

RFP: Advance & Earn Program

OVERVIEW

On May 1st, the New York City Department of Youth and Community Development (DYCD) released a Request for Proposals (RFP) for the Advance & Earn Program. This program will offer a continuum of education and employment services to “opportunity youth” (young adults ages 16-24 who are not in school and not working). The continuum of services will include literacy instruction through advanced training and job placement or college enrollment and will be supplemented by comprehensive support services tailored to individual needs.

Advance & Earn is a redesigned combination of two existing DYCD programs, the Young Adult Literacy Program and the Intern & Earn Program. Through this RFP, DYCD will allocate a total of \$13 million annually to six organizations that implement Advance & Earn programs. There will be at least one program awarded in each borough of New York City.

Advance & Earn Programs must include the following three integrated program components. Each component should be supported by case management services and support services during transitions.

- **Pre-High School Equivalency (HSE) Instruction** will provide basic skills instruction while incorporating work-based themes and a focus on college and career exploration.
- **HSE Preparation** will prepare participants for the Test Assessing Secondary Completion (TASC) exam and support youth in acquiring foundational employment skills.
- **Advanced Training** will provide sector-focused, occupational skills training leading to industry-based and employer-recognized skills or credentials.

The full RFP is attached. Applications are due on June 26th.

FUNDING

Of the \$13 million in total annual funding, DYCD will distribute \$9.1 million annually across six organizations for the provision of services through this program. Total funding requests should be based on the annual price per seat outlined below. The remainder of the money will be allocated for wages and stipends provided to participants for meeting program requirements and/or participating in paid internship opportunities. Wages and stipends will be paid separately by DYCD through its payroll vendor. Funding will be provided through line-item reimbursement during the first year, and the payment structure may include performance-based bonus payments in future years of the program.

Program Component	Price Per Seat Per Year	Minimum Seats Per Year	Maximum Seats Per Year	Target Population
Pre-HSE	\$8,414	150	300	Opportunity youth aged 16-24 who have fourth- to eighth-grade reading levels and have not attained high school diplomas or HSE credentials
HSE	\$10,721	150	300	Opportunity youth aged 16-24 who have ninth-grade or higher reading

Program Component	Price Per Seat Per Year	Minimum Seats Per Year	Maximum Seats Per Year	Target Population
				levels and have not attained high school diplomas or HSE credentials
Advanced Training	\$6,636 (with an additional \$3,000-\$6,000 for the costs of the Advanced Training instruction)	150	300	Opportunity youth aged 18-24 who possess high school diplomas or HSE credentials.

Organizations interested in proposing multiple programs must submit a separate and complete proposal for each program proposed. All programs must provide the three components outlined above either directly or through subcontracting. No more than 45 percent of the total budget may be subcontracted.

Contracts will last for three years and six months beginning on November 1st with the option to renew for up to two additional years. Program services for the target population will be expected to start on February 3, 2020.

ELIGIBLE APPLICANTS

In order to qualify for funding under this RFP, applicants may be for-profit or not-for-profit organizations. The contractor and/or any subcontractor providing services must have the following:

- At least three years of successful experience in the last five years operating a youth workforce development program;
- At least three years of successful experience in the last five years providing literacy and numeracy instruction in the context of workforce development (for the contractor and any subcontractor providing the pre-HSE and HSE preparation components);
- At least three years of successful experience in the last five years providing advanced occupational training services (for the contractor and any subcontractor providing the Advanced Training component);
- At least three years of experience in the last five years working with opportunity youth;
- Experience engaging in joint efforts with other organizations to provide workforce development services to opportunity youth;
- Experience using labor market data and an understanding of labor market trends and requirements that will inform program trainings, job development, and educational themes;
- Strong existing relationships with employers in the sector(s) of proposed advanced training (for contractors and subcontractors providing the Advanced Training component); and
- Experience with developing and facilitating internships and long-term or permanent employment, educational, and training opportunities and with supporting participants with transitions among program services and career pathways.

APPLICATION

Proposals will be scored based on the following criteria:

- Organizational Experience (20 points)
- Staffing (20 points)
- Program Approach (10 points)
- Community Partnerships (5 points)
- Program Services (30 points)
- Performance Measures (5 points)
- Program Facility (5 points)
- Budget Management (5 points)

Contracts will be awarded based on the above criteria and a consideration of which applications are determined to be the most advantageous to New York City.

Timeline

Proposals must be submitted by June 26th. There will be a pre-proposal conference on May 15th at 2pm at the Department of Youth and Community Development (2 Lafayette Street, 14th Floor Auditorium, New York, NY 10007).

Questions should be submitted to rfpquestions@dycd.nyc.gov by June 19th with “Advance & Earn” in the subject line. Substantive information/responses to questions will be released in an addendum to the RFP.