



Year-Round 2022-2023 Work Based Learning Experience Worksite RFP

RFP's will be accepted until 5:00p.m. EST on Friday,
October 14, 2022
and must be **emailed to eblake@newhavenct.gov**

Youth@Work is a public-private partnership of the City of New Haven and Workforce Alliance. Youth@Work provides temporary summer and year-round employment opportunities, workplace exposure and work readiness skills to youth ages 14-21 who face socio-economic barriers to workplace success.

Workplace experiences and services to youth are provided through an extensive network including the New Haven Public School system, local 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 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.

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

RFP Submission Requirements

- Organization must be New Haven based.
- Organization should be a non-profit entity.
- For profit organizations, will be required to do a match to salaries of youth placed.
- Insurance must meet the requirements of the City of New Haven (sample provided).
- Emailed submissions must carry the subject line of: (Agency Name) RFP submission, i.e., Youth@Work RFP.
- Programs should be expected to run from November 14, 2022 – May 26, 2023.

RFP Withdrawal

RFP's may be withdrawn by written request to Erika Blake, Business/Program Manager at eblake@newhavenct.gov.

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.

Insurance

- The agency shall carry liability insurance.
- The agency must be also carry coverage for sexual molestation. Your coverage amount can be the lowest your insurance carrier offers.
- Please review the sample attached. The insurance policy must meet the same requirements on the sample.
- Insurance policy must cover the dates of program.
- The City of new Haven must be listed as a certificate holder and additional insured.

NOTE: Programs that are of the City of New Haven Department (e.g., Police, Public Works, Health, NHBOE schools, etc.) are not required to submit a copy of COI. If you are a program that is NHBOE approved, a letter must be provided from the NHBOE stating they are accepting liability for your program.)

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

Youth@Work
Erika Blake, Business/Program Manager
165 Church Street
New Haven, CT 06510
Tel: (203) 946-7582
Fax: (203) 946-5750
Email: eblake@newhavenct.gov

Year- Round 2022-2023
Work-Based Learning Experience Worksite Application
Part I: Organizational Profile

Name of Organization: _____

Address: _____ **Phone:** _____

FAX _____

NOTE:

(Primary contact will be the person who receives communications from the office of Youth@Work)

Primary Contact: _____

Email Address: _____

Please answer all of the following questions:

1. Where will your program be located? If you have more than one location, please list each location, the point of contact, and their contact information.

Address: _____

2. Has your organization ever received (within the past two fiscal years) or currently receiving City of New Haven funding?

Yes No If yes, answer the three (3) questions below:

Amount _____ Source _____ Fiscal Year _____

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Amount _____ Source _____ Fiscal Year _____

3. How many staff persons does your organization employ? _____

4. How many people did you serve in 2021/22? _____

5. Are you willing to contribute towards the salaries of placed youth, if yes, please indicate how much.
\$ _____

6. Does your site have a vaccination mandate? **Yes** **No**

7. Did you participate and/or contribute to any of the following Youth and Recreation Department initiatives? (check all that apply)

___ Black History Month Dinner Giveaway ___ Winter Wonderland/Friends of Rudolph

___ Trunk or Treat/Haunted Road ___ Turkey Drive ___ Youth Connect ___ Other _____

Part II: Year-Round 2022-2023 Proposal:

Name of proposed program or service: _____

Number of youth (s) to be served by proposed program: _____

Total Number of Youth Workers Requesting _____ (Maximum 2)

Please attach narrative addressing the three (3) points listed below.

I. Proposed Program Description

Summarize the proposed project and describe how you will use staffing supported by Youth@Work to expand the services available to youth populations in the City of New Haven. Explain how you plan to measure the success of your program.

II. Contingency Plan

Explain how you will adjust if awarded less than the full amount requested.

III. Job Description

Describe the intended job description for proposed youth. Include in this description what youth will take away from this experience.

***Return pages 3-4 of application along with narrative AND proof of liability insurance
Please do not submit videotapes, three-ring binders, brochures, or photographs/artwork.***

Please read the statement below and sign and print your name where indicated:

I certify that the information provided in this application and the attached documents is true and correct as of the date set forth beside my signature on this application. I also acknowledge my understanding that any intentional or negligent misrepresentation of the information contained in this application or the attached documents may result in the denial of application.

Person Completing Application

Executive Director

Printed Name

Printed Name

Date

Date

