



## Summer 2023 Work Based Learning Experience Worksite RFP

RFP's will be accepted until 5:00p.m. EST on  
**Thursday, March 2, 2023**  
and must be **emailed to [eblake@newhavenct.gov](mailto: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 July 3, 2023 – August 4, 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:**

City of New Haven Youth and Recreation  
Erika Blake, Business/Program Manager  
165 Church Street  
New Haven, CT 06510  
Tel: (203) 946-7585  
Fax: (203) 946-5750  
Email: eblake@newhavenct.gov

**Summer 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: \_\_\_\_\_  
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 \_\_\_\_\_

Amount \_\_\_\_\_ Source \_\_\_\_\_ Fiscal Year \_\_\_\_\_

Amount \_\_\_\_\_ Source \_\_\_\_\_ Fiscal Year \_\_\_\_\_

3. How many staff persons does your organization employ? \_\_\_\_\_

4. How many people did you serve in 2022? \_\_\_\_\_

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: Summer 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