

Nevada Public Education Foundation

Ready for Life

Request for Bid

For

Consultant Services

Bids Must Be Received By:

August 11, 2010 by 4:00 p.m.

NEVADA PUBLIC EDUCATION FOUNDATION

c/o workforceCONNECTIONS

7251 W. LAKE MEAD BLVD.

SUITE 200

LAS VEGAS, NV 89128

(702) 336-7279

www.nvpef.org

www.nvworkforceconnections.org

TABLE OF CONTENTS

Summary 3

Introduction 4

Contract Obligations 5

General Considerations 6

Consultant Costs..... 7

Instructions for Submitting Bids and Bid Evaluation Process 7

RFP Timeline..... 10

Bid Cover Sheet..... 11

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion Lower Tier Covered Transactions 12

Notice of Request for Bid

Summary

1. This Request for Bid provides interested bidders with sufficient information to enable them to prepare and submit bids for consideration by the Nevada Public Education Foundation (NPEF), to satisfy its need for consulting services needed to carry out deliverables related to creation and implementation of youth needs assessment, resource map development and research.
2. The Nevada Public Education Foundation is a non-profit organization that has been designated by the Workforce Connections (wC) to be the grant recipient of funds awarded to the state under Title I of the Workforce Investment Act of 1998.
3. For review or consideration, respondents' bids must be written according to the guidelines in this Request for Bid. The NPEF staff must receive respondents' completed bids no later than **4:00 p.m., Wednesday, August 11, 2010**. *If mailed, bids must be received by NPEF at the SNWIB administrative office by this date and time.* Please note that bids must not be sent via e-mail or facsimile. Bids sent via e-mail or facsimile shall not be reviewed or considered.
4. Please provide one (1) original, unbound response and four (4) stapled or bound copies of the bid's response, in a sealed package. All responses must be delivered or mailed to:

**Nevada Public Education Foundation
c/o workforceCONNECTIONS
Attn: Chanda Cook
7251 W. Lake Mead Blvd., Ste. 250
Las Vegas, NV 89128
RE: Consultant Services**

5. NPEF reserves the right to cancel all or part of this Request for Bid at any time without prior notice. This Request for Bid does not commit NPEF to award a contract or pay any cost incurred in preparation of bids. Expenses incurred by the respondents in anticipation of receiving funding are solely the responsibility of the respondent. NPEF reserves the right to accept or reject any or all information received in response to this Request for Bid.
5. NPEF will review each respondent's bid based on the criteria contained in this Request for Bid. A respondent or agency will be selected for funding based on the evaluation of whether or not their proposal illustrated or demonstrated all of the requirements that are denoted in this Request for Bid.

Introduction

The Nevada Public Education Foundation (NPEF) was created in state statute in 1991 and, as a 501(c) 3 non-profit organization, is governed by a volunteer Board of Trustees and funded by grants and donations. In 2003, NPEF gained traction on the high school dropout issue in Nevada. When a statewide education needs assessment was conducted by NPEF in 2004 to determine where to focus efforts, it became clear that too many youth were leaving high school without graduating. In response, the NPEF Board of Trustees committed to focus on helping youth become “ready for life” through successful transitions at each developmental state during their educational careers in Nevada and Beyond.

After more research and in collaboration with a steering committee of community leaders and stakeholders, NPEF launched Ready for Life™ (RFL) in 2005. RFL is a collaborative movement through which public and private organizations serving Nevada’s youth can partner to employ concrete strategies that will improve outcomes for youth and increase the likelihood that students are college and career ready. NPEF facilitates RFL in Clark, Washoe and Churchill Counties by providing funding, technical assistance and additional resources.

RFL is based on research from Stanford University by Michael Wald and Tia Martinez “Connected by 25: Improving the Life Chances of the Country’s Most Vulnerable 14-24 year olds”. They explored the individual, societal and economic costs related to unsuccessful transitions from youth into adulthood. “Disconnected” youth typically fall into one or more of these categories:

1. Youth who do not complete or dropout of high school
2. Youth deeply involved in the juvenile justice system
3. Youth that are pregnant or parenting
4. Youth who have experienced foster care placement.
5. Homeless Youth (added based on specific data in Southern Nevada)

As these ‘disconnected’ youth grow older, they will most likely live a significant portion of their life in poverty, either unemployed or marginally employed. The authors advocate for a systematic and community-wide response to re-connecting these youth. Ready for Life™ is not a program or a silver bullet. It has developed into a coordinated movement for youth education, access to the workforce and changes in policies and systems.

This Request for Bid solicits consultation services directly related to the creation and implementation of youth needs assessment, resource map development, fundraising sustainability and research.

Implementation of these contracted services is expected to begin immediately after bid is accepted and all approvals are received. Failure to comply with designated delivery date(s) may result in cancellation of contract.

Essential Bid Elements

A general description of anticipated bids is provided as follows:

CONTRACT OBLIGATION

1) Research and Documentation and Youth Mapping Analysis

- a. Update Youth Mapping analysis previously done by workforceCONNECTIONS - include additional variables (truancy and teen pregnancy) – Current Youth Mapping Analysis is can be found on the wC website www.nvworkforceconnections.org
- b. Research the issue of teen pregnancy in Nevada and obtain recent and relevant local and state data and statistics; assess community needs and write environmental scan; hold mini summit.
- c. Research local youth statistics, integrate recent data into narrative

2) Ready for Life Southern Nevada Business Case and Implementation Schedule

- a. Complete edit of the draft Ready for Life Southern Nevada Business Case.
- b. Meet with a minimum of ten community stakeholders to vet the draft.
- c. Develop the Implementation Schedule for the Ready for Life Southern Nevada Business Case.
- d. Research activities and proven strategies for inclusion in the implementation schedule and organize data for community input before the sessions.
- e. Hold a minimum of five community input sessions to develop the Implementation Schedule.
- f. In developing the business case gather input from a minimum of 100 people as to the strategies proposed.

3) Fundraising and Sustainability

- a. Write a case for support or white paper detailing the reasons for prioritizing giving around the case and implementation schedule.
- b. Meet with a minimum of four potential funders to request funding support for activities under the RFL Southern Nevada Business Case and implementation schedule, work with Nevada Community Foundation and United Way to connect with like minded donors.
- c. Submit a minimum of six fundraising grants in an effort to build sustainability for RFL Southern Nevada and/or RFL Statewide.
- d. Map federal, state and local youth focused funds.
- e. Create a targeted list of potential funders for grants and calendar of submissions.

4) Update Ready for Life Resource Map on-line to include new data and providers statewide and connection to Nevada's 211

- a. Community outreach to identify the universe of providers and their respective locations.
- b. Develop system to ensure ongoing accuracy of provider data; create and implement incentives to update data.
- c. Design marketing approach and plan for RFL Resource Map.
- d. Back-end system management of the RFL Resource Map (recurring).
- e. Train NPEF staff on how to access the system back-end of the RFL Resource Map.
- f. Provide analysis of needs to connect RFL Resource Map to Nevada's 211 system, if appropriate.

GENERAL CONSIDERATIONS

NPEF is seeking a strong, highly qualified candidate with a history of responsible, thorough work in the State of Nevada. Respondents shall include the information noted below in their written response to this RFP.

- A signature by an authorized employee
- A brief description of your company
- Number of years in business
- References including company name, contact name, address, telephone number and e-mail address
- Name and contact information of individual working on the project.
- A summary of your experience in the following areas:
 - Knowledge, experience and involvement in Ready for Life Southern (Southern Nevada Regional Planning Coalition Committee on Youth)
 - Relationships with the child welfare and juvenile justice systems at the state and local levels
 - Fundraising and leveraging resources
 - Involvement in strategic and sustainability planning and connections of multiple systems
 - Developing public policy
 - Brokering partnerships and collaboration on projects and policy initiatives
 - Successfully creating and using a business case approach to address a social policy issue
 - Data collecting, evaluation and reporting

CONSULTANT COSTS

Respondents shall indicate total costs based on an hourly consultant fee, estimating the number of hours needed for each of the obligations outlined in Section I Contract Obligations.

INSTRUCTIONS FOR SUBMITTING BIDS

A. Format

Completed bids shall consist of typewritten pages utilizing 12 font typing. Bids are limited to 5 pages for each submission.

B. Signatures and Date

Signature of an individual authorized to represent the respondent shall sign and date each bid cover sheet. The signatory agent's name must be printed; enter the signatory agent's title, and the name of the organization.

C. Failure to Comply and Required Documents

Failure to address all elements within this Request for Bid, omission of signatures or the instructions provided in the Request for Bid shall result in the application not being accepted for consideration.

PROPOSAL EVALUATION PROCESS

All proposals must be received in the administration office of the Southern Nevada Workforce Investment Board on or before 4:00 P.M. Pacific Standard Time, August 11, 2010. Send or deliver to:

Chanda Cook, Executive Director

Nevada Public Education Foundation

c/o Southern Nevada Workforce Investment Board

7251 W. Lake Mead Blvd., Suite 200

Las Vegas, Nevada 89128

Late submissions will not be accepted. Timely submission of proposals is the sole responsibility of the respondents, regardless of the delivery method utilized. Faxed or e-mailed copies of proposals will NOT be accepted. All proposals will be marked with a time and date stamp when received. Persons who hand-deliver proposals will be issued a written receipt.

Submission Checklist

The following checklist should be used to determine a complete proposal submission:

- ONE ORIGINAL and 4 copies of each proposal. Proposals should be securely stapled. Please do not enclose the proposal in a binder or portfolio.
- An electronic file of the full application submission including all narrative and attachments. This must be submitted in a portable digital format (PDF) file either on CD or other standard computer media.
- Completed Cover Sheet Form
- A one (1) page Executive Summary
- A Proposal Narrative of no more than five (5) pages. Any pages exceeding these limits will be removed and not considered in the evaluation process.
- Budget Forms including a Budget Summary and a Budget Narrative
- Letters of Commitment, Memoranda of Understanding or other agreements – if applicable. These attachments should explicitly indicate the services, contributions and the associated value. The contact information for the authorized representative for the partner agency must be included.

Letters of general support, videos, brochures, newspaper articles or extraneous materials other than those specifically requested in the RFP are not necessary and will not be considered.

Generally acceptable formatting includes the use of: (1) Times New Roman font, (2) 12 pt font-size, (3) single-sided pages, (4) double-spaced, (5) a minimum of a one inch margin and (6) footers with respondents name and page numbering. The proposal narrative should follow the order in which the questions are asked in the RFP however it is not necessary to repeat the questions asked in the RFP in the proposal submission.

Once received, all proposals will undergo a technical review to determine the contents of the proposal submission.

The subsequent step in the evaluation process will be conducted by a qualified and impartial RFP Evaluation Committee consistent with SNWIB and State Policies.

The RFP Evaluation Committee may request some or all respondents to make oral presentations. If selected for an oral presentation, respondents will need to be available according to the schedule set by NPEF. The RFP Evaluation Committee will be responsible for reviewing, scoring, and ranking proposals based upon the criteria stated in the RFP.

Contracts will be based upon funding availability and contract negotiations.

NPEF reserves the right to not fund any proposals submitted through this RFP process if all are determined as non-responsive. This RFP does not commit NPEF to accept any proposal submitted, nor is NPEF responsible for any costs incurred in the preparation of responses to this RFP. NPEF reserves the right to cancel, delay, or reissue the RFP at any time. NPEF reserves the

right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by the local board, State or Federal agencies. In such instances, NPEF will not be held liable for provisions in the RFP package that become invalid. NPEF reserves the right to reject any or all proposals, to accept or reject any or all items in the proposals, and/or to award the contract in whole or in part as is deemed to be in the best interest of NPEF. NPEF reserves the right to negotiate with any respondent after the proposal(s) are reviewed. The results of contract negotiations will determine the final contract award amount offered.

A. Proposal Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Research, Documentation and Youth Mapping Analysis – Knowledge and understanding of issues affecting targeted populations, description of the organizational capacity, successful experience and ability to conduct appropriate research and translating it into usable information for policy discussions and impact.
- Ready for Life Southern Nevada Business Case and Implementation Schedule – Understanding of and involvement in the Ready for Life movement, linkages between youth serving systems, organizational capacity, successful experience and ability to complete all components including community outreach plan.
- Fundraising and Sustainability – Demonstrated successful grant writing and fundraising for the identified youth populations and intermediary functions. Demonstrated ability to leverage other funding and resources.
- Update Ready for Life Resource Map – Knowledge of statewide services and resources (including those specific to targeted populations), technical expertise, marketing to both targeted populations and resource providers, ability to provide technical training to NPEF staff.

B. Protests/Appeals Process & Procedures:

Any respondent who has submitted a proposal may appeal an award announcement. The process for appealing an award is as follows:

All protests, appeals or complaints must be submitted in writing to NPEF within five (5) working days of the award announcements addressed to the Executive Director for review and to determine merit. In order for an appeal to be found to have merit it must show that any substantial portion of the RFP process or Federal procurement guidelines was violated. Only appeals that cite the specific section(s) of the RFP that have been violated will be considered.

If protests, appeals or complaints are found to have merit, an evaluation will be conducted by the appropriate NPEF committee, then by the NPEF Executive Committee. The decision made by the NPEF Executive Committee will be final.

Appeals received after the established deadline will not be accepted. Appeals may not dispute a particular score received by the petitioning agency, or the scores assigned to a competing agency. The scores awarded are final and are not subject to question by an appealing agency.

C. Access to Proposals, Score Sheets and Comments

All proposals submitted in response to the RFP shall become the property of the NPEF unless the respondent specifies proprietary information contained in the RFP. An entire proposal can not be marked as proprietary. Access to proposals will be granted in accordance with the Freedom of Information Act.

For the purpose of technical assistance and continuous improvement, respondents who are interested in obtaining evaluation committee comments on their proposal can request these in writing any time after the award announcement is made. Requests for this information shall be responded to within 10 business days.

D. Ex Parte Communication

NPEF discourages ex parte communication with any Board member and/or staff member after the deadline for receipt of bids. No board member shall and/or staff member initiate or accept oral communication regarding any bid under consideration.

Written communication to NPEF members and/or staff from potential contractors will be distributed to the Executive Director. Potential contractors who attempt to improperly influence the bid evaluation process shall be disqualified.

RFP Timeline*

Youth RFP Release	July 29, 2010
RFP Proposal Submissions Due	August 11, 2010 4 p.m. PST <i>*Late submissions will not be accepted</i>
Evaluation of Proposals	August 12 – 16, 2010
Award Announced on or before	August 16, 2010
Contract Negotiations on or before	August 16 - 21, 2010
Contract for Consulting Services to begin on or before	August 21, 2010

BID COVER SHEET

1. Organization Information:

Name: _____

Agency's Address: _____

Contact Person: _____

Title: _____

Contact Person's Address: _____

Phone: _____ Fax: _____

E-Mail: _____

2. Total Contract Costs:

\$ _____

3. Summary of Proposed Program:

4. Type of Organization: (Check One)

Business/For-Profit Private/Non-Profit

Public Agency Other _____

5. Affirmation:

I affirm that the information within this bid, to the best of my knowledge, is true and accurate. Further, I am duly authorized to sign and submit this bid on behalf of this agency. I fully affirm and understand that failure to meet the requirements of this bid at the submitted price may result in my organizations contract being terminated.

(Please Print)

Name: _____

Title: _____

Organization: _____

Authorized Signature: _____

Date: _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(1) The prospective recipient of Federal assistance funds certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

Name of Organization/Agency: _____

Name and Title of Authorized Representative: _____

Signature _____ Date: _____

(Before completing, please read instructions for certification on preceding page.)