



Request for Proposals

for

The Summer Youth Employment Program - STL City Edition

Issuance Date: February 26, 2024

Due Date: March 22, 2024

Reissuance Date – April 25, 2024

Reissuance Due Date: May 8, 2024

STL Youth Jobs

3016 Locust Street, Unit 105

St. Louis, MO 63103

Attn: Jerica Robinson, Director of Operations



Overview

STL Youth Jobs' mission is to bridge the divide between our region's youth and the growing skills gap in our workforce. STL Youth Jobs envisions a city where St. Louis youth have the opportunities they need to succeed and St. Louis businesses have the workforce they require to compete.

STL Youth Jobs' goal is to provide youth with access to quality paid experiences through a proven model of support, mentoring and skill development. Through a systems-building approach, STL Youth Jobs is seeking partner agencies to build a network of providers focused on increasing access through coordinated service delivery on a regional scale.

Programs provided by partner agencies under the STL Youth Jobs system will:

- Offer developmentally appropriate training experiences and provide meaningful paid experiences that build soft skills, career exposure, and work readiness.
- Promote the development of soft skills including communication, critical thinking, and teamwork.
- Build youth participants' professional networks.
- Improve money management skills.

STL Youth Jobs was recently awarded funding through the City of St. Louis' St. Louis Agency on Training and Employment (SLATE) via the American Rescue Plan Act (ARPA) which includes funding appropriated for youth employment programs. STL Youth Jobs is seeking a service provider to implement youth employment program services using the City's ARPA appropriated funds between summer 2024 and summer 2026. Respondents should consider a proposed plan that emphasizes summer youth employment services within that time period but also delivery of services to youth on a year-round basis.

STL Youth Jobs has additional funds to serve additional youth and as a result is reopening the Request for Proposals (RFP) The Summer Youth Employment Program – STL City Edition issued on (February 26, 2024) so that prospective proposers can submit proposals based upon the organization's new funding level. Those entities which have already submitted proposals DO NOT need to resubmit their proposal but may decide they want to amend their budgets and narratives in view of the additional funds. If the entity has submitted a proposal and does not wish to resubmit, they will need to inform STL Youth Jobs in writing at procurement@stlyouthjobs.org no later than May, 8, 2024.

\$771,966.66 funds are now available to serve up to **200 youth/job seekers**. STL Youth Jobs reserves the right to award one or more selected recipients based upon the selection criteria included in the RFP and the availability of funds. STL Youth also reserves the right to negotiate and to award more or less than the amount proposed at the sole discretion of STL Youth Jobs so as to maximize the use of the funds and to best serve the youth. In addition, STL Youth Jobs shall maintain all proposals received in the event additional funding is received and reserves the right to fund additional proposers or to increase a sub-recipient's funding level. Any questions related to this process should



be directed to procurement@stlyouthjobs.org. Those questions will be answered within 24 hours of receipt and will be posted on STL Youth Jobs' website.

Please provide a written response by no later than 5:00pm on May 8, 2024.

Instructions

Please include the following on the submission's cover sheet:

Sub-Recipient/Contractor (Vendor)	
UEI# (replaces DUNS #)	
Federal Award Identification (FAIN) #	SLFRP1969
Federal Award Date	May 21, 2021
Total Federal Award	\$498,076,054.00
Federal Awarding Agency	U.S Department of Treasury
Assistance Living (ALN) # (replaces CFDA)	21.027 State and Local Fiscal Recovery Fund
Pass Through Agency	STL Youth Jobs
Contracting Officer	Hillary Frey, Executive Director
Contact Information	STL Youth Jobs 3016 Locust Street, Unit 105 St. Louis, MO 63103

Proposal guidelines:

Please provide an Executive Summary using the following Selection Criteria (*see chart below*). Identify the points that highlight your agency's qualifications and the points that make your agency the best and most uniquely qualified to provide these services. Answer each of the above questions and provide a firm profile, budget and budget narrative. Details related to each section are included below.

Read and answer all the questions below. Please limit responses to 500 words or less. Use bullet points when possible. Be specific and detailed to limit the number of follow up questions from STL Youth Jobs.

Please direct questions to procurement@stlyouthjobs.org

POINTS	SELECTION CRITERIA
15	Specialized experience on the project’s subject matter, qualifications and technical competence of the agency, its principals, project manager and key staff
5	Ability of the agency to provide innovative solutions
15	**Technical proposal, work plan, approach to the project, unusual problems anticipated, or other items that may rise as a result of the proposal or interview
10	The capacity and capability of the agency to perform the work within the time limitations
10	Past record and performance of the agency with respect to schedule compliance, cost control, and quality of work
5	Proximity of the agency to the City
10	Fees or fee structure as may be appropriate for the requested services and budget
10	Availability of financial and operating resources as required to complete the work
10	M/WBE and/or DBE participation see the following link for more information. https://www.stlouis-mo.gov/government/city-laws/upload/legislative/ordinances/boapdf/70767cs.pdf
10	Ability of the agency to meet the statutory or ordinance requirements.

****For this section, please include the following details outlined below as a part of your response. Additional program guidelines can be found [here](#)**

1. **Program Timeline:** Create a table in Word or use Excel to map out your timeline to execute STLYJ’s service delivery model and ensure all youth start their work experience by the specified date. Program guidelines can be found here. Include all stages:
 - Hiring/training staff
 - Participant intake & onboarding
 - Job readiness and financial empowerment training prior to the first day of work
 - Bank account opening prior to the first day of work
 - Job matching
 - Participant first day of work
 - Timesheet collection & entry in Career Edge
 - Milestone completion



- Notification of program completion for participants and employers
- Include start/end dates as well as potential times and locations.

2. **Service Delivery:** Complete the table below detailing how your organization will accomplish all elements of the program. Be specific and detailed. A member of our team should be able to read the timeline and clearly understand the provider process. Address each of the following questions as you are mapping out your 2024 plans:

Service Delivery Plan	
1. Youth Recruitment: How will your organization use your own and STLYJ’s recruitment tools and materials to recruit youth and employers? Where will you distribute these materials? At what kinds of events or locations?	
2. Youth Enrollment: How will your organization engage youth in services? How will you monitor applications and establish contact with applicants? How will you schedule youth for intakes?	
3. Intake: How will your organization conduct intakes? How will you ensure the intake experience is meaningful and engaging, including career interest assessment? How will you ensure the process is streamlined and organized?	
4. Job Readiness & Financial Empowerment Training: How will your organization conduct JRT & FET? How many sessions will be held? How will participants be notified of the schedule? Who will be present during the training? What will be the facilitator-to-youth ratio? How will later enrollees receive training? How will attendance be monitored? <i>How will you ensure 85% of enrolled youth complete Job Readiness Training and Financial Empowerment Training?</i>	
5. Enrollment/Banking Access & Direct Deposit: How will you ensure all youth participants are connected to direct deposit in addition to a youth-friendly bank and savings account? How will you document and track banking enrollment? <i>How will</i>	

<p><i>you ensure 100% of enrolled youth have the opportunity to sign up for direct deposit?</i></p>	
<p>6. Job Coach Services: How will your organization ensure you have the staff needed to support all youth participants? How will you assign job coaches? How will you ensure youth have a structured and positive relationship with their assigned job coach? How will you monitor the quality of job coaching and address concerns identified in your monitoring or raised by the youth/employer?</p>	
<p>7. Worksite Recruitment: How will your organization identify and engage potential worksite partners to refer to STLYJ?</p>	
<p>8. Placement Process: How will your organization establish communication with a worksite once it has been assigned to your agency? How will you determine an appropriate placement for a youth? How will Job Coaches introduce the youth to their employer? How will any obstacles to successful employment be identified and addressed? Describe the youth’s first day on the job and all the support that will be provided.</p>	
<p>9. Milestones: <i>How will your organization assist 100% of participants to complete 100% of program milestones with a Job Coach?</i> How will you monitor Milestone completion?</p>	
<p>10. Survey/Evaluation: How will your organization deliver surveys to youth and employers? How will you monitor progress? <i>How will you ensure your organization reaches 85% survey completion by youth who have completed the program as well as their employers?</i> How will your organization encourage feedback session participation?</p>	
<p>11. Data Entry: Describe your organization’s data entry process. How and when will information be entered? How will you monitor and verify that current data appearing – status updates, case notes, placement details, milestone completion, etc. in</p>	

<p>STLYJ’s case management system is accurate and up-to-date?</p>	
<p>12. Finish/Completion: How will your organization keep youth engaged through program completion? How will you identify and resolve barriers to participation? How will you re-engage youth who are terminated from their employment? <i>How will you ensure 85% of youth complete the program?</i></p>	
<p>13. Feedback Sessions: How will your organization gather feedback from Job Coaches? How will the feedback session be structured, and when will it be held? How will the information be shared with STLYJ?</p>	
<p>14. Innovation: What innovative ideas will your organization employ to enhance youth participants’ experience for Summer 2024?</p>	

By submitting your proposal & proposed budget via the submission link, you agree to the following statements:

I acknowledge -

- My organization will provide STLYJ with a JRT schedule no fewer than 8 weeks prior to the first training date (send via email to courtney@stlyouthjobs.org).
- STLYJ will use an evaluation tool to rate provider partners’ service delivery of the STLYJ model.
- My organization will add all required data/documentation to STLYJ’s case management system by the due dates indicated by STLYJ. This includes participant- & worksite-related details.
- If a participant is terminated from their work experience or becomes unresponsive, my organization will make every effort possible to reach out to the participant to re-engage.

I understand -

- Providers are required to offer participants the opportunity to direct deposit their earnings.
- Providers are required to offer participants the opportunity to split their deposit.
- Providers are required to track youth split deposits and bank accounts opened during the program.
- At least 85% of staff must be hired by no fewer than 4 weeks prior to the First Day of Work.
- All staff are required to attend STLYJ mandatory training for provider leadership and staff (Job Coaches).
- Providers are required to assist with youth & employer recruitment, which includes, but is not limited to, attending youth & employer recruitment events.



Submit your proposal & proposed budget by May 8, 2024 to procurement@stlyouthjobs.org

Items required for a complete proposal:

- Addressing all items within the Selection Criteria (this completed document)
 - Attach all necessary attachments to email
- Program Timeline
- Certificate of Liability
- Budget Request (include Budget Narrative)
 - [The Summer Youth Employment Program - STL City Edition - Template RFP Re-Open](#)