

**Michigan Department of Labor and Economic Opportunity (LEO)
Office of Global Michigan (OGM)
REQUEST FOR PROPOSAL (RFP)**

Service Title: Youth Mentoring

Anticipated Begin Date: 10/01/2022

End Date: 09/30/2024

RFP Number: YM23-9901

Funding Type:	Youth Mentoring		Afghan Supplemental Youth Mentoring	
	Year 1 10/01/22 – 09/30/23	Year 2 10/01/23 – 09/30/24	Year 1 10/01/22 – 09/30/23	Year 2 10/01/23 – 09/30/24
Total Funding:	\$273,788	TBD	\$296,327	TBD
Estimated Average Award:	\$150,000	\$150,000	\$150,000	TBD
Award Ceiling:	\$200,000	TBD	\$200,000	TBD
Award Floor:	\$50,000	\$50,000	\$50,000	TBD

Agreement Type: Actual Cost Unit Rate Unit Rate/Actual Cost Unit Rate/Per Diem

Proposal Submission: Proposals and subsequent attachments must be submitted via email to LEO-RefugeeServices@michigan.gov by 11:59 p.m. EDT, Sept. 7, 2022 (Section I.2).

Geographic Area: State of Michigan

Disqualifying Criteria:

The Bidder will be disqualified, and the proposal will not be reviewed if:

- Bidder does not submit a completed proposal on, or before, 11:59 p.m. EDT Sept. 7, 2022.
- Bidder does not stay at or below the maximum award amount per agreement year (Section II.5).
- Bidder is determined to be ineligible for the funding (Section I.4).

Additional Information:

- Award amount(s) will be based on total number of selected proposals and proposed service areas.

Authority: P.A. 2080 of 1939

Completion: Mandatory

Penalty: Agreement Invalid

The Michigan Department of Labor and Economic Opportunity (LEO) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs, or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make

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Section I: PROPOSAL OVERVIEW

1. Instructions for Bidders

Bidders shall complete Section III – Proposal and submit additional pages (if necessary). When adding additional pages, the related subsection should be indicated at the top of the page with an attachment number. The pages should be numbered in sequence under each attachment. (For example, Subsection 2: Experience & Past Performance, Attachment 1, page 1 of 4, page 2 of 4, etc.). Bidders are expected to use the form and format provided in Section III to complete the proposal. Under each question there is a box titled “Bidder Response” for Bidders to respond. Font size should be no smaller than 12-point. Each box will automatically expand according to the amount of text entered. The shaded boxes that are titled “Evaluator Comments” should not be completed by the Bidder.

2. Delivery of Proposal

The Bidder must submit their proposal, attachments (if any), and modifications or withdrawals via email to LEO-RefugeeServices@michigan.gov. Proposals submitted in person, by mail, or by fax will not be considered for award. The Bidder may submit their proposal in Microsoft Word or PDF format. The proposal and attachments must be emailed by 11:59 p.m. EDT August 31, 2022. Bidder’s failure to submit a proposal as required may result in disqualification of proposal.

3. RFP Questions

Questions regarding the content of this RFP must be emailed to LEO-RefugeeServices@michigan.gov, on or before 11:59 p.m. EDT August 17, 2022. LEO staff are not allowed to respond to questions regarding the content of the RFP that are made via telephone.

4. Bidder Eligibility

Any organization or agency that serves ORR-eligible populations may apply for this funding. See Section II.2 for eligible populations. Non-governmental organizations must be a registered 501c3 nonprofit. Bidders are not required to have a history of funding with LEO-OGM to be eligible for this RFP.

State of Michigan employees may not act as Bidders. Proposals from Bidders who are current state of Michigan employees will be disqualified and will not be reviewed. Policy in Civil Service Rule 2-8, Ethical Standards and Conduct, states an employee cannot represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the state has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee’s private interests and official state responsibilities.

5. Bidder Assurance

By submitting a proposal, the Bidder assures that:

- a. This RFP has been reviewed by the Bidder organization’s governing body, and that body has authorized submission of the proposal.
- b. The person identified below as “Representative” has been authorized by the bidding organization’s governing body to represent the organization for the purposes of the submission of a proposal and agreement negotiation.
- c. The bidding organization intends to provide services according to the information contained in this RFP, if selected and issued an agreement to do so.

6. Evaluation Criteria & Process

The maximum number of points that a proposal can receive is 100 points. The maximum number of points for each of the categories is as follows:

Subsection	Maximum Points
1. Bidder Information.....	not scored
2. Experience & Past Performance.....	15
3. Program Design.....	55
4. Program Budget Narrative.....	30
Total Points Available 100	

Proposals will be evaluated by a grant review committee. Only those proposals receiving a score of 80 points or more will be considered for the award. All qualified proposals will be evaluated based on rating criteria identified in the proposal (Section III).

7. LEO Reservations

LEO reserves the right to:

- a. Conduct an on-site visit to tour and inspect the Bidder's facilities, require an oral presentation of the Bidder's proposal, conduct interviews with Bidders, or request additional concessions at any point during the evaluation process. If it is determined that a Bidder purposely or willfully submitted false information, the Bidder will not be considered for award, LEO may pursue debarment of the Bidder, and any resulting agreement that may have been established may be terminated.
- b. Modify the RFP at any time prior to the deadline submission date. Changes will be posted on <https://www.michigan.gov/ogm> via a “proposal amendment.” This is the only method by which the RFP may be modified. Amendments posted before the deadline submission date may include documentations such as questions and answers, revisions, and/or clarifications to the initial RFP. Amendments posted after the deadline submission date may include documentation such as the award recommendation letter.
- c. Issue a request (“Clarification Request”) to the Bidder to clarify its proposal. Failure to respond to a Clarification Request may be cause for disqualification.
- d. Consider all proposals received property of LEO.

- e. Not award an agreement if it is determined in its sole discretion that contracting with or awarding a grant to a Bidder presents an unacceptable financial risk to LEO.
- f. Establish the criteria by which it will evaluate each Bidder's response, and by which it will determine the most responsive, capable, and qualified Bidder(s).
- g. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation, and submission of a proposal, and LEO's subsequent receipt and evaluation of a proposal does not commit LEO to award an agreement, even if all the requirements in the RFP are met.
- h. Consider late proposals: (i) if no other proposals are received; (ii) if there are no complete proposals received; (iii) if LEO received complete proposals, but they did not pass the evaluation process; or (iv) if the award process fails to result in an award.
- i. Consider an otherwise disqualified proposal if no other qualified proposals are received.
- j. Disqualify a proposal based on the information provided or if it is determined that a Bidder purposely or willfully submitted false information in response to the RFP.
- k. Consider Bidders' prior performance with the state of Michigan in making its award decision.
- l. Consider overall economic impact to the state of Michigan when evaluating the proposal pricing and in the final award recommendation. This includes, but is not limited to considering principal place of performance, number of Michigan citizens employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, economically disadvantaged businesses, etc.
- m. Consider total cost of ownership factors (e.g., transaction costs, training costs, etc.) in the final award recommendation.
- n. Refuse to award an agreement to any Bidder that has failed to pay state of Michigan taxes or has any outstanding debt with the state of Michigan.
- o. Enter negotiations with one or more Bidders on price, terms, technical requirements, or other deliverables.
- p. Award multiple, optional use agreements, or award by agreement activity.
- q. Evaluate the proposal outside the scope identified in Section I.6 if LEO receives only one RFP response.

8. General Proposal Conditions

The State of Michigan will not be liable for any costs incurred by the Bidder in preparation of its proposal, delivery of a proposal, and any follow-up discussions with the state of Michigan. The Bidder agrees that its proposal will be considered an offer to do business with the state of Michigan in accordance with the provisions of its proposal, including the Standard Terms, and that the proposal will be irrevocable and binding for a period of 90 calendar days from date of submission. If a grant is awarded to the Bidder, the state of Michigan may, at its option, incorporate all or any part of the proposal into a grant. This RFP is not an offer to enter a grant. This RFP may not provide a complete understanding of the State of Michigan's environment or contain all matters upon which an agreement must be reached.

9. Freedom of Information Act

Under MCL 18.1261(13)(b), records containing “a trade secret as defined under section 2 of the uniform trade secrets act, 1998 PA 448, MCL 445.1902, or financial or proprietary information” are exempt from disclosure under FOIA. And under MCL 18.1470(3), “proprietary financial and accounting” information is also exempt from disclosure under FOIA. If information within a Bidder’s proposal falls under the aforementioned exemptions, and the Bidder seeks to have it withheld from disclosure under FOIA, then by the proposal deadline, the Bidder must: (1) save exempt information in a separate file (i.e., document); (2) name the file/document “FOIA-EXEMPT”; (3) label the header of each page of the file/document “Confidential–Trade Secret,” “Confidential–Financial,” or “Confidential–Proprietary” as applicable; (4) clearly reference within the file/document the RFP schedule, section, and page number to which the exempt information applies; and (5) verify within the FOIA-EXEMPT file/document that the information meets the FOIA exemption criteria. The State reserves the right to determine whether information designated as exempt by a Bidder falls under the FOIA exemptions. Resumes, pricing, and marketing materials are not trade secrets or financial or proprietary information. Do not identify your entire proposal as “FOIA-EXEMPT,” and do not label each page of your proposal “Confidential.” If a Bidder does so, the State may require the Bidder to resubmit the proposal to comply with steps (1) – (5) above. The State reserves the right to disqualify a Bidder for failure to follow these instructions.

10. Resulting Agreement

In the event of an agreement resulting from this RFP:

- a. **Record Keeping:** Grantees must maintain appropriate case records and procedures to document the delivery of youth mentoring (YM) services to clients. Client case records shall include (but are not limited to):
 - i. Verification and documentation of client eligibility for receipt of services prior to providing services, and maintenance in each client case record of appropriate forms which document immigrations status, date of entry into the U.S., and alien number.
 - ii. Documentation of interpretation/translation services and resources used.
 - iii. Documentation of attendance at workshops, support groups, etc., offered through YM services.
 - iv. Any other case notes or relevant information related to YM services.
- b. **Reporting:** The Grantee shall submit to LEO-OGM semi-annual reports that indicate the status and effectiveness of activities performed under the grant, as indicated below.
 - i. Statistical data regarding clients served and any other measured outcomes relevant to the proposed program as identified in the Bidder’s proposal. General program activities shall be reported in narrative format. This may include identified progresses, client success stories, accomplishments and new initiatives, and challenges and emerging issues.
 - ii. The Grantee shall report all YM activities utilizing the Refugee Data Management System (DMS). Agency users will be registered for MiLogin to access the DMS.

- iii. The Grantee shall submit monthly fiscal reports, including general ledgers as supporting documentation of expenses incurred and invoiced.
 - iv. The Grantee shall comply with all reporting procedures established by LEO-OGM in completion of progress reports at time intervals, on forms, in formats, and by means specified by LEO-OGM. Any additional reports as deemed necessary by LEO shall be made and submitted by the Grantee upon request.
- c. Monitoring: LEO-OGM will monitor the YM activities through routine monitoring to ensure that Grantees are in compliance with federal requirements, and the services provided are in alignment with funding requirements. During monitoring, LEO-OGM will assess how services are provided, identify promising practices, and observe trends for further analysis and information sharing.
- d. Standard Terms: Awards made resulting from this RFP will require execution of an agreement with LEO. The agreement will contain standard terms. An example of the Standard Terms is in the Appendix of this RFP.
- e. Audits: No financial audit would be required under this Agreement by LEO. No financial audit costs should be billed to this Agreement. In the event the Grantee elects to have a financial audit performed, the submission of the audit report to LEO is not required nor desired unless there is a finding of a Going Concern. LEO has the option to perform audits, if requested.
- f. Criminal Background Check: If the resulting Agreement will be with an individual, LEO will complete the criminal background check on the Grantee, and the following language will be included in the Agreement:
- “As a condition of this Agreement, the Grantee shall notify LEO in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the Central Registry (CR) as a perpetrator, at hire or within 10 days of the event after hiring.”*

Otherwise, the following language will be included in the Agreement:

“As a condition of this Agreement, the Grantee certifies that the Grantee shall, prior to any individual performing work under this Agreement, conduct or cause to be conducted an Internet Criminal History Access Tool (ICHAT) check and a national and state sex offender registry check for each new employee, employee, subgrantee, subgrantee employee or volunteer who, under this Agreement, works directly with clients or has access to client information.”

The ICHAT website address is <http://apps.michigan.gov/ichat>. The Michigan Public Sex Offender Registry website address is <http://www.mipsor.state.mi.us>. The National Sex Offender Public website address is <http://www.nsopw.gov>.

Prior to any individual performing work under a resulting Agreement the Grantee must certify that they will conduct or cause to be conducted a Central Registry (CR) check for each new employee, employee, subgrantee, subgrantee employee, or volunteer who, would work directly with children. Information about CR can be found at http://www.mi.gov/dhs/0,1607,7-124-5452_7119_48330-180331--,00.html.

Prior to any individual performing work under a resulting Agreement the Grantee must require each new employee, employee, subgrantee, subgrantee employee, or volunteer who would work directly with clients or who would have access to client information, to notify the Grantee in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the CR as a perpetrator, at hire or within 10 days of the event after hiring.

Prior to any individual performing work under a resulting Agreement the Grantee must not submit claims for, or assign duties, under this Agreement to any new employee, employee, subgrantee, subgrantee employee, or volunteer based on a determination by the Grantee that the results of a positive ICHAT and/or a CR response or reported criminal felony conviction or perpetrator identification make the individual ineligible to provide the services.

The Grantee must have a written policy describing the criteria on which its determinations shall be made and must document the basis for each determination. The Grantee may consider the recency and type of crime when deciding. Failure to comply with this provision may be cause for immediate cancellation of this Agreement. In addition, the Grantee must further have a clearly defined written policy regarding acceptable screening practices of new staff members and volunteers who have direct access to clients and/or client's personal information. These screening practices serve to protect the organization and its clients. The Grantee must also assure that any subgrantees have both written policies.

If LEO determines that an individual provided services under this Agreement for any period prior to completion of the required checks as described above, LEO may require repayment of that individual's salary, fringe benefits, and all related costs of employment for the period that the required checks had not been completed.

g. Subgrantees: If sub-granting:

- i. The Bidder must identify the services the subgrantee will perform and provide all information requested, as it applies to both the Bidder and the subgrantee(s).
- ii. Subgrantees shall be subject to all conditions and provisions of the agreement including Internet Criminal History Access Tool (ICHAT) and Central Registry background checks, when applicable.
- iii. The Grantee must obligate the subgrantees to maintain the confidentiality of LEO client information in conformance with state and federal requirements.
- iv. The Grantee is responsible for the performance of any subgrantees who are held to the same standard of quality and performance as the Grantee. Evaluators of proposals will

consider the qualifications of both the Grantee and subgrantee when making agreement award recommendations.

- v. LEO may, at its discretion, require information on the process of an awarded subgrantee proposal.

- h. E-Verify: Section 291 of the fiscal year 2017 Omnibus Budget, PA 268 of 2016, requires verification that all new employees of the Grantee and all new employees of any approved subgrantee, working under this agreement, are legally present to work in the United States. All Grantees shall perform this verification using the E-Verify system (<http://www.uscis.gov/portal/site/uscis>).

- i. State Administrative Board: The State Administrative Board must approve all grants more than \$500,000. The decision of the State Administrative Board is final; however, approval does not constitute a grant. The award process is not complete until the awarded Grantee receives a properly executed grant.

Section II: DESCRIPTION OF SERVICE SPECIFICATIONS

1. Background and Purpose

The Youth Mentoring (YM) Program's goals are to promote positive civic and social engagement and support individual educational and vocational advancement. To accomplish these goals, grantees will match eligible youth with positive adult mentors who will provide the youth with personalized interaction. Grantees will also provide case management to support educational and career development.

Grantees may also develop an incentive program that encourages youth to participate in the YM program. Incentives may include but are not limited paying registration fees or tuition costs for educational, vocational, apprenticeships, and career development activities or providing donated goods such as computers. If a grantee chooses to establish an incentive program, the grantee must document the policy and ensure the program is implemented in a fair and consistent way. Any incentive program policy will be provided to Global Michigan-Refugee Services for review and approval.

2. Eligible Populations

Populations eligible to be served with this award include individuals who are eligible for services under ORR's Refugee Resettlement Program, who are within their first five years of U.S. arrival. YM service recipients must be between the ages of 15 and 24. Recipients should prioritize services for youth that have been in the United States for one year or less and those requiring additional social, academic, vocational, or emotional support.

See the attached Appendix for details and descriptions on how to determine client eligibility.

3. Program Design

Award of the grant will be considered for programs designed with innovative approaches toward addressing unique challenges identified in the Bidder's community for those who fall under the eligible populations. Consideration will be given to Bidders who propose programs that include:

- a. Complete an initial assessment of the needs and goals of the youth and develop a plan to meet those needs through education, vocational, and social activities
- b. Provide case management that includes documenting services provided and the progress of each youth towards meeting their needs and goals
- c. Recruit and train volunteers to support YM program recipients
- d. Cultural Engagement and Integration
- e. Social Engagement with Peers
- f. Civic Engagement
- g. Education Support and Transitions
- h. Employment and Training Opportunities
- i. Digital Literacy
- j. Mental Health Assessment and Referral

4. Supported Activities

Proposed activities must contribute to one of more of the bulleted list below. Activities should be prioritized as in-person services, with limited options offered virtually. Suggested examples of supported activities are provided below each target area. Bidders are not required to design programs with the suggested examples and may propose other activities in their workplan.

Grantees may also develop an incentive program that encourages youth to participate in the YM program. Incentives may include but are not limited paying registration fees or tuition costs for educational, vocational, apprenticeships, and career development activities or providing donated goods such as computers. If a grantee chooses to establish an incentive program, the grantee must document the policy and ensure the program is implemented in a fair and consistent way. Any incentive program policy will be provided to Global Michigan-Refugee Services for review and approval.

Activities under YM program funding should focus around the following areas:

- Development of social and life skill, including financial literacy
- Helping youth learn American Culture while maintaining and celebrating the youth's cultural heritage
- Providing opportunities for mentor and mentee engagement
- Support youth in health literacy and awareness
- Provide opportunities for peer support networking and engagement
- Providing opportunities for social engagement with peers.
- Providing education on civic engagement including information about opportunities to participate in civic engagement and community service activities
- Assisting with transitions in school such as transition between high school to post-secondary education
- Provide advice and planning for youth to explore opportunities post high schools graduation, including, but not limited to, colleges, universities, training programs, and trades
- Helping youth career development including skills building, resume drafting, worker's rights, and training opportunities

5. Budget

Bidders can request up to \$400,000 for fiscal year (FY) 2023, given their budget and program proposals follow the funding requirements for Refugee Youth Mentoring and Afghan Youth Mentoring (AYM) (Table 1). Total award amount for FY 2024 will be contingent on federal funding.

TABLE 1: Breakdown by Funding Source

<i>Funding Type</i>	<i>Population Served</i>	<i>FY 2023</i>	<i>FY 2024</i>	<i>Comments</i>
RYM	All ORR-eligible	\$200,000	TBD	This funding can be used for all ORR-eligible populations,

(Refugee Youth Mentoring)				including Afghan Nationals who are ORR-eligible.
AYM (Afghan Youth Mentoring)	AYM only	\$200,000	TBD	This funding can only be used for Afghan Nationals who are ORR-eligible.
TOTAL		\$400,000	TBD	

Awards resulting from this RFP must be spent by September 30, 2024. Total awarded amounts will be contingent on the number of selected proposals. Bidders are required to submit a line-item budget with narrative justification in their proposal. Proposals will be scored with respect to feasibility of the budget requested.

Bidders can propose more than one program that utilizes one or both funding types or they can propose a single program that utilizes one of the funding types. Lastly, they could also propose one program to serve all eligible populations, but with distinct budgets to serve the Afghan population and all other eligible populations.

Bidders should deliberately design their programs to complement, not duplicate, other ORR-funded activities.

Section III: PROPOSAL

Note, if the Bidder is applying for more than one funding type, they only need to submit Part 1 (Bidder Information) of the Proposal once.

1. Bidder Information

- | | | |
|-----|--|--|
| 1. | Representative's ¹ name: | Click here to enter text. |
| 2. | Representative's phone number: | Click here to enter text. |
| 3. | Representative's e-mail address: | Click here to enter text. |
| 4. | Bidding organization's name: | Click here to enter text. |
| 5. | Bidding organization's address: | Click here to enter text. |
| 6. | Bidding organization is incorporated in what state? | Click here to enter text. |
| 7. | Bidding organization's mail code ² : | Click here to enter text. |
| 8. | Bidding organization's DUNS number ³ : | Click here to enter text. |
| 9. | Number of years operating: | Click here to enter text. |
| 10. | Number of employees and/or organization members: | Click here to enter text. |
| 11. | Type of organization ⁴ : | <input type="checkbox"/> Private, non-profit <input type="checkbox"/> Private, proprietary <input type="checkbox"/> Public <input type="checkbox"/> University |
| 12. | Bidding organization's fiscal year begin date: | Click here to enter text. |
| 13. | Name of parent organization ⁵ : | Click here to enter text. |
| 14. | Address of parent organization ⁵ : | Click here to enter text. |
| 15. | Does the bidding organization represent an Iran-linked business, as defined in MCL 129.312? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 16. | Has there been a recent change in the organizational structure (e.g., management team) or a change of control (merger or acquisition)? | |

¹ Authorized by the organization's governing body to represent the organization for the purposes of the submission of a proposal and agreement negotiation.

² Identified when registering on Contract & Payment Express. Write "N/A" if bidding organization does not have a mail code.

³ Write "N/A" if bidding organization does not have a DUNS number.

⁴ Individuals are private proprietary.

⁵ If applicable.

Yes No

If **yes**, why? How has it affected the bidding organization?

[Click here to enter text.](#)

17. Has the bidding organization ever been debarred, suspended, or otherwise disqualified from bidding, proposing, or contracting with any governmental entity, including the State of Michigan?

Yes No

If **yes**, provide the date, governmental entity, and details surrounding the action.

[Click here to enter text.](#)

18. Has the bidding organization ever been sued by the State of Michigan?

Yes No

If **yes**, provide the date, case caption, case number, and identify the court in which the case was filed.

[Click here to enter text.](#)

19. Has the bidding organization ever sued the State of Michigan?

Yes No

If **yes**, provide the date, case caption, case number, and identify the court in which the case was filed.

[Click here to enter text.](#)

20. Within the past five years, has the bidding organization defaulted on a government contract or been terminated for cause by any governmental entity, including the State of Michigan?

Yes No

If **yes**, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.

[Click here to enter text.](#)

21. Within the past five years, has the bidding organization defaulted on a contract or been terminated for cause by any private entity in which similar service or products were being provided by the bidder organization?

Yes No

If **yes**, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.

[Click here to enter text.](#)

22. Is the bidding organization a disabled veteran-owned business/organization⁶?

Yes⁷ No

23. Did the representative, or an employee of the bidding organization, participate in developing any component of this RFP?

Yes No

If **yes**, describe how the representative, or an employee of the bidding organization participated.

[Click here to enter text.](#)

24. Will the representative, or an employee of the bidding organization, participate in the evaluation of the proposals received in response to this RFP?

Yes No

If **yes**, describe how the representative, or an employee of the bidding organization will participate in the evaluation process.

[Click here to enter text.](#)

25. If selected and issued an agreement, does the bidding organization affirm that it agrees with the attached Standard Terms⁸?

Yes No

⁶ “Qualified Disabled Veteran,” as defined by Public Act 431 of 1984, means a business entity that is at least 51% owned by one or more veterans with a service-connected disability. The Act defines “Service-Connected Disability” as a disability incurred or aggravated in the line of active military, naval, or air service as defined in 38 USC 101 (16).

⁷ If **yes**, the representative warrants that the bidding organization meets the above criteria and has provided the following supportive documentation: 1) Proof of service and conditions of discharge: DD214 or equivalent; 2) Proof of service-connected disability: DD214 if the disability was documented at discharge or Veterans Administration (VA) Rating Decision Letter or equivalent if the disability was documented after discharge; 3) Proof of ownership: Appropriate legal documents setting forth the ownership of the business entity. In lieu of the documentation identified above, the representative may also provide a copy of the business entities National Veterans Business Development Council (NVBDC) certification.

⁸ LEO strongly encourages strict adherence to the standard terms. Nevertheless, the Bidder may submit proposed changes to the standard terms accompanied by a detailed explanation as to each change for LEO consideration; failure to do so will constitute the Bidder’s acceptance of the standard terms. General statements, such as “the Bidder reserves the right to negotiate the standard terms”, may also be considered non-responsive.

2. Experience & Past Performance

2.1 Bidder’s Experience – Past Projects

Use **Chart 2.1** below to describe the bidding organization’s experience from the past three years in providing services for the community it represents. List each service name, a description of the service, the timeframe during which the service was funded and/or provided, with whom the agreement and/or funding was with, and the name of a contact person for each agreement/funding. (Note: Bidders are not required to have a history of funding with LEO-OGM to be considered for this RFP.)

An example is provided in the table below. You may add more rows, if necessary. If needed, use the text box below the chart to provide further comments/descriptions (not required).

<i>Example Chart 2.1</i>				
<i>Service Name</i>	<i>Description of service</i>	<i>Timeframe</i>	<i>Agreement With</i>	<i>Contact Name</i>
<i>Refugee School Impact</i>	<i>Ensured clients received an orientation to schools in America</i>	<i>10/01/2021 - 09/30/2024</i>	<i>LEO-OGM</i>	<i>Jill Pierce</i>

Bidder Response:

Chart 2.1				
Service Name	Description of service	Timeframe	Agreement With	Contact Name
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

[Click here to provide further description, if needed.](#)

For Evaluator Use Only (Shaded Areas)

2.1 Did the Bidder provide the requested information for the services they provided the community from the past three years? (5 points)

Evaluator Comments:

[Click here to enter text.](#)

2.2 Bidder’s Experience – Populations Served

Use **Chart 2.2** below to describe the principal characteristics of the target populations for whom the services listed in Chart 2.1 were provided. Include the population type (i.e., refugee, Cuban/Haitian Entrant, immigrant, etc.) and primary languages spoken.

An example is provided in the table below. You may add more rows, if necessary. If needed, use the text box below the chart to provide further comments/descriptions (not required).

<i>Example Chart 2.2</i>		
<i>Service Name (from Chart 2.1)</i>	<i>Population type</i>	<i>Languages spoken</i>
<i>Refugee School Impact</i>	<i>1. Afghan National 2. Refugee</i>	<i>1. Pashto, Dari 2. French, Kinyarwanda, Kirundi</i>

Bidder Response:

Chart 2.2		
Service Name (from Chart 2.1)	Population type	Languages spoken
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

[Click here to provide further description, if needed.](#)

2.2 Does the Bidder have a history of working with populations that align with the service specifications in this RFP? (5 points)

Evaluator Comments:

[Click here to enter text.](#)

2.3 Bidder’s Experience – Collaborations

Use **Chart 2.3** below to list community organizations with which the Bidder has previously partnered. Examples include ethnic community-based organizations (ECBOs), faith-based organizations (FBOs), refugee resettlement agencies (RAs), local health departments (LHDs), local government offices, etc. Include the organization type and a description of the collaborative programs.

An example is provided in the table below. You may add more rows, if necessary. If needed, use the text box below the chart to provide further comments/descriptions (not required).

<i>Example Chart 2.3</i>		
<i>Organization Name</i>	<i>Organization Type</i>	<i>Description of Collaborative Projects</i>
1. Kent ISD 2. Mount Hope Church	1. Local Education Agency 2. FBO	Developed resources for newly arriving populations entering the school district. Sermons had themes of “Love thy neighbor” and had regular attendance at youth group meetings.

Bidder Response:

Chart 2.3		
Organization Name	Organization Type	Description of Collaborative Projects
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

[Click here to provide further description, if needed.](#)

2.3 To what degree has the bidder demonstrated the ability to collaborate with, or otherwise utilize relevant organization’s resources within the local community? (5 points)

Evaluator Comments:

[Click here to enter text.](#)

MAXIMUM NUMBER OF POINTS FOR THIS CATEGORY:	15
EVALUATOR’S SCORE FOR THIS CATEGORY:	

3. Program Design

<p>3.1 Identified Need</p> <p>Describe your community’s need for youth mentoring funding. Include descriptions of physical, economic, social, cultural, and linguistic barriers which prevent youth from integrating into the community and accessing their full potential for their future.</p>
<p>Bidder Response:</p> <p>Click here to enter text.</p>
<p>3.1 Has the Bidder exemplified an understanding of the barriers the youth faces when attempting to integrate into the community and ? (8 points)</p>
<p>Evaluator Comments:</p> <p>Click here to enter text.</p>
<p>3.2 Program Description</p> <p>Provide a <u>brief</u> description of your proposed program. Include the proposed: 1) program name, 2) target population. Describe how your program will be designed to address the unique needs of your target population.</p>
<p>Bidder Response:</p> <p>Click here to enter text.</p>
<p>3.2-a Does the proposed program description address the unique needs identified in Question 3.1? (6 points)</p>
<p>Evaluator Comments:</p> <p>Click here to enter text.</p>
<p>3.2-b Does the proposed program align with the supported activities for this RFP (Section II.4)? (3.5 points)</p>
<p>Evaluator Comments:</p> <p>Click here to enter text.</p>
<p>3.3 Collaborations & Partnerships</p> <p>Provide a list of organizations, collaborating partners, consultants, or other key individuals/parties that will work on the proposed program. Include a short description of the nature of their effort or contribution.</p>
<p>Bidder Response:</p> <p>Click here to enter text.</p>

3.3 Did the Bidder provide a list of collaborating partners a short description of the nature of their partner’s effort or contribution? *(5 points)*

Evaluator Comments:
[Click here to enter text.](#)

3.4 Plans for Sustainability
 Describe how you plan to incorporate sustainability into your program. What are your plans to address funding fluctuations including tapping into mainstream services beyond fiscal year 2024 to support the proposed program long-term?

Bidder Response:
[Click here to enter text.](#)

3.4 Did the Bidder describe a plan for incorporating sustainable methods into their proposed program? *(5 points)*

Evaluator Comments:
[Click here to enter text.](#)

3.5 Program Goals
 Use **Chart 3.5** below to list *at least three* program goals, or milestones you wish to accomplish with this funding.
 An example is provided in the table below. You may add more rows, if necessary. If needed, use the text box below the chart to provide further comments/descriptions (not required).

Example Chart 3.5
Goal 1: <i>Enroll 20 Refugee Youth in the program</i>
Goal 2: <i>Create Civic Engagement opportunities for youth in their community</i>
Goal 3: <i>Match all youth enrolled with a long term mentor</i>

Bidder Response:

Chart 3.5
Goal 1: Click here to enter text.
Goal 2: Click here to enter text.
Goal 3: Click here to enter text.
Goal 4: <i>(not required)</i> Click here to enter text.

[Click here to provide further description, if needed.](#)

3.5 Are the program goals related to the previously identified need (Question 3.1)? (5 points)

Evaluator Comments:

[Click here to enter text.](#)

3.6 Objectives & Measurables

Use **Chart 3.6** below to list *at least three objectives per goal* (identified in Question 3.5). Objectives should be ‘SMART’ (Specific, Measurable, Achievable, Realistic, and Timebound). You will create at least 9 objectives.

An example is provided in the table below. You may add more rows, if necessary. If needed, use the text box below the chart to provide further comments/descriptions (not required).

Example Chart 3.6
Goal 1: Increase Civic Engagement for Refugee Youth
Objective 1.1: <i>By January 1, 2023, we will have recruited and trained mentors.</i>
Objective 1.2: <i>By February 1, 2023, we will have identified 20 Refugee Youth to match to mentors.</i>
Objective 1.3: <i>By March 1, 2023, we will have measured identified civic engagement opportunities in the community.</i>
Objective 1.4: <i>By June 1, 2023, half of identified youth will have participated in one or more civic opportunities with trained mentors.</i>

Bidder Response:

Chart 3.6
Goal 1 (Chart 3.5): Click here to enter text.
Objective 1.1: Click here to enter text.
Objective 1.2: Click here to enter text.
Objective 1.3: Click here to enter text.
Objective 1.4 (<i>not required</i>): Click here to enter text.
Goal 2 (Chart 3.5): Click here to enter text.
Objective 2.1: Click here to enter text.

Objective 2.2: Click here to enter text.
Objective 2.3: Click here to enter text.
Objective 2.4 (<i>not required</i>): Click here to enter text.
Goal 3 (Chart 3.5): Click here to enter text.
Objective 3.1: Click here to enter text.
Objective 3.2: Click here to enter text.
Objective 3.3: Click here to enter text.
Objective 3.4 (<i>not required</i>): Click here to enter text.
Goal 4 (<i>not required</i>) (Chart 3.5): Click here to enter text.
Objective 4.1: Click here to enter text.
Objective 4.2: Click here to enter text.
Objective 4.3: Click here to enter text.
Objective 4.4: Click here to enter text.
Click here to provide further description, if needed.
3.6 Did the Bidder list at least three SMART objectives per goal identified in Chart 3.5? (9 points)
Evaluator Comments: Click here to enter text.

3.7 Workplan

Use **Chart 3.7** below to list proposed activities or tasks and the timeframe required to accomplish each objective (Chart 3.6). Proposed activities/tasks must fall within the supported activities for YM funding (Section II.4). Timeframes must fall within the funding timeline, 08/01/2022 – 09/30/24. You will likely need more than one task to complete an objective. List multiple tasks/activities per objective as A, B, C, etc. Timeframes should correlate with each task. For example, Timeframe A should include the estimated start and end dates to complete Task A.

An example is provided in the table below. You may add more rows, if necessary. If needed, use the text box below the chart to provide further comments/descriptions (not required).

<i>Example Chart 3.7</i>		
<i>Objective 1.1: By January 1, 2023, we will enroll 40 refugee youth into the program for college prep</i>	<i>Task A: Recruit Refugee Mentors.</i>	<i>Timeframe A: 10/01/22 - 10/31/22</i>
	<i>Task B: Create College Prep Curriculum.</i>	<i>Timeframe B: 10/01/22 - 12/31/22</i>
	<i>Task C:</i>	<i>Timeframe C: 10/31/22 - 11/30/22</i>
	<i>Task D:</i>	<i>Timeframe D: 10/31/22 - 12/31/22</i>

Bidder Response:

Chart 3.7		
Objective (Chart 3.6)	Activity/Task	Timeframe
Objective 1.1	Task A: Click here to enter text.	Timeframe A: Click here to enter text.
	Task B: Click here to enter text.	Timeframe B: Click here to enter text.
	Task C: Click here to enter text.	Timeframe C: Click here to enter text.
Objective 1.2	Task A: Click here to enter text.	Timeframe A: Click here to enter text.
	Task B: Click here to enter text.	Timeframe B: Click here to enter text.
	Task C: Click here to enter text.	Timeframe C: Click here to enter text.
Objective 1.3	Task A: Click here to enter text.	Timeframe A: Click here to enter text.

	Task B: Click here to enter text.	Timeframe B: Click here to enter text.
	Task C: Click here to enter text.	Timeframe C: Click here to enter text.
Objective 1.4 <i>(not required)</i>	Task A: Click here to enter text.	Timeframe A: Click here to enter text.
	Task B: Click here to enter text.	Timeframe B: Click here to enter text.
	Task C: Click here to enter text.	Timeframe C: Click here to enter text.
Objective 2.1	Task A: Click here to enter text.	Timeframe A: Click here to enter text.
	Task B: Click here to enter text.	Timeframe B: Click here to enter text.
	Task C: Click here to enter text.	Timeframe C: Click here to enter text.
Objective 2.2	Task A: Click here to enter text.	Timeframe A: Click here to enter text.
	Task B: Click here to enter text.	Timeframe B: Click here to enter text.
	Task C: Click here to enter text.	Timeframe C: Click here to enter text.
Objective 2.3	Task A: Click here to enter text.	Timeframe A: Click here to enter text.
	Task B: Click here to enter text.	Timeframe B: Click here to enter text.
	Task C: Click here to enter text.	Timeframe C: Click here to enter text.
Objective 2.4 <i>(not required)</i>	Task A: Click here to enter text.	Timeframe A: Click here to enter text.
	Task B: Click here to enter text.	Timeframe B: Click here to enter text.
	Task C: Click here to enter text.	Timeframe C: Click here to enter text.
Objective 3.1	Task A: Click here to enter text.	Timeframe A: Click here to enter text.
	Task B: Click here to enter text.	Timeframe B: Click here to enter text.
	Task C: Click here to enter text.	Timeframe C: Click here to enter text.
Objective 3.2	Task A: Click here to enter text.	Timeframe A: Click here to enter text.
	Task B: Click here to enter text.	Timeframe B: Click here to enter text.

	Task C: Click here to enter text.	Timeframe C: Click here to enter text.
Objective 3.3	Task A: Click here to enter text.	Timeframe A: Click here to enter text.
	Task B: Click here to enter text.	Timeframe B: Click here to enter text.
	Task C: Click here to enter text.	Timeframe C: Click here to enter text.
Objective 3.4 <i>(not required)</i>	Task A: Click here to enter text.	Timeframe A: Click here to enter text.
	Task B: Click here to enter text.	Timeframe B: Click here to enter text.
	Task C: Click here to enter text.	Timeframe C: Click here to enter text.
Objective 4.1	Task A: Click here to enter text.	Timeframe A: Click here to enter text.
	Task B: Click here to enter text.	Timeframe B: Click here to enter text.
	Task C: Click here to enter text.	Timeframe C: Click here to enter text.
Objective 4.2	Task A: Click here to enter text.	Timeframe A: Click here to enter text.
	Task B: Click here to enter text.	Timeframe B: Click here to enter text.
	Task C: Click here to enter text.	Timeframe C: Click here to enter text.
Objective 4.3	Task A: Click here to enter text.	Timeframe A: Click here to enter text.
	Task B: Click here to enter text.	Timeframe B: Click here to enter text.
	Task C: Click here to enter text.	Timeframe C: Click here to enter text.
Objective 4.4 <i>(not required)</i>	Task A: Click here to enter text.	Timeframe A: Click here to enter text.
	Task B: Click here to enter text.	Timeframe B: Click here to enter text.
	Task C: Click here to enter text.	Timeframe C: Click here to enter text.

[Click here to provide further description, if needed.](#)

3.7-a Did the Bidder identify realistic tasks or activities for each of the objectives listed in Chart 3.6? (9 points)

Evaluator Comments: Click here to enter text.	
3.7-b Did the Bidder include realistic timeframes for each of the tasks? <i>(4.5 points)</i>	
Evaluator Comments: Click here to enter text.	
MAXIMUM NUMBER OF POINTS FOR THIS CATEGORY:	55
EVALUATOR'S SCORE FOR THIS CATEGORY:	

4. Program Budget Narrative

4.1 Budget
 Use **Chart 4.1** below to provide an estimated program budget (in dollar amounts) for each of the two funded fiscal years. See Section II.5 for more details about funding requirements.

You may add more rows, if necessary. If needed, use the text box below the chart to provide further comments/descriptions (not required).

Bidder Response:

Chart 4.1			
Category	Year 1 10/01/2022 – 09/30/2023	Year 2 10/01/2023 – 09/30/2024	TOTAL
Staffing	Click here to enter text.	Click here to enter text.	Click here to enter text.
Communications & Advertising	Click here to enter text.	Click here to enter text.	Click here to enter text.
Supplies/Equipment	Click here to enter text.	Click here to enter text.	Click here to enter text.
Transportation	Click here to enter text.	Click here to enter text.	Click here to enter text.
Contractual Services	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
TOTAL	Click here to enter text.	Click here to enter text.	Click here to enter text.

[Click here to provide further description, if needed.](#)

4.1-a Did the Bidder propose a budget within the award ceiling and floor limits? *(5 points)*

Evaluator Comments:
[Click here to enter text.](#)

4.1-b Did the Bidder provide a realistic estimated budget for each of the two funded fiscal years? *(5 points)*

Evaluator Comments:

[Click here to enter text.](#)

4.2 Budget Narrative

Use **Chart 4.2** below to provide a narrative description for all categories listed in Chart 4.1, per funded fiscal year.

If needed, use the text box below the chart to provide further comments/descriptions (not required).

Bidder Response:

Chart 4.2		
Category	Year 1 10/01/2022 – 09/30/2023	Year 2 10/01/2023 – 09/30/2024
<u>Staffing</u> List positions funded by the grant. Include % FTE, salary, and fringe, etc.	Click here to enter text.	Click here to enter text.
<u>Communications & Advertising</u> Internet, mobile phones, advertising costs, etc.	Click here to enter text.	Click here to enter text.
<u>Supplies/Equipment</u> Number of computers, printers, activity supplies, etc.	Click here to enter text.	Click here to enter text.
<u>Transportation</u> Number of miles for transportation, meals, lodging, etc. Include the mileage rate being used.	Click here to enter text.	Click here to enter text.
<u>Contractual Services</u> Compensation paid by the Contractor to a third party.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

[Click here to provide further description, if needed.](#)

4.2-a Did the Bidder provide a thorough description for each of the categories listed in Chart 4.1, per funded fiscal year? *(10 points)*

Evaluator Comments: Click here to enter text.	
4.2-b Is the budget narrative realistic? Does it align with the proposed workplan (Question 3.7)? <i>(10 points)</i>	
Evaluator Comments: Click here to enter text.	
MAXIMUM NUMBER OF POINTS FOR THIS CATEGORY:	30
EVALUATOR'S SCORE FOR THIS CATEGORY:	
EVALUATION SCORE FOR ALL CATEGORIES:	