

**Request for Performance for Programming Services to the Durham
YouthWorks 2021 Summer Career Readiness and Work-Based Learning &
Training Program
for 14-15 YearOld
*Issued April 19, 2021***

A. Overview

The Durham YouthWorks program is the latest iteration of a historical Durham tradition. Formed over 20 years ago as the Mayor’s Summer Job Program, Durham YouthWorks (YouthWorks) has continuously transformed itself to expand its scope and provide positive impact and training opportunity for Durham youth. The core program provides youth with career readiness skills, often referred to as “soft skills”. In a recent workforce development forum, private sector partners expressed the need for new entry level talent to have strong work readiness abilities, such as a positive attitude, effective workplace communication, thoughtful problem solving, how to work with a team, and even demonstrating dependability and motivation.

Imparting these skills to 14-15 year-old participants requires a tailored approach that is uniquely suited to meet the instructional needs of this age cohort. Therefore, the YouthWorks program seeks program providers to accomplish the goal of both teaching and coaching youth participants the work readiness skills they will need to enter the evolving workplace.

While the impacts of the COVID-19 pandemic have had a devastating and traumatic impact on the entire community – one of the hardest hit in our population are Durham Youth. In an effort to take advantage of the widespread pivot to virtual learning and remote working, Durham YouthWorks is seeking providers that can incorporate virtual experiences as part of a meaningful training experience. The Summer 2021 program will be delivered in three Sessions. Each Session will consist of four 20-hour weeks (Weeks 1, 2, 3, 4) providing a comprehensive approach to work-based learning and training.

For Summer 2021, Durham YouthWorks will be delivered in a four-week program structure as follows:

Weeks 1 – 2: Career readiness skill training – (totaling 40 hours). Expected to be primarily virtual.

Weeks 3 – 4: Career Pathway – Work-based Learning & Training - (totaling 40 hours). Virtual and potentially site-based.

Through this Request for Proposals (RFP), the City is requesting the submission of bids from organizations and enterprises to provide a minimum of 40 hours for a minimum of 50 participants in providing work readiness skills, often referred to as “soft skills.” As enumerated above, these skills have been broadly identified to include, among other elements, positive attitude, effective workplace communication, thoughtful problem solving, how to work with a team, and even the demonstration of dependability and motivation. The City will select at least one successful proposer to perform the services detailed in the

Scope of Work, and the City may select multiple agencies to perform the services, in which case the City would assign a portion of the cohort to each agency.

B. Scope of Work

Description

In a learning environment, a curriculum has been broadly defined as the totality of structured experiences that occur in a specific educational process. For the purposes of this RFP, Durham YouthWorks is defining the term “curriculum” to mean a program or product that encompasses a series of planned lessons, projects, and/or trainings resulting in the advancement of the knowledge, skills and abilities of the participant in general or in a specific subject focus.

The Summer 2021 Program period will run in **three 4-week Sessions** from June 7, 2021 to August 20, 2021.

Weeks 1 – 2 of the Program will cover career readiness skill training. Each week of training will be 20 hours. Weeks 1 and 2 are expected to be primarily virtual.

Weeks 3 – 4 of the Program will include Career Pathway programming, which is work-based learning and training . Each week of training will be 20 hours. Weeks 3 and 4 are expected to be virtual and potentially site-based.

At a minimum, submissions must provide curriculum proposals that will be delivered during Weeks 1 and 2 in each of the three Sessions. Proposers are also invited to submit a proposal for Weeks 3 and 4. It is expected that each session will be comprised of four 20-hour weeks, for a total of 80 program hours per Session, as follows:

Session 1	June 7 – July 2	20-hours/week – Totaling 80 hours
Session 2	June 28– July 23	20-hours/week – Totaling 80 hours
Session 3	July 26 – August 20	20-hours/week – Totaling 80 hours

The Office of Economic and Workforce Development will make funding awards to for profit and non-profit virtual or site-based (*see Note below*) curriculum providers. Multiple projects may be awarded, and the award may be only for Weeks 1 and 2, Weeks 3 and 4, or for Weeks 1 through 4, depending on the proposals submitted.

Funded projects are expected to include:

- Comprehensive curriculum providing an interactive experience that will provide career readiness training.
- Curriculum must include components that encourage learning techniques tailored to meet the needs of 14 and 15 year-old participants.
- Curriculum must be deliverable to a minimum of 50 participants over 40 hours.
- Curriculum should be innovative, engaging, and age appropriate.

NOTE REGARDING SITE-BASED PROGRAMS:

- a.** Regarding any site-based programming, successful proposer(s) agree(s) to adhere to CDC guidelines and NC Department of Health and Human Services guidelines for safety measures regarding COVID-19. This compliance extends to any program-related facilities and activities, including transportation provided as part of the Durham YouthWorks program.
- b.** Proposers understand and acknowledge the highly contagious nature of COVID-19 and voluntarily assumes the risk that its employees, agents, directors, officers, and representatives may be exposed to or infected by COVID-19 by being involved in any way in any site-based programming and that such exposure or infection may result in personal injury, illness, permanent disability, and death. Proposers understand that the risk of becoming exposed to or infected by COVID-19 at a site may result from the actions, omissions, or negligence of its employees, agents, directors, officers, and representatives and others, including, but not limited to, City employees, volunteers, and participants and their families.
- c.** Successful proposer(s) shall release and agree to hold harmless the City of Durham, its agents, employees, officers and contractors from and against all liabilities, claims, demands, judgments, cost or fees, including liabilities, claims, demands, judgments, costs related to COVID-19 including, arising in any manner from and all participation in the successful proposer's programs.
- d.** Successful proposer(s) acknowledge(s) and understand(s) that personnel of the City of Durham may at their discretion shut down a program, effective immediately, if the activity is in violation of rules, regulations, laws or ordinances; or poses a significant threat of harm or damage to the facility or any individuals, including due to failing to adhere to CDC guidelines and NC Department of Health and Human Services guidelines for safety measures regarding COVID-19.

C. Application Process

Schedule

- RFP Issued: April 19, 2021
- RSVP Deadline for RFP workshop: April 25, 2021
- RFP workshop: April 27, 2021 at 11:30 AM
- Proposals Due: May 3, 2021 at 4:00 PM
- Evaluation of Proposals: May 4, 2021 – May 7, 2021
- Virtual Interviews: Week of May 10, 2021
- Notification on Award/Non-Award: No later than week of May 17, 2021
- Anticipated Execution of Contract: May 2021

Addendums

The City may issue addendums to the RFP with additional information or clarifications. The cover letter should list the last addendum that the City issues for this RFP, with a statement such as: *The undersigned applicant has read all the addendums issued by the City for this RFP, through and including Addendum No._____.*

Virtual RFP Workshop

The City will conduct a virtual RFP Workshop on the date and time indicated above. During the workshop, City designees will endeavor to provide responses to, and/or additional clarification for any questions. Interested parties should register for the workshop **by the RSVP deadline** using the following email: Adria.GrahamScott@Durhamnc.gov. Individuals who experience problems registering with this link should E-mail Adria.GrahamScott@Durhamnc.gov to request login information for the workshop. Please write "RSVP for YouthWorks 14-15 Year-Old Program" in the subject line.

Submission of Qualifications

Applicants are requested to provide a complete electronic version of their submission via E-mail to Adria.GrahamScott@Durhamnc.gov. Please write "Submission for YouthWorks 14-15 year old Program RFP" in the subject line. Applicants should see that their submissions are received by the date and time indicated above under "Schedule". Applicants should receive an E-mail from the City confirming receipt of submissions. Applicants who do not receive a confirmation E-mail within 24 hours should contact the City using the E-mail address above to confirm receipt.

Applicants should be aware that the City of Durham's electronic mail system will only allow attachments that are 75 MB or smaller in size. If an applicant desires to submit an attachment that exceeds this size limit, then the applicant must provide a link to a site where the file can be found and downloaded.

Interviews

The Office of Economic and Workforce Development intends to conduct interviews via video conference as part of the review process. Applicants will be informed in writing of any planned interviews.

Equal Business Opportunity Program (EBOP)

It is the policy of the City to provide equal opportunities for City contracting for underutilized firms owned by minorities and women doing business in the City's Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination and to resolve complaints of discrimination. This policy applies to all professional services categories.

While there are no Underutilized Business Enterprise (UBE) participation goals for this project, in accordance with the Ordinance, **ALL PROPOSERS ARE REQUIRED TO SUBMIT THE PARTICIPATION DOCUMENTATION FORM** included in the Professional Services Forms package (located in Supplement Document 2) as part of their response. If your firm chooses to include minority/women business (UBE) participation, the Letter of Intent to Perform as a Sub-consultant document is also required with the proposal. Responses that do not contain the Participation Documentation form may be deemed nonresponsive and ineligible for consideration. The “UBE Goals Not Met/Documentation of Good Faith Efforts” form and the “Post Proposal Submission Deviation” form are not applicable at this time.

The Equity & Inclusion Department is responsible for the Equal Business Opportunity Program. All questions about Professional Services Forms should be referred to Deborah Giles or other department staff at (919) 560- 4180.

D. Qualifications Content and Format

Responses should include the following information.

1. *Cover Letter* - Please see Appendix A for a template.
2. *Applicant information* – Provide the following information:
 - State the full, exact name of the applicant. If the applicant is a consortium of more than one entity, provide the name and address for the lead entity.
 - State whether the applicant is an individual, corporation, limited partnership, general partnership, limited liability company, professional corporation, professional association, etc.
 - If the applicant is anything other than an individual or a general partnership, specify the State under which the entity is organized.
 - If the State under which the entity is organized is not North Carolina, specify whether the applicant has received a certificate of authority from the N. C. Secretary of State to transact business in North Carolina. (If not currently registered, successful applicant will be required to register with the N.C. Secretary of State prior to contract execution.)
 - State whether the entity is in existence at the time the qualifications are submitted, and if not, whether and when the applicant intends to officially form the entity.
 - State the names and titles of the individuals who will sign the contract with the City.
3. *Employer Identification Number (EIN)* – Please provide the EIN for the applicant and/or lead agency of a consortium.
4. *Application contact* – Provide the name, title and contact information, including mailing address, phone number and E-mail of the person whom the City should contact regarding this response.
5. *Statement of Qualifications* – In no more than seven (7) pages, applicants should describe their experience in the past five years (2015 or later) in the following categories:
 - Providing career readiness training and curriculum delivery to youth ages 14-15,
 - Experience with apprenticeships, internships, or other work-based learning,

- o Youth focused programming/activities

To the extent possible, applicants should provide data and other success measures that describe how effective the activities completed by the applicant were in achieving the stated goals.

6. *Understanding of the Scope of Work*– In no more than three (3) pages, applicants should provide an overview of their approach to completing the proposed scope of work. This should include a description of the roles and responsibilities for key staff and subcontractors (if any).
7. *Key Staff* – Applicants should identify and provide resumes for all staff that are expected to be engaged in the proposed curriculum delivery work.
8. *Contractor Workforce Questionnaire* – Applicants with ten (10) or more employees should complete and provide the information requested in the Supplemental Document 1, Contractor Workforce Questionnaire.
9. *Sample Materials* - The Applicant should provide at least one example of a curriculum plan. Please see Appendix B for template.
10. *Sample Budget* – Applicants should provide budgets for all direct costs and expenses only, relating (or if potentially relating - *please specify in detail*) to program delivery including the following:

Expense	Sub-Total	Comments
Instructor		
Curriculum module(s)		
Curriculum materials		
Additional Expenses (<i>may not apply</i>)		
Facility usage		
Transportation		
TOTAL COST		

11. *References* – Applicants should provide the name, title and contact information (phone and E-mail) for three (3) current or former clients that can speak the applicant’s experience and qualifications.
12. *Equal Business Opportunity Program Forms* – All applicants are required to submit the Participation Documentation and the Employee Breakdown form included in the Professional Services Forms package. In lieu of the Employee Breakdown contractors may submit a copy of the current EEO-1 form (corporate basis).

E. Evaluation Criteria

If an award is made, it is expected that the City's award will be to the applicant that agrees to meet the needs of the City. A number of relevant matters will be considered, including:

1. Experience providing career readiness training to youth ages 14-15.
2. Experience delivering training and workforce experiences to youth ages 14-15.
3. Experience with outreach to youth of all abilities and capacities.
4. Experience working in Durham or in cities similar in size and urban context to Durham.
5. Understanding of scope of work, as reflected in the proposed approach.
6. Qualifications and experience of key personnel.
7. Proposed budgets for sample tasks.

F. General Conditions

Definitions in this RFP: City, RFP, Qualifications, Applicant, Contractor, Should.

Unless the context indicates otherwise – (a) The expressions “RFP,” “this RFP,” and “the RFP” refer to this document as it may be amended or updated. (b) “City” and “city” mean the City of Durham. (c) The “qualifications” are the response of a person, firm, or corporation proposing to provide the services sought by this RFP. (d) The word “Applicant” or “applicant” is the person, firm, or corporation that submits qualifications or that is considering submitting qualifications (e) The word “Contractor” or “contractor” is the person, firm, or corporation with which the City enters into a contract to provide the services sought by this RFP. That is, “contractor” generally refers to a successful applicant that has obtained a fully executed contract with the City, while “applicant” is generally reserved to the stage before a contract has been signed. (f) The word “should” is used to tell applicants what the City thinks it wants and/or what the project manager thinks is best. Applicants that want to increase the likelihood of being selected will, in general, do what the RFP says applicants “should” do, but failure to comply with all “shoulds” will not necessarily and automatically result in rejection.

Contract

The City anticipates that the conclusion of the RFP process will be a contract between the City and the successful applicant under which the successful applicant will provide the services generally described in this RFP. It is the City's intention to use the City's standard contract that is attached as Exhibit C, which will be modified and filled in to reflect the RFP and the submission. The contract may include language regarding compliance with Sexual Assault Fast reporting and Enforcement Act, or the SAFE Child Act ([S.B. 199](#)). If an applicant objects to any of the contract, it should state the objections in its submission.

Insurance

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Contract the following applicable coverage's and limits. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this Contract.

- Commercial General Liability – Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.
- Automobile Liability – Limits of no less than \$1,000,000 Combined Single Limit. Coverage shall include liability for Owned, Non-Owned and Hired automobiles. In the event Contractor does

not own automobiles, Contractor agrees to maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Auto Liability policy. Automobile coverage is only necessary if vehicles are used in the provision of services under this Contract and/or are brought on a City of Durham site.

- Umbrella or Excess Liability – Contractor may satisfy the minimum liability limits required above under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability, however, the Annual Aggregate limits shall not be less than the highest ‘Each Occurrence’ limit for required policies. Contractor agrees to endorse City of Durham as an ‘Additional Insured’ on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a ‘Follow-Form’ basis.
- Worker’s Compensation & Employers Liability – Contractor agrees to maintain Worker’s Compensation Insurance in accordance with North Carolina General Statute Chapter 97 and with Employer Liability limits of no less than \$1,000,000 each accident, each employee and policy limit. This policy must include a Waiver of Subrogation.
- Additional Insured – Contractor agrees to endorse the City as an Additional Insured on the Commercial General Liability. The Additional Insured shall read ‘City of Durham as its interest may appear’.
- Certificate of Insurance – Contractor agrees to provide City of Durham a Certificate of Insurance evidencing that all coverage’s, limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Contractor’s insurer. If Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Contractor agrees to notify the City within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The Certificate Holder address should read:

City of Durham
Attn: (Insert Name of Department maintaining the Contract)
101 City Hall Plaza
Durham, NC 27701

All insurance companies must be authorized to do business in North Carolina and be acceptable to the City of Durham’s Risk Manager.

Discretion of the City

1. The City of Durham reserves the right to reject any or all submissions.
2. NOTWITHSTANDING anything to the contrary in this document or in any addendums to this document, unless the contrary provision refers specifically to this provision, the City reserves the right (i) to negotiate changes of any nature with any applicant with respect to any term, condition, or provision in this document and/or in any qualifications, whether or not something is stated to be mandatory and whether or not it is said that qualifications will be rejected if certain information or documentation is not submitted with it, and (ii) to enter into an agreement for some or all of the work with one or more persons, firms, or corporations that do not submit qualifications. For example, all deadlines are for the administrative convenience or needs of the City and may be waived by the City in its discretion. This subparagraph B applies to

the entire RFP, including the UBE portions.

3. Where the City asks or tells applicants to do stated things, such as that submissions should follow a stated format or that the applicant should do stated things in seeking the contract, the City may reject submissions because it does not comply with those requests, so the applicant is adding to its risk of rejection by non-compliance. Still, the City may, in its discretion, waive non-compliance. This subsection (C) does not limit subsections (A) and (B).
4. Of course, once a contract is signed, the parties to the contract may enforce the contract according to its terms as allowed by applicable law.

Applicant to Bear Expense; No Claims against City

No applicant will have any claims or rights against the City arising out of the participation by an applicant in the qualifications process. No applicant will have any claims or rights against the City for the City's failure to award a contract to it or for awarding a contract to another person, firm, or corporation, regardless of whether the other person, firm, or corporation participated in the RFP process or did not submit qualifications that complied with the RFP. A notice of award will not constitute acceptance by the City; the City's only method of acceptance is the City's execution of a formal contract in accordance with law.

State Treasurer's lists regarding Iran and Boycott of Israel

If the value of the contract is \$1,000 or more, the following applies unless the applicant otherwise states in its qualifications: the applicant affirms (by submitting qualifications) that (1) its name does not appear on the list of companies that are engaged in a boycott of Israel developed by the N. C. State Treasurer under N.C.G.S. 147-86.81(a)(1) or on a list created by the Treasurer pursuant to N.C.G.S. 147-86.58 as a company engaging in investment activities in Iran, and (2) it has no reason to expect that its name will appear on either of those lists. Take notice that a contract between a company named on either list and the City may be void.

Notice under the Americans with Disabilities Act

Persons who require assistance to participate in government activities should contact (919) 560-4197 or ADA@DurhamNC.gov no later than 48 hours before the event.

Aviso bajo el Acto de Americanos Descapacitados

Las personas que requieran asistencia para participar en actividades gubernamentales deben comunicarse al (919) 560-4197 o ADA@DurhamNC.gov a más tardar 48 horas antes del evento.

Values of City of Durham regarding Treatment of Employees of Contractors

1. Statement of City EEO Policy. The City of Durham opposes discrimination in employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Therefore, it desires that firms doing business with the City:
 - not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
 - take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. This action includes employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
 - state, in solicitations or advertisement for employees, that all qualified applicants will

receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.

- include this Statement of City EEO Policy in every purchase order for goods to be used in performing City contracts and in every subcontract related to City contracts.
2. **Livable Wage.** The City of Durham desires that firms doing business with the City pay their workers a livable wage rate while working on City contracts, which is currently \$16.25 per hour.

Appendix A

DATE

Adria Graham Scott, Senior Workforce Development Manager
Office of Economic and Workforce Development
807 East Main Street, Building 5, Suite 100
Durham, NC 27701

Dear Ms. Graham Scott:

NAME OF APPLICANT ORGANIZATION is submitting a proposal in response to the City’s Request for Qualifications (RFP) for Durham Emergency Rental Assistance Program Application Support. The undersigned, whose title and position with the applicant are stated next to or beneath his or her signature, has the authority to submit this proposal (including this cover letter) on behalf of the applicant in response to the City of Durham’s RFP.

Unless otherwise clearly stated in this response to the RFP, our proposal accepts the terms and conditions stated in the RFP, including the description of services to be performed and the provisions of the contract to be signed. IF APPLICABLE: The undersigned applicant has read all the addendums issued by the City for this RFP, through and including Addendum No. ____.

The applicant is not submitting any trade secrets to the City in connection with this proposal or the contract; if the contract is awarded to the applicant, the applicant will not submit any trade secrets to the City in connection with this proposal or the contract. The applicant acknowledges that the City will rely on the preceding sentence.

This proposal is not an offer, and the applicant retains the right to decline to enter into a contract with the City for this project.

Sincerely,

Signature

Name of Applicant (typed)

ACKNOWLEDGEMENT

Type/print the name of Notary Public signing this acknowledgment: _____

Place where acknowledgment occurred: County of _____, State of _____

Notary’s residence : County of _____, State of _____

I, the Notary Public named above, certify (1) the individual named above personally appeared before me this day, (2) I have personal knowledge, or satisfactory evidence, of the individual’s identity; and (3) the individual acknowledged signing the foregoing cover letter.

This the ____ day of _____, 20____. _____

Notary Public

My commission expires: _____

Appendix B

YouthWorks 14-15 Year-Old Curriculum Plan

Lesson Topic	Description	Expected Outcomes	# of Hours	# of Participants	Week 3 and/or 4

For the complete curriculum, please provide:

Total Curriculum Time: _____ hours.

Total #Participants Expected to Serve: _____.

If applicable, Total # of Cohorts Expected to Serve: _____.

If applicable, Total # of Participants/Cohort: _____.

Additional Comments/Features:
