and on track to graduation or promotion to the next grade.

Types of Culinary Career Pathways Jobs - High School and/or little experience

Front of the House

Waiter/Waitress (Server)

DUTIES: Takes orders and serves food and drinks to patrons at tables in dining establishments.

Reservationist/Hostess

DUTIES: Welcomes customers, seats them at tables or in a lounge, and helps ensure quality of facilities and service.

Busser

DUTIES: Supports both front and back of the house staff by cleaning tables, taking plates, utensils, and drinkware to kitchen to be washed, make sure diners' water glasses are full, bring out food, and reset tables.

Cashier

DUTIES: Receives payment in the form of cash, credit card, or check; gets payment approvals; manages receipts in restaurants, fast-food establishments, cafeterias, or grocery or specialty food stores.

Back of the House

Food Runner

DUTIES: Assist wait-staff with bringing food from the kitchen to the customer's table in a professional, friendly, and knowledgeable manner.

Prep Cook

DUTIES: Performs a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, cutting vegetables, peeling potatoes, etc.

Assistant Baker or Pastry Cook

DUTIES: Mixes and bakes ingredients to produce breads, rolls, cookies, cakes, pies, pastries, and other baked goods.

Learning Standards Alignment

The National Career Clusters® Framework provides a vital structure for organizing and delivering quality career and technical education (CTE) programs through learning and comprehensive programs of study.

The New Jersey Student Learning Standards – Standard 9: 21st Century Life and Careers 9.3 CAREER AND TECHNICAL EDUCATION HOSPITALITY & TOURISM CAREER CLUSTER

<u>Number Standard</u>	<u>Statement</u>
9.3.HT-RFB.4:	Demonstrate leadership qualities and collaboration with others.
9.3.HT-RFB.5:	Research costs, pricing, market demands and marketing strategies to manage profitability in food and beverage service facilities.
9.3.HT-RFB.6:	Explain the benefits of the use of computerized systems to manage food service operations and guest service.
9.3.HT-RFB.7:	Utilize technical resources for food services and beverage operations to update or enhance present practice.
9.3.HT-RFB.8:	Implement standard operating procedures related to food and beverage production and guest service.
9.3.HT-RFB.9:	Describe career opportunities and qualifications in the restaurant and food service industry.
9.3.HT-RFB.10:	Apply listening, reading, writing and speaking skills to enhance operations and customer service in food and beverage service facilities.

Front of the House Skills and Traits	Back of the House Skills and Traits
Excellent communication skills with an ability to listen, follow directions, and convey information	Excellent ability to listen, follow directions, and convey information
Strong interpersonal skills with an ability to resolve conflicts.	Highly organized, analytical and detail-oriented
Analytical, organization, and detail oriented	Ability to work under pressure
Decision making, problem solving	Stamina
Ability to work under pressure	Go above and beyond the call of duty
Go above and beyond the call of duty	Teamwork
Computation accuracy (math)	
Teamwork	

The YEEP Culinary Arts Summer 2018 Career Pathways program will provide participants the opportunity to learn and hone skills and traits aligned to number standards 9.3.HT-RFB.4, 9.3.HT-RFB.8, 9.3.HT-RFB.9, and 9.3.HT-RFB.10 of the New Jersey Student Learning Standards 9.3 CTE Hospitality and Tourism Career Cluster

OSY Youth Employment Pathways Program Model

Track 1 - Participants
needing GED/basic
literacy

Track 2 - Participants
with a GED/HS Diploma

Track 3 - Participants
seeking Un-subsidized
Employment

Basic Literacy/GED Prep
Job Readiness, Financial
Literacy
Access to 14 Elements
Subsidized work
experience

Occupational Skills
/Certification
Job Readiness, Financial
Literacy
Access to 14 Elements
Subsidized work
experience

Job Readiness, Financial
Literacy
Subsidized work
experience
Access to 14 Elements
Job search