

REQUEST FOR PROPOSAL

IN-SCHOOL YOUTH EMPLOYMENT PREPARATION

Monroe County Program

The Pocono Counties Workforce Development Area (WDA) is requesting proposals to provide training programs for In-School Youth participants eligible under the Workforce Innovation & Opportunity Act (WIAO). The program year is from 7/1/21 – 6/30/23. This is a two year contract.

Program proposals should incorporate the following features.

1. Training site(s) should be located to provide easy access for Monroe County participants.
2. Proposal must include a detailed budget page listing all associated costs.
3. The proposal must include the coordination of a 5 week summer work experience component which includes:
 - Participant Recruitment
 - Participant Eligibility Determination
 - Participant Case Management
 - Participant Placement
 - Ensure Full Time Supervision
 - Worksite Development
 - Youth & Worksite Orientation
 - Worksite Monitoring
4. The proposal must also include a year round program that incorporates a Career Pathway component and also includes the following program 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.
5. All work experience wages, minimum wage, will be paid through the Workforce Innovation & Opportunity Act (WIOA)
 6. Provider must provide the PA CareerLink® Monroe County with quarterly evaluations of student's progress and suggestions on how the program can best be utilized to benefit the youth's career goals. Provide quarterly report to the CareerLink Administrator.
 7. Program provider must conduct pre-testing to determine if the applicant is suitable for this program.
 8. Training provider must have demonstrated experience in this area of training and a proven success rate.
 9. An individualized plan for each participant, identifying educational and employment goals, test results, identified barriers to employment must be provided to the PA CareerLink® Monroe County and updated quarterly.
 10. Final report at program end will be sent to the PA CareerLink® Monroe County with recommended suggestions for future program improvements.
 11. Questions regarding this RFP should be directed to Deborah Harrison at the PA CareerLink® Monroe County at 570-620-0782.