

Request for Proposals

PrepareRI High School Summer Internship Program

GWB-SIP-2022-01

**Governor's Workforce Board RI
RI Department of Labor & Training
1511 Pontiac Avenue, Building 73
Cranston, RI 02920**

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**Proposals must be submitted no later than
January 9, 2023, at 4pm, EST.**

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I. Funding Opportunity Description

The Governor's Workforce Board (GWB) is issuing a Request for Proposals (RFP) to identify a qualified organization to annually plan, prepare and execute The PrepareRI High School Summer Internship Program for rising high school seniors in the State, placing Rhode Island students in robust, paid internships with employers from a variety of industries across the State. The Governor's Workforce Board has made available up to **\$1,250,000** to fund this Solicitation for the following dates: February 1, 2023, to December 31, 2023.

A. Background and Purpose of the Grant

The GWB was established by Executive Order on September 22, 2005. It is the primary policy-making body on workforce development matters for the State of Rhode Island, with statutory responsibility and authority to plan, coordinate, fund and evaluate workforce development activities in the State as established by RI General Law, Title 42-102. The GWB consists of 23 members representing business, labor, education, community, and government who establish workforce development policy and plans and allocate resources from Rhode Island's Job Development Fund (JDF). One of the GWB's strategic priorities is to advance a career pathway strategy to prepare youth and adults for successful futures, and part of that strategy is scaling out work-based learning opportunities for youth across the State. This RFP is part of the broader interagency [PrepareRI](#) initiative, with the goal of ensuring all Rhode Island youth are college and career ready.

B. Funding Stream and Authority

This grant is being funded by the Governor's Workforce Board pursuant to Rhode Island General Laws § 42-102-6(e)1.

C. Notification to Applicants

- The GWB reserves the right to amend, revise, or edit any part of this Request for Proposals during the application period. **Any amendments will be posted to the GWB website no later than December 21, 2022, along with Request for Proposals questions and answers.**
- Potential applicants are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere will be denied.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this request will be denied.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the applicant. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- Applicants are advised that all materials submitted to the State for consideration in response to this RFP

will be considered public records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.

- Interested parties are advised to visit the GWB web site (www.gwb.ri.gov) on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this Request for Proposals.
- All proposals should include the lead applicant's FEIN or Social Security number as evidenced by a W9 form, downloadable from the Division of Purchasing website:
<http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>
- In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a certificate of authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement of a successful vendor.
- DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT: No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.
- § 28-5.1-1 Declaration of policy. – (a) Equal Opportunity and Affirmative Action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards, and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies in all areas where the State dollar is spent, in employment, public service, grants and financial assistance, and in State licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090.

II. Award Information

A. Available Funding and Number of Awards

One Awardee will be identified through this competitive process. This award is subject to the availability of funds and the execution of a contract between the selected recipient and the GWB. The GWB has committed to supporting this initiative as part of the PrepareRI 2.0 Plan and intends to fully fund the Awardee in an amount of up to approximately **\$1,250,000** per fiscal year for the duration of the established contract.

B. Award Duration and Timeline

The initial funding period for the Awardee will be from February 1, 2023 and concluding on December 31st, 2023. The Awardee will have the opportunity to renew funding and performance for up to two (2) additional years. If the Awardee is provided with the opportunity to renew, the Awardee must submit an abbreviated application for the next calendar year. Initial contracts will begin no earlier than February 1st, 2023, and will end no later than December 31st, 2023, except by written approval of both parties. **Allocations will be based on available funds. Renewal of funds will be at the sole discretion of the GWB.**

C. Proposal Due Date and Time

Proposals must be received via email, by the Director of Youth Career Readiness Programs, Julissa Disu, at

julissa.disu@dlr.ri.gov. The proposal must be time and date stamped no later than January 9, 2023, at 4:00pm EST in order to be considered. Email delivery only, late submissions will be denied.

III. Eligibility and General Information

A. Eligible Applicants

The Applicant will serve as fiscal agent for the RFP as well as lead contact and administrator for all grant-related activities. We invite all community-based organizations, non-profit agencies, or others who have experience in the following:

- Developing successful and effective relationships with high schools and other youth-serving organizations in the State
- Implementing best practices and strategies around youth career readiness
- Serving as the employer of record employing young workers
- Curating successful and effective relationships with employers

B. Major Elements of Programming

The applicant will work with GWB staff and other partners as necessary to plan and organize the Prepare RI High School Summer Internship Program for the Summer of 2023. The awardee will lead in the connection of employers to students and provide student participants with quality, robust 6-week long summer internships, in addition to 1 week of work readiness training otherwise known as 'bootcamp' prior to their work experience.

- The Awardee will be expected to recruit a **minimum of 250 high school juniors** (rising seniors) from all high schools in RI, with a focus on districts in the urban core
- The Awardee will be responsible for marketing and outreach for the program
- The Awardee will be expected to offer optional information sessions to interested students and partners
- The Awardee will be expected to recruit employer partners and connect students to internships aligned with their career interests as much as possible
- The Awardee will be expected to develop, execute, and deliver a week-long summer 'bootcamp' curriculum prior to youth participants starting their internship experience. 'Bootcamp' can include but is not limited to:
 - Teambuilding
 - Mental Health and Wellness
 - Professionalism
 - Work-place dress
 - Financial Literacy
 - Resume Development
 - Interview Preparation
 - Health, Safety, and Rights on the Job

*****Note: For Health, safety, and rights on the job training, the GWB has contracted a partner to administer this training for all student participants.***

Roles and Responsibilities of Awardee:

- The Awardee will organize planning and logistics for the Prepare RI Summer High School Internship Program, including but not limited to working with school staff to recruit interested youth, recruitment of employers, and recruitment of educators to run work-readiness workshops during bootcamp week
- The Awardee will market and promote the Prepare RI High School Summer Internship Program to all appropriate stakeholders
- The Awardee will work closely with the employers to design meaningful work experiences for student participants, ranging from 25-35 hours per week. High-quality, summer internships for youth should be:
 - **In-depth:** Skill-based and tied to measurable outcomes. The experience should allow a student to gain measurable skills, whether those be essential skills or hard technical skills.
 - **Relevant:** Connected to a student's interests and to the real world of work.
 - **Reflective:** Engages the student in reflection and analysis throughout and after the experience, including guided self-reflection and meaningful evaluations from the industry professionals. In this process, students should connect the work-based learning experience to their academic work as well as future professional and educational goals.
 - **Interactive:** Providing multiple and extended opportunities for students to interact with industry professionals, whether as supervisors, mentors, advisors, or collaborators.
 - **Integrated:** Connected with the student's school-based curriculum (wherever possible).

***Detailed expectations and responsibilities for internships are included in the GWB's Work-Based Learning Guidance.*

- The Awardee will create an application process for interested employers to sign up to host students for an internship, **with a focus on local small businesses throughout the State.**
- The Awardee will ensure there is a matching process for students and employers
- The Awardee will serve as the main point of contact for students, their families, and employers. The Awardee will ensure there is strong communication with families, engaging them throughout the entire process and supporting students throughout their internship experience
- The Awardee will work with the GWB to create evaluation tools for the program to collect real time feedback from participants and employers
- The Awardee will be responsible for tracking and entering all individual enrollment and outcome data using GWB's Data Management System (DMS). Example of data collection includes but is not limited to:
 - First and last name of youth participants
 - Gender
 - Race/ethnicity
 - School and grade level
 - Hours of classroom and workplace activities (bootcamp)
 - Employer information for internship

- Industry credentials earned (if applicable)
 - Academic credit earned (if applicable)
 - Wages earned
 - Social Security numbers
- The Awardee will be required to check in with GWB staff **as requested** to discuss program progress and provide a monthly status report
 - The Awardee will manage all payroll processes for students and employers by either procuring a 3rd party employer of record or acting as that employer on record for all summer internships

Performance Benchmarks (subject to change due to COVID-19/other external factors):

1. **February-March 2023:** Recruitment of students, employers, and workshop instructors
2. **March-April 2023-** Student applications, orientations, and prep
3. **April 2023-** Student selections, student prep for interviews with employers
4. **May 2023:** Student interviews continue, employer prep, students are matched for their internship
5. **Late June 2023:** Students participate in pre-internship bootcamp, delivered by awardee
6. **July-August 2023:** Students complete internships
7. **August 2023-** Awardee hosts culminating event for students, families, and employers

Applicants must submit a detailed work plan for the Prepare RI High School Summer Internship Program (February 1, 2023, to December 31, 2023) addressing the responsibilities and general timeline above.

C. Leveraged Resources

*****As a complement to the Prepare RI Summer High School Internship Program, the Awardee may introduce additional curriculum or program elements leveraging funds from other sources with the written consent from the GWB****

D. Eligible and Ineligible Expenses

All expenses requested for the Prepare RI Summer High School Internship funds grant must be expenses of the proposal and its implementation. The need for, and reasonableness, of all costs must be fully justified and detailed in the Budget Summary and Narrative Form.

Eligible expenses may include reasonable project management costs. All proposed project management expenses must be fully explained and justified in the Budget Summary and Narrative Form. GWB may limit the percentage of grant funds that may be used for project management costs. If costs are allocated or percentages of salaries or other items are identified the full expense must also be identified, i.e., the Program Manager's salary is \$75,000, and he/she will be spending 15% of their time on the grant for a total of \$11,250.

Costs that are not allowable from these funds may be allocated as direct support or in-kind donation of an external stakeholder.

Additional guidance on eligible and ineligible expenses will be provided to the recipient.

IV. Proposal Format and Submission Information

A. Proposal Narrative

Using the prompts below, describe your proposal for up to one year of programming concisely that will be easy for a reader to understand. Separate your narrative into the following sections:

1. **Mission Alignment (Maximum 2 pages):** Describe why your organization is well suited to execute The Prepare RI High School Summer Internship Program for rising seniors in the State of Rhode Island. Describe how your organization's mission is aligned with this scope of work. Please describe if you have the capability to implement a program of this size and if you've managed/implemented an initiative like this in the past.
2. **Employer Engagement and Recruitment (Maximum 3 pages):** Describe your plan on how your organization will engage with employers, get them to commit to this summer experience, your long-term strategy to maintain employer buy in and how you plan to prepare employers for this experience. Please describe your past or present experience of and collaboration between your organization and industry partners across the State. Please describe your method of selection and how you plan to engage with schools and school representatives, post-secondary institutions, industry partners, local Career and Technical Education programs, etc. Please describe your process for encouraging local businesses to apply.
3. **Coordination with Schools and Student Recruitment (Maximum 3 pages):** Describe your strategy to effectively engage with and recruit 250+ students and your plan for participation, specifically schools in the urban core. Please provide a description on what steps will be involved in that process. Describe how your organization will prioritize this specific youth experience and ensure connections between industry, education, and the like.
4. **Work Readiness Training/Boot Camp (Maximum 2.5 pages):** Describe how the applicant will develop, execute, and deliver a week-long pre-internship bootcamp to prepare students for their internship experience. Please provide a sample of the activities for each day, intended outcomes for students, and support plan throughout that week.
5. **Staffing Plan (Maximum 1 page):** Describe the organization's staffing plan and briefly outline the roles and responsibilities for staff to be involved in this effort. Please provide a chart if possible so the roles and responsibilities are clear and easy to identify.
6. **Program Quality & Improvement (Maximum 2 pages):** Describe how the applicant will assess program quality and progress toward program objectives and ensure a positive high-quality summer internship experience for students. Explain how the applicant will gather youth and employer feedback throughout the program and respond to that in real time. Describe how your organization would demonstrate continuous improvement of the event if the contract were to be extended for an additional two years.
7. **Organizational, Administrative and Fiscal Capacity (Maximum, 1 page):** Briefly describe how the applicant has the administrative capacity to properly and effectively manage grant funds and submit timely and accurate expense reports as requested.

B. Budget and Budget Narrative

Funding for this RFP is subject to board approval and grantee performance. The proposed budget should include a brief description of each budget item and what role the item will play in the execution of the grant. **See Appendix B** for the budget template.

C. Additional Attachments

The following documents must be submitted with your proposal:

- **Cover Page- See Appendix A**
- **Taxation Letter of Good Standing:** The applicant must submit a current Letter of Good Standing from the State Division of Taxation. If this letter is not available in time for proposal submission, the applicant may submit proof of request. More information can be viewed at:
<http://www.tax.ri.gov/Tax%20Website/TAX/Letters%20of%20Good%20Standing/index.php>.
- **Fiscal Agent Assurances Form:** This form is signed by the applicant to affirm that they will comply with all applicable regulations, policies, guidelines, and requirements of the GWB and the State of Rhode Island and have the fiscal capacity to administer the grant. See **Appendix C** for the required form.
- **Copy of Applicant W-9 Taxation Form: See Appendix D.** You can also find the downloadable version from Division of Purchasing Website:
<http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>
- **Letter(s) of Support (optional):** These letters should show that the member is an active partner, understands and embraces their role, and is committed to the applicant. 'Form' letters are discouraged.

*****No additional documentation will be accepted or considered.***

V. Grant Evaluation and Selection

A. Grant Award Evaluation Process

GWB staff will perform an initial screening of applications to ensure that submission requirements were met, and all required sections were included. An Evaluation Committee consisting of members of the Prepare RI Core Team (example: RIDE, RIOPC, and GWB) will review and score proposals.

Mirroring the structure of the Proposal Submission, Evaluators will be directed to consider the following:

1. Mission Alignment-

- a. Does the proposal clearly outline how the applicant is well qualified to execute a summer internship program of this size?
- b. Does the proposal explain how the mission of The Prepare RI Summer High School Internship Program fits into the organization's larger youth mission and scope of work?
- c. Does the proposal provide evidence of having executed/managed an internship or similar program like this in the past?

2. Employer Engagement and Recruitment-

- a. Is there a clear and cogent plan for how the applicant will engage and recruit employers?
- b. Does the applicant have a clear strategy/method for selecting employers and how they will create long-term buy in from employers?

- c. Does the applicant have the capacity to fulfill its role? Is the applicant credible, objective, and do they demonstrate knowledge and expertise of the youth that will attend this event?
- d. Does the applicant provide a clear explanation of how they plan to prioritize the youth experience and their connections between industry, education, and other stakeholders?

3. Coordination with Schools and Student Recruitment-

- a. Does the proposal clearly outline a plan for effectively engaging and coordinating with youth, their families, and staff at schools?
- b. Does the proposal clearly define a strategy for recruiting youth, and outline all components of what that process will look like?
- c. What does the marketing and communications plan for this program look, feel, and sound like?
- d. Does the proposal clearly outline a plan of support for school staff, youth, and their families during the coordination of this program?

4. Work Readiness Training/Boot Camp-

- a. Does the application describe a detailed plan for work readiness training ?
- b. Is the training provided experiential, interactive, and based on authentic challenges?
- c. Is there a sample training calendar and curriculum in the application?
- d. Is there anything missing?

5. Staffing Plan-

- a. Does the staffing plan seem appropriate and adequate for the activities planned?
- b. Is there a reasonable adult to youth ratio for this event?

6. Program Quality & Improvement-

- a. Does the applicant have a clear plan to assess and ensure progress toward program objectives and positive youth experience throughout the duration of the program?
- b. Does the proposal outline a plan for collecting youth and employer feedback in real time and how the applicant will respond to that feedback?
- c. Does the proposal provide a realistic, and well-thought-out plan for continuous improvement if given the opportunity to renew a contract for an additional two years?

7. Organizational, Administrative and Fiscal Capacity-

- a. Does the applicant have the administrative capacity to properly and effectively manage grant funds and submit timely and accurate expense reports as requested?

8. Budget and Budget Narrative-

- a. Are the expenses listed in the budget reasonable and reflective of the proposal?
- b. Does the budget narrative adequately describe the expenses in the budget and reflect the scope of work in the proposal?
- c. [For enhanced consideration, not required] Does the proposal include leveraged resources and/or in-kind contributions from partners?

Proposals will be scored based upon the following criteria:

Proposal Section	Possible Points
Mission Alignment	10
Employer Engagement & Recruitment	20
Coordination with Schools & Student Recruitment	20
Work Readiness Training (Bootcamp)	15
Staffing Plan	5
Program Quality and Improvement	10
Organizational, Administrative & Fiscal Capacity	10
Budget and Budget Narrative	10
TOTAL POINTS	100

B. Grant Award Selection Process

If necessary, oral presentation of the proposal may be required to clarify content in the proposed plan.

Final approval for the award recipient shall be determined by the Executive Director of the GWB, based on the recommendations of the Evaluation Committee and considering other factors such as: experience in planning an internship program of this size, employer/educational institution relationships, plan for marketing/communications, long term strategy for employer in, etc.

VI. Grant Administration and Reporting

A. Negotiation and Post-Award Procedure

Finalists should be prepared to submit a copy of their most recent audit and/or audited financial statement (Pell-eligible institutions are exempt).

- All required organizations must follow the audit requirements of Federal OMB circular A-133 (www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2011)
- Commercial organizations that expend \$500,000 or more in federal funds must have either an organization-wide audit conducted in accordance with OMB circular A-133 or a program-specific financial and compliance audit. Those entities that expend \$500,000 or more in federal funds may include audit costs to the grants on a pro-rated basis.

The GWB reserves the right to negotiate with proposers on costs and deliverables in order to contract with the proposer who best meets the Board's needs. Upon completion of the negotiation, a final contract will be drafted and signed, laying out and finalizing the applicant's scope of work, budget (\$200,000.00), payment terms, performance metrics, and reporting requirements. If for any reason, a contract cannot be negotiated, another proposer may be selected. **No activities may begin until the Award Agreement is completed and signed by all parties.**

The GWB will engage in meetings with the Awardee periodically throughout the duration of planning for the event or as deemed necessary.

A. Fiscal and Programmatic Oversight

The Director of Youth Career Readiness Programs will be closely engaged with the Awardee, providing plan-specific support and technical assistance as needed. This support includes but is not limited to meetings between applicants, partners, and staff responsible for implementing the event, reporting and performance tracking. Fiscal oversight may consist of submission of expenditure reports, request for proof of expenditures, and/or an audit of Prepare RI Summer High School Internship funding expended by the applicant and its sub-grantees and any vendors.

B. Payment Options

Payment to the Awardee will be disbursed according to a schedule negotiated between GWB and the applicant and may be conditioned upon meeting program requirements. This could include meeting negotiated performance metrics.

Invoices will not be paid unless expense reports are submitted correctly, with all of the appropriate supporting documentation. The applicant should have the financial capacity to pay the costs up front and receive reimbursement upon submission of invoices and other required materials. The reimbursement timeline will be determined and finalized during the contract negotiation.

D. Participation Data and Reporting Requirements

The Awardee will provide performance data as negotiated including school participation rosters and levels of attendance by school. Funding may be tied to the achievement of performance metrics.







E. Right to Revoke Funding, Audit and Suspend Funds

The GWB reserves the right to revoke grant funding from the recipient entity of any grant and require the return of unspent funds if the goals and timelines consistent with the approved Award Agreement are not met.

The GWB also reserves the right to request access to perform an audit of the applicant's activities. Audits can be part of regular monitoring or in response to an emergent concern, including but not limited to outside inquiries or even "whistleblower" complaints. In order to meet its fiduciary responsibility for public funds, GWB reserves the right to suspend payment of any part of the Prepare RI Summer High School Internship grant.

Application Checklist

This checklist is intended to assist the applicant in making sure the required documents are present. The proposal must have the required documents in the order that they appear in the checklist and may not include any additional documentation.

Document	Requirements	Document Included
Cover Page	See Appendix A for Required Fields	
Proposal Narrative	See Section IV. (Subsection A) for required content	
Budget and Budget Narrative	See Appendix B for template and Solicitation section IV.D for requirements.	
Letters of Support from Partners (OPTIONAL)	See Solicitation section IV. Subsection C	
Taxation Letter of Good Standing	Lead Applicant must submit a current Letter of Good Standing from the state Division of Taxation. More information can be viewed: http://www.tax.ri.gov/Tax%20Website/TAX/Letters%20of%20Good%20Standing/index.php	
Fiscal Agent Assurances Form	See Appendix C for the required form	
Copy of Lead Applicant W-9 Taxation Form	See Appendix D Downloadable from Division of Purchasing Website: www.purchasing.ri.gov	