

**REENTRY OPPORTUNITY FOR YOUTH SERVICES  
REQUEST FOR “STATEMENT OF INTEREST”**

**PROJECT DESCRIPTION**

The MassHire Merrimack Valley Workforce Board (MMVWB) is seeking a “Statement of Interest” from area non-profit organizations/individuals which provide wrap around services to court involved 18-24-year-old youth who reside in Lawrence and in specific census tracts of Methuen or Haverhill.

The MMVWB is the recipient of a US Department of Labor (DOL) Reentry Project (RP) grant that supports implementation of the Reentry Opportunities for Youth (ROY) program. The goal of the ROY program is to assist court involved youth to achieve educational and employment success. To reach this goal, we are seeking to contract up to seven non-profit organizations or individuals experienced with court-involved youth able to:

- Enroll eligible court involved youth in the ROY program
- Support enrolled youth with wrap around services so they are able and ready to enroll in occupational skills training
- Support enrolled youth through training so they’re able to obtain a training related industry recognized credential
- Support enrolled youth so they become placed in employment, an apprenticeship or post-secondary education
- Follow up with youth for 12 months or until the end of the contract to assist them in sustaining their success.

**I. Expected Outcomes**

Contracted organizations/individuals will be compensated on a “Pay for Performance” basis as outcomes listed below are achieved.

<b>Expected Outcome</b>	<b>Pay for Performance payment when outcome reached</b>
Enrollment	\$1,000 / youth
Enter Occupational Skills Training	\$500 / youth
Obtain industry-recognized credential	\$250 / youth
Placement in employment, apprenticeship, or post-secondary education	\$500 / youth
Follow-up for up to 12 mo. after placement, beginning not before Oct. 31, 2020.	\$150 /mo. for all youth

**Total funds available are \$49,050.**

Organizations/individuals should prepare their “Statement of Interest” according to the specifications and timeframe described in the sections below. **Minimum / Maximum Expected**

**Outcomes:** The MMVWB will expect contracted organizations/individuals to commit to assisting no fewer than one youth achieve 1 expected outcome and to assist no more than 21 youth achieve all expected outcomes

## **II. Eligible Respondents**

The **minimum qualifications** for a non-profit organization or individual responding to this Request are that they:

- have at least one-year experience working with ROY eligible court involved youth in the geographic area covered by ROY
- can provide at least two (2) of the wrap around services listed on the Response Form, and provide or have a relationship with an organization/agency that can provide at least three additional wrap around services listed on the Response Form
- can commit to achieving at least the minimum Expected Outcomes within the Work Schedule.

## **III. Project Specifications**

### Eligible Youth

Youth can be enrolled in the ROY program ONLY if they meet the criteria listed on the attached DOL Eligibility Checklist, which includes being:

- between 18-24 years of age
  - currently involved or has been involved with the juvenile or adult justice system (please see attached Eligibility Criteria Checklist for definitions and required documentation); or
  - a high school drop out (only 10% of enrolled youth can qualify through this criteria)
- never convicted of a sex crime other than prostitution
- domiciled in Lawrence or parts of Methuen or Haverhill (attachment specifies areas)
- Selective Service registered if male
- US citizen or authorized to work in the U.S.
- Low income

### Wrap around Services

In order to support participants leading to enrollment and outcome attainment, the individual / organization submitting the “Statement of Interest” should provide directly or assist youth in accessing the following services:

- Work-readiness training
- HiSET/GED Programs
- Leadership Development Opportunities
- Adult Mentoring Services
- Supportive Services that are necessary to enable the enrolled youth to participate in programs which provide career and training services
  - (a) linkages to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with

housing; (e) needs-related payments; (f) assistance with educational testing; (g) reasonable accommodations for youth with disabilities; (h) referrals to healthcare; (i) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear; (j) assistance with books, fees, (b) school supplies, and other necessary items for students enrolled in postsecondary education classes; and (k) payments and fees for employment and training-related applications, tests, and certifications

- Comprehensive Guidance/Counseling Services
- Participation in Community Service

#### **IV. Work Schedule**

ROY program operations will run on a rolling enrollment schedule from September 8, 2020 to Dec. 31, 2020 with an additional up to twelve months for follow up services.

#### **V. Response Format**

Please provide all responses in writing using the attached form to detail your, or your organization's "Statement of Interest".

Questions on this "Statement of Interest" must be directed in writing to [vgandhi@masshiremvwb.org](mailto:vgandhi@masshiremvwb.org) by 12:00 pm on Monday August 3, 2020 Responses will be posted by 2:00 pm on Wednesday August 5, 2020 on our website at [masshiremvwb.org](http://masshiremvwb.org).

The "Statement of Interest" with authorized signature are due back to the MMVWB no later than Wednesday August 26, 2020 at 2:00 p.m. Deadline of 2:00 p.m. will be strictly enforced. The "Statement of Interest" must be sent electronically to [vgandhi@masshiremvwb.org](mailto:vgandhi@masshiremvwb.org).

Submissions of any Statement of Interest elements after the required date and time will not be accepted.

#### **Statement of Interest Submission Requirements**

- a. Statement of Interest & Commitment Sheet with authorized signature
- b. Certification for signature (Attached)
- c. Certificate of Non-Collusion (Attached)

#### **VI. Rule for Award:**

One or more contracts for the services described here will be awarded to the responsive and responsible bidder offering the most advantageous Statement of Interest based on the Contract Award Criteria below.

## VII. Contract Award Criteria

Indefinite Quantity Contracts (IDQC) will be awarded to organizations/individuals that:

- have at least one-year experience working with ROY eligible court involved youth in the geographic area covered by ROY
- provide at least two (2) of the wrap around services listed on the Response Form, and provide or have a relationship with an organization that can provide at least three additional wrap around services listed on the Response Form
- can commit to achieving the Expected Outcomes within the Work Schedule.

Each contracted organization/individual will have the opportunity to achieve the Expected Outcomes with as many youth as possible until all outcomes have been achieved for 21 youth.

If more than seven Statements of Interest are submitted, the MMVWB will use the following criteria to evaluate submissions:

### A. Experience working with the target population

*Highly Advantageous*

Bidder or bidder's agency has 5+ years professional experience with target pop.

*Advantageous*

Bidder or bidder's agency has 2-4 years professional experience with target pop.

*Not Advantageous*

Bidder or agency has < 2 years professional experience or only volunteer experience with target pop.

### B. Facilities

*Highly Advantageous*

Facility open at least during business hours with separate areas for programing & case management.

*Advantageous*

Uses a shared space.

*Not Advantageous*

Has no space nor facility for participants to meet.

### **C. Programming**

*Highly Advantageous*

A full menu of programming services is offered by bidder.

*Advantageous*

Bidder offers some consistent programming to participants.

*Not Advantageous*

Programming is available, but it's not consistent or scheduled

### **Tie Breaker Policy:**

- Organizations that are minority / female owned or operated.

### **Notification:**

The successful individual/non-profit organization will be notified by the MassHire Merrimack Valley Workforce Board by no later than September 1, 2020.

### **MMVWB Rights:**

If determined in its best interest the MMVWB reserves the right to reject any and all Statement of Interest.

### **VIII. Important Deadlines**

Deadline for Questions:	Mon., Aug. 3, 2020 by 12:00 pm
Deadline for Statement of Interest submission:	Weds., Aug. 26, 2020 by 2:00 pm
Notice of Organizations selected for contracting	Tues., September 1, 2020
Anticipated contract start date:	Tues. September 8, 2020

**STATEMENT OF INTEREST**  
**REENTRY OPPORTUNITY FOR YOUTH**

Agency / Individual's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Phone: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

**EXPERIENCE**

Please describe your own or your organization's experience with court involved youth that meet the criteria in Section I for ROY eligible youth.

**YOUTH SERVICES**

Please indicate which wrap around services you or your organization offers, and which are accessible to youth you serve through a partner organization. Please name partner organization and contact.

Service	Offered by you	Partner organization name & contact name & email.
Work-readiness training		
HiSET/GED Program		
Leadership Development		
Adult Mentoring		
Supportive Services (as described in Section I)		
Comprehensive Guidance/Counseling		
Community Service		

**COMMITMENT**  
**REENTRY OPPORTUNITY FOR YOUTH**

\_\_\_\_\_ (Give organization or individual's name) commits to putting forth maximum effort to achieve the Expected Outcomes within the Work Schedule.

I attest that I am authorized to bind myself or agency to this "Statement of Interest".

Signature: \_\_\_\_\_  
(Authorized Signatory)

Print Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# CERTIFICATION FOR SIGNATURE

(USE PART ONE (1) TWO (2) OR THREE (3) BELOW AS APPROPRIATE)

## 1 SMALL BUSINESS:

NAME OF THE BUSINESS: \_\_\_\_\_

I certify that, I am fully authorized and empowered to execute agreements, contracts and similar documents.

I also certify that the authority thereby conferred is not inconsistent or in conflict with Certificate of incorporation, Charter, By-Laws or other applicable governing documents.

SIGNATURE OF THE AUTHORIZED PERSON: \_\_\_\_\_

## 2 CORPORATION:

NAME OF THE CORPORATION: \_\_\_\_\_

DATE OF THE BOARD OF DIRECTORS MEETING: \_\_\_\_\_

NAME OF THE AUTHORIZED PERSON: \_\_\_\_\_

TITLE OF THE AUTHORIZED PERSON: \_\_\_\_\_

At a duly authorized meeting of the Board of Directors of the above Corporation held on the above date at which all the Directors were present or waived notice, it was VOTED, that the above Name of the person of this company, be and hereby is authorized to execute ( officer) contracts, invoices, and bonds in the name and behalf of said company, and affix its corporate seal thereto; and such execution of any contract or obligation in this company's name on its behalf by such above Name of Authorized Person under seal of the company, shall be valid and (officer) binding upon this company.

SIGNATURE OF THE AUTHORIZED PERSON: \_\_\_\_\_

SIGNATURE OF THE CLERK: \_\_\_\_\_

I hereby certify that I am the clerk of the above company that the above named person is the duly elected of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

Corporate Seal ( If Applicable): \_\_\_\_\_

## 3 PUBLIC AGENCY:

NAME OF THE AGENCY: \_\_\_\_\_

NAME OF THE AUTHORIZED PERSON: \_\_\_\_\_

TITLE OF THE AUTHORIZED PERSON: \_\_\_\_\_

I above named person certify that I am the legal officer of the above Agency that the above named person is the duly appointed Director of said Agency, and that as such I have authority to enter into the foregoing agreement with Sub Grantee on behalf of said Agency.

Signature : \_\_\_\_\_ Title: \_\_\_\_\_



## **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid, proposal or Statement of Interest has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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Signature of individual submitting bid, proposal or Statement of Interest

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Title

Name of Business/Agency:

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**STATEMENT OF INTEREST CONTENTS CHECK LIST**  
**REENTRY OPPORTUNITY FOR YOUTH**

**STATEMENT OF INTEREST FORMS**

**CHECK IF INCLUDED**

Statement of Interest Sheet

Commitment Sheet

Certificate for Signature

Certificate of Non- Collusion

**Request for Statement of Interest Timeline**  
**MassHire Merrimack Valley Workforce Board (MMVWB)**  
**Reentry Opportunities for Youth (ROY) Program**

Request for Statement of Interest Available	Monday, July 27, 2020
Questions on the Statement of Interest by	Monday August,3, 2020 12 pm
Answers on the RSI Posted on MMVWB Website	Weds., August 5, 2020 2 pm
Statement of Interest due to the MMVWB	Weds, August 26, 2020 2 pm
Review Period	Thurs. August 27th – Monday. August. 31st
Final Decision	Tuesday September 1, 2020
Anticipated Start Date of Programs	Tuesday. September 8,2020

All timeframes are subject to extensions due to circumstances. The MMVWB will notify all bidders if timeframes will be extended.