



The City of New Haven



Department of Youth - Youth@Work
165 Church Street
New Haven, CT 06510
(203) 946-7582 Office 203-946-7908 Fax

REQUEST FOR PROPOSALS

The City of New Haven Youth@Work office is accepting Proposals for the following:

Youth@Work Work-Based Learning Experience Summer 2012

Proposals must be submitted in the form and manner specified in the request. One (1) clearly marked Original and one (1) copy must be submitted with this form serving as the cover letter. Forms and specifications may be obtained from the Youth@Work website: www.cityofnewhaven.com/Mayor/youth@work.asp.

RFP's will be accepted until 5:00p.m. EST on Friday March 2, 2012

Youth@Work
165 Church Street 2nd Floor
New Haven, Connecticut 06510

Submitted by:

Company Name

Street Address

City, State & Zip Code

Contact

Telephone #

Fax #

REQUEST FOR PROPOSALS
INSTRUCTIONS TO RESPONDENTS

RFP Documents – The RFP documents include the following:

- A. Announcement / cover
- B. Instruction to Respondents
- C. Background of Youth@Work

1) **RFP Submission** -All RFP's must be sealed and identified on the outside by your firm's name and the RFP title, and submitted to the office of the Youth@Work 165 Church Street, New Haven, CT 06510, by the time and date shown on "Cover". A "clearly marked" Original and copy of your submittals are required, if submitting hardcopy. Youth@Work can accept, as sole documentation, on-line submission for solicitations. If you respond on-line, you must also provide your response in the manner described in this section.

2) **RFP Withdrawal** – RFP's may be withdrawn by written request.

3) **RFP Incompletion** – RFP's will not be taken into consideration if received by the office incomplete. It is the responsibility of the applicant to review the requirements and submit all necessary documentation.

4) **Questions, Inquiries, and/or requests for clarifications regarding this RFP should be directed to:**

Youth@Work
165 Church Street
New Haven, CT 06510
Tel: (203) 946-7582
Fax: (203) 946-5750
Email: gbusch@newhavenct.net

5) **Equal Employment Opportunity** – The City of New Haven will terminate any contract without accepting liability if it is found that the Contractor has violated any of the provisions of Executive Orders 11246 and 11374, Connecticut Fair Employment Practice Act, and Chapter 12 ½ of the code of Ordinances of the City of New Haven, incorporated herein by reference. The City reserves the right to incorporate into the contract any additional provisions relating to Equal Employment, including an Affirmative Action Agreement.

6) Insurance -

A. The Contractor shall carry or require that there be carried Worker's Compensation Insurance for all their employees and those of the subcontractors engaged in work at that site, in accordance with State Worker's Compensation Laws.

B. The Contractor shall carry or require that there be carried Manufacturer's and Contractors' Public Liability Insurance with limits of \$1,000,000 / \$2,000,000 to protect the Contractor and the subcontractors against claims for injury to or death of one, or more than one person because of accidents which may occur or result from operations under the Contract; such insurance shall cover the use of all equipment.

C. The successful bidder shall provide certificates of insurance showing coverage by an insurance carrier authorized by the State of Connecticut to write insurance in the state. The certificates shall show the City of New Haven as an additional named insured. Said Certificate should contain the following endorsements:

1. The Contractor agrees to hold harmless and indemnify the City arising out of negligence, gross negligence and/or willful acts of the Contractor or any of its sub-contractors in the performance of its services under this agreement.

BACKGROUND OF YOUTH@WORK

Youth@Work is a public-private partnership of the City of New Haven, the New Haven Board of Education, Workforce Alliance, the Greater New Haven Chamber of Commerce and Empower New Haven. Youth@Work provides year-round and summer employment opportunities, workplace exposure and work readiness skills to youth ages 14-19 who face socio-economic and/or academic barriers to workplace success.

Workplace experiences and services to youth are provided through an extensive network including the New Haven public school system, businesses, workforce development boards, community based organizations, civic and faith groups and universities. While we facilitate the placement of youth into jobs, this is not an employment program, but rather a training experience for youth to learn basic work skills by exposure to various workplace settings.

Nonprofit organizations and public sector agencies submitting applications to be worksites should design a well-planned program that includes adequate and competent supervision of youth and activities that are in alignment with the goals of the Youth@Work program as outlined in the Required Program Elements portion of this document.

Work-Based Learning – Required Program Elements

Work-based learning is the integration of the basic skills of reading, writing, speaking, mathematics and decision-making skills into work-related and assigned tasks. Worksite applicants should base work-based learning plans on the following, which are skills intended for student learning throughout the program:

- ⇒ **Basic Academic Skills** – planned activities should include the use of reading, writing and math
- ⇒ **Thinking and Decision-making Skills** – planned activities should require participants to think creatively, make decisions, solve problems
- ⇒ **Specific Occupation Skills** – opportunities to learn technical skills necessary to perform a specific job
- ⇒ **Personal and Interpersonal Skills** – opportunities to demonstrate responsibility, integrity, communication skills, teamwork and working with individuals from diverse cultures and backgrounds
- ⇒ **Work Ethic/ Maturity** – opportunities to be a participant in a “real life” work setting and being held accountable for all assigned tasks and outcomes
- ⇒ **Citizenship Skills** – opportunities to learn about responsibilities as citizens of their community and country

Program Start Date: July 2, 2012
Program End Date: August 3, 2012

- The program will last for five (5) weeks for all participants.
- All sites will be required to attend a mandatory orientation session.

PARTICIPANT REQUIREMENTS:

Youth:

- Participating youth must be between 14-21 years of age at time of application submission.
- Must be in 9th grade or higher (includes adult education or college student) at time of application submission.
- Student must be a New Haven resident and/or attends a New Haven public school OR must be a New Haven Resident who is a full time student in college.
- Students **cannot be employed simultaneously** with any other department with the City of New Haven, including but not limited to, the Board of Education and the Parks and Recreation Department.

Supervisors/Lead Worker:

- Supervisors must be a minimum age of 25.
- Lead Worker must be between the ages of 18 -24.
- Supervisors and/or Lead Workers **cannot be employed simultaneously** with any other department with the City of New Haven, including but not limited to, the Board of Education and the Parks and Recreation Department.

Completed applications are due March 2 2012 to the Youth@Work office 165 Church Street New Haven by 5:00 P.M. **Please do not submit videotapes, three-ring binders, posters, brochures, photographs/artwork.**



2012 Summer Work-Based Learning Program Worksite Application

Applicant Organization: _____

Address: _____

City: State: Zip Code: _____

Contact person: _____

Title: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Executive Director: _____

Actual Program Location: (*address, city*) _____

Fiduciary Information (If Applicable)

*Fiscal Agent: _____

Address: _____

City: State: Zip Code: _____

Contact person: _____

Title: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Executive Director: _____

*A letter from a fiscal agent indicating acceptance of fiduciary responsibility for the applying program.

Name of proposed program or service:

The proposed program will serve:

- o Ages _____

The category of programming (check all that apply):

- o Arts/Cultural activities
- o Recreation
- o Youth development
- o Community/Economic development
- o Education
- o Violence prevention
- o Mentoring
- o Health
- o Other _____

Targeted community or neighborhood: _____

Ward(s) served: _____

**NOTE: Maximum number of youth interns that can be requested is fifteen (15)
 Maximum combination number of Supervisory or Lead Worker positions that can
 be requested is three (3).**

Total Number of Youth Interns Requesting _____

Total Number of Supervisors Requesting _____

Total Number of Lead Workers Requesting _____

****Maximum combination of Supervisor/Lead Worker request is 3***

Please attach the following:

A type written narrative not to exceed two (2) pages including the following information:

- o Organization description
- o Description of program to be supported
- o Program budget (inclusive of all entities who fund program)
- o Contingency plan if Youth@Work is unable to support full request
- o Intended job description of employed youth
- o What the students will take away from their experience at your site

Please do not submit videotapes, three-ring binders, posters, brochures, photographs/artwork.

Name of Direct Supervisor for the Program *(if different from worksite contact)*

Name: _____
Address: _____
Tel#: _____ Email: _____

****Alternate Supervisor/ Contact (required)***

Name: _____
Address: _____
Tel#: _____ Email: _____

Signature of Executive Director/ Principal

Date

Signature of Person Completing this Application

Date

