

## REQUEST FOR PROPOSAL

### OUT-OF-SCHOOL YOUTH EMPLOYMENT PREPARATION

#### Monroe County Program

The Pocono Counties Workforce Development Board (WDB) is requesting proposals to provide training programs for Out-Of-School Youth participants eligible under the Workforce Innovation & Opportunity ACT (WIAO). This is a two year contract.

Program proposals should incorporate the following features.

1. Training site should be located to provide easy access for Monroe County participants.
2. Training program design should be open entry/open exit with a formalized time and attendance policy and provide opportunities for youth participants.
3. Program proposals should be designed to provide the scheduled services for all participants anticipated under this proposal. The successful training provider must be capable of starting the program no later than July 1, 2021 and running through June 30, 2023.
4. Training proposals must include provisions for recruiting eligible youth participants, documenting eligibility for services, conducting assessment of participants' aptitudes, interests, and basic skill levels, and developing Individual Service Strategies for participants to help them achieve their employment goals. Case Management services for participants must also be included
5. Program design must include (but is not limited to) the following elements.
  - a. Tutoring, study skills, training, and instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its equivalent?
  - b. Alternative secondary school services or drop-out recovery services, as appropriate?
  - c. Paid and unpaid work experiences that include academic and occupational education.
  - d. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that re aligned with in-demand industry sectors of occupations in the local area involved.
  - e. Educational offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
  - f. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
  - g. Supportive services
  - h. Adult mentoring for both the period of participation and a subsequent period, for a total of not less than 12 months.
  - i. Follow-up services for not less than 12 months after the completion of participation, as appropriate.
  - j. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
  - k. Financial literacy education.

- l. Entrepreneurial skills training.
  - m. Service that provides labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
  - n. Activities that help youth prepare for and transition to postsecondary education and training.
6. The overall objective of the training is to provide Out-of-School Youth participants with training that will provide pre-employment work maturity competencies and skill specific employment competencies that will lead to employment opportunities for the participants as well as preparing youth to successfully obtain their GED.
  7. Program provider must conduct pre-testing to determine if the applicant is suitable for this program and monthly post testing to determine the reading and math increases for each participant in the program.
  8. Training provider must have demonstrated experience in this area of training and a proven success rate for former students.
  9. A Career Pathways component must be included in all proposals.
  10. Progress reports required on a monthly basis.
  11. Provider must include thirty day follow-up after placement.
  12. Questions regarding the RFP should be directed to Deborah Harrison at the PA CareerLink® in Monroe Count. The phone number is (570) 620-0782.