

REQUEST FOR RESPONSES

Brockton Area Workforce **BAWIB** Investment Board

2018 Summer Jobs Program Request for Responses for Youth Internships

Response Timeline - 2018

Issue Date	February 23 rd
Webinar	March 7 th – 2:00 p.m.
Q&A Deadline	March 12 th – Noon
Submission Deadline	March 30 st – 3:00 p.m.

2018

Youth One Stop
Youth Works
Career Center

34 School Street 2nd Floor, Brockton, MA 02301
Phone: 508-584-3234

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2018 Summer Jobs Program REQUEST FOR RESPONSES

PURPOSE

The Brockton Area Workforce Investment Board (BAWIB) is seeking responses from non-profit organizations to provide summer employment to youth between the ages of 16-21. The BAWIB Summer Jobs program promotes a work and learning experience for Brockton area youth providing them with a connection to the workforce and occupational skills. Nonprofit organizations and educational institutions that are interested in hiring youth for summer work may request an intern for 125 hours of work between the months of July 1, 2018 and September 1, 2018.

It is important to note that the positions requested by your agency through this RFR will be filled by the YouthWorks Brockton One Stop Career Center. YouthWorks staff will thoroughly screen young people, provide work readiness and health and safety training and refer youth to appropriate jobs. **If an agency is aware of youth seeking summer work, the agency should tell them to fill out the online preliminary application at: www.bawib.org/youthworks/summer-jobs/.** YouthWorks allows Agencies to include a list of youth names they want to refer to the program. Those youth who are referred have the option to work for your Agency, if they so desire; however, your agency is not guaranteed to work with preferred or referred youth. All youth(s) must go through the entire application and training process before they are placed with an agency. Youth with little or no work experience will have priority for job placement.

Each agency can request as many interns as they feel necessary. BAWIB reserves the right to determine the appropriate number of job placement referrals per agency in fairness to all bidders.

WHO IS ELIGIBLE TO APPLY

BAWIB is seeking responses from individual entities or partnerships which may include nonprofit organizations, public school systems, local educational agencies, institutes of higher education, government agencies, community based and/or faith-based organizations. All applicants must be able to prove that they are registered with the State of Massachusetts. Examples of acceptable documentation: 501(c)3 Certificate, 501(c)4 Certificate, Educational Institute Certificate, Secretary of the Commonwealth: Corporations Division Screen Summary Printout, and/or Tax ID Information.

GEOGRAPHY

BAWIB Summer Jobs is intended for summer employment opportunities serving youth from the city of Brockton. Participants must live in the city of Brockton, but worksite placements that are accessible by public transportation can be located outside the city of Brockton.

ORGANIZATIONAL MANAGEMENT

Placements will be made to organizations that have the capacity to provide a quality work and learning experience for youth during the summer months. The management staff overseeing the summer intern(s) should be able to pass a background check and have considerable supervisory/administrative experience. The sponsoring agency's administration must demonstrate involvement participating in the program. Agencies are required to be fiscally sound, and able to fulfill all commitments outlined in the grant response.

An orientation must be provided for all youth at the worksite that includes organizational philosophy and reviews all responsibilities of the position. Agencies should be prepared to provide screening, supervision and training that is required for youth employees to be successful in their positions.

NONSECTARIAN PROGRAMMING

BAWIB Summer Jobs grant funding is limited to non-sectarian programs and positions. Programs or positions sponsored by religious organizations are eligible, provided enrollment is open to individuals of all religious and ethnic backgrounds and the program or position responsibilities is free of mandatory religious instruction, worship, or other sectarian activities.

TRAINING

This year, BAWIB will train all youth with the 15-hour Signal Success training course, developed by the Commonwealth Corporation Inc., prior to the youth starting their work experience. BAWIB will share the curriculum with organizations that request it.

As stated above, approved applicants are required to hold an orientation session with all youth interns prior to their start date.

OBJECTIVES

The BAWIB Summer Jobs program requires that the following objectives are met:

OBJECTIVE #1:

Provision of a well-supervised employment opportunity for 16 to 21-year-olds, paying a wage of \$11.00, can work no more than 40 hours a week, a total of 125 work hours. All hours **MUST** be completed between the months of July 1, 2018 and September 1, 2018. We are open to discussing start dates in June on an as needed basis, in your response please write a small paragraph explaining your need for young people to start prior to July 1.

OBJECTIVE #2:

Provision of employment opportunities should encourage youth to learn leadership skills and other related qualifications that will prepare them with some of the soft skills needed for a successful adult work life.

OBJECTIVE #3:

Provision of a successful work and learn experience by using the Massachusetts Work Based Learning Plan to conduct a review of the work experience with the youth.

CRITERIA

WHAT CRITERIA ARE USED TO REVIEW RESPONSES?

BAWIB Summer Jobs Program will determine youth placements based upon funds available at the time. Applicants should base their requests on an honest assessment of their supervisory capability and organizational or program needs. BAWIB looks for responses that fall within the objectives and meets the needs of Brockton youth.

When reviewing responses, we look for:

- A. Response completeness and clarity.
- B. Positions that present successful work and learning experiences for youth, as well as the organizations ability to meet the BAWIB Summer Jobs objectives as outlined above.
- C. Organizations that have the capacity to support the proposed positions, exhibit the organizational management characteristics and have a sound financial plan.

SUBMISSION INSTRUCTIONS

Responses must be registered with and received in paper and electronic format by:

Rachel Cherry-Adams, Office and Facility Manger, The Brockton Area Workforce Investment Board,
34 School Street, Brockton, MA 02301 by 3:00 P.M., Friday March 30, 2018.

Two printed copies of the response including the cover sheet, narrative, job descriptions and all required/optional attachments should be sent or delivered to BAWIB. Please do not staple or bind responses.

The electronic submissions must include the cover page, narrative, job descriptions and optional youth referral list, sent via email to: radams@bawib.org by 3:00 P.M., Friday March 30, 2018 or handed in on a flash drive/disc. Please name each file with Summer Jobs and the name of your organization. (ex. “Summerjobs.YouthWorks.Coversheet.pdf”)

Responses received after this time and date will not be reviewed. Final approval of responses is predicated upon actual receipt and availability of funds for this purpose.

FORMAT

Responses should be typed and double-spaced no more than 2 pages. Text type will be 12 points or larger.

REPORTING REQUIREMENTS

The Work based Learning Plan (WBLP), Worksite Agreement (given at the orientation meeting) and any additional close out materials requested need to be submitted to BAWIB by September 15, 2018. These documents must be received to be eligible to apply to the 2019 BAWIB Summer Jobs Program.

Webinar

A webinar will be held on March 7, 2018 at 2:00 p.m.

Please use this link to register for the webinar: <https://goo.gl/forms/JME0dJMvToc0IxDe2>

QUESTIONS REGARDING RFR

All questions regarding the RFR must be submitted in writing to radams@bawib.org by 12:00 pm on **March 12, 2018**. After that date the Board will not entertain questions regarding the RFR. A copy of questions and responses will be made available to any bidder at their request. Responses to questions will also be posted on the Brockton Area Workforce Investment Board’s web page www.bawib.org, until March 30, 2018.

FUNDING REQUIREMENTS

Funding for BAWIB Summer Jobs is received from several grant sources that may include specific eligibility components. Organizations that submit a response will receive interns referred from YouthWorks, the One-Stop Career Center. All intern referrals will be BAWIB employees and paid directly by the BAWIB payroll system.

RESPONSE REQUIREMENTS

What are the format and information requirements for responses?

- a) The Summer Jobs Program response will need to consist of a cover sheet, a concise response narrative (no more than 2 pages), job description(s) and attachments. Use the following outline as a guide:
 - A. Cover Sheet – use Addendum A
 - B. Narrative:
 1. Response Rationale
 2. Organization Description
 3. Position narrative and if applicable to the position(s) a Program Description.
 - a. How youth will be supervised?
 - b. What responsibilities the youth will have during the day?
 - C. Job Description(s) – use Addendum B or submit company job descriptions

AWARD NOTIFICATION

Initial awards will be distributed in early-April. Internship start date is July 1, 2018. We are open to discussing start dates in June on an as needed basis, in your response please write a small paragraph explaining your need for young people to start prior to July 1. Youth can start as early as June 1st. Additional grants may be awarded in July & August.

All approved worksites will be required to attend a program orientation where the award letter and grant requirements will be discussed. A representative(s) at the orientation should be familiar with the program and fiscal aspects of their response.

RESPONSE NARRATIVE QUESTIONS

Each part below should be addressed in as much detail as necessary to provide reviewers with sufficient information to evaluate your response. Maximum of 2 pages total.

A. **Cover Page** – Complete form. See Addendum A.

B. **Narrative**

1. ***Response Rationale***

i. Provide a brief overview of the circumstances for which you are seeking paid interns.

2. ***Organization Description***

i. Provide a brief history of the organization and its accomplishments. Please attach an organizational chart and resumes of staff associated with the targeted program if applicable.

3. ***Program Description (if applicable, for example BAWIB is the organization - YouthWorks is the program, answer if youth will be working for a separate program within the organization)***

i. Provide a brief description of the program the youth will be working in and its accomplishments. If the work is not project-based but involves providing general support to your organization, provide a brief description of what this would entail.

ii. How will the youth(s) be supervised?

iii. What responsibility will the youth(s) have during the day?

C. **Job Description** – Complete the Job Description form or submit company job description for each position available. See Addendum B as an option to complete.

**Addendum A – 2018 BAWIB Summer Jobs Program
Cover Page**

Name of Applicant Organization/Entity: _____

Name of Program (If Applicable): _____

Program Administration

Contact person: _____ Title: _____

Mail Address: _____ E-mail Address: _____

Telephone: _____ Fax Number: _____

- Check List:** Cover Page Response Narrative Job Descriptions
 Signed Supervisors Manual (pg. 12)
Attachments: Staff Resume Organization Chart (if applicable)
 List of Youth Referrals* (Youth must complete application process with YouthWorks before considered enrolled)
Documentation: 501(c) 3 Certificate 501(c) 4 Certificate Educational Institute Certificate
 Tax ID Information Secretary of the Commonwealth: Corporations Division Screen Summary Printout
 Other: _____

TOTAL NUMBER OF YOUTH REQUESTED: _____

	Position Title	Start Date	End Date	# of Weeks	Daily Hours	Age Range
1						
2						
3						
4						
5						

*If needed please include additional positions on a separate sheet.

Certification: I hereby certify that the information provided in this application is accurate and that I am duly authorized/empowered to sign contracts on behalf of this organization.

Signature

Date

Type or Print Name

**Addendum B – 2018 BAWIB Summer Jobs Program
Job Description**

Please fill out one job description for every different position available.

Agency Name:		Agency Contact:	
Main Address:		Phone:	
		Fax:	
Site Address:		Email:	
		Website:	
Minimum Age:			
Position Title:		Rate Per Hour:	
Position Location:		Start-End Date:	
Number of openings:		Hours Per Week:	
Job Description:			
Job Qualifications:			

APPENDIX A – Supervisor Manual

INTRODUCTION

Welcome to the Brockton Area Workforce Investment Board, (BAWIB) Summer Jobs Program. Your participation in this program is valued and we anticipate that the experience will be a positive one for the youth and your organization. By serving as a worksite for this program, you are also helping to create a pipeline for tomorrow's workers. This guide was prepared to help you understand the objectives of the program and provide guidance as to our policies.

OBJECTIVES

The specific objectives of the BAWIB Summer Jobs Program are:

- To give youth the opportunity to have meaningful work experience, training, acquire useful work habits, and skills;
- To help qualified youth earn money; and
- To prepare youth for meaningful, unsubsidized employment.

INFORMATION FOR SUPERVISORS

The Brockton Area Workforce Investment Board serves as the employer of record for the youth who participate in this program. As such, it is our responsibility to comply with all labor regulations on behalf of the youth (see The Massachusetts Guide for Working Teens). With input from employers, community partners and participants we have compiled this guide to ensure a successful work experience for the youth and your organization. Upon receipt of this guide, BAWIB will collect the **BAWIB Summer Jobs Program agreement** which will be signed by BAWIB Staff, _____ Supervisor (you) and the youth participant. The agreement identifies the roles and responsibilities of the youth and the organization.

1. **Direct supervision:** As a worksite supervisor, it is important for you to be at the worksite during the youth's assigned hours. An alternate worksite supervisor should be assigned during your absence.
2. **Time Records:** Participants will be required to record their time in and time out on a time sheet (supplied by BAWIB). Worksite supervisors must ensure that participants' record actual hours worked. The timesheet should reflect the time the participant started and the time the participant ended their work shift using 15-minute increments. Time records must be available on-site at all times and presented at the request of the staff. You will be informed about the distribution and collection of timecards.
3. **Safety:** All work performed by youth must comply with State and Federal laws governing health and safety. If you are in doubt about compliance, consult BAWIB staff. Should an event relating to the youth's safety occur, you must immediately inform BAWIB and fill out an accident report.
4. **Accidents and Illness:** If a youth is injured or becomes ill while on the job, contact the BAWIB staff and/or refer to Emergency Procedures Information located in this manual.
5. **Discipline/Termination:** If it is necessary to discipline or dismiss the youth, or if the youth informs you of an intention to leave the program, notify BAWIB immediately and state your concerns. BAWIB, will handle these matters directly with the youth.
6. **Problems:** Instruct your participants to discuss with you any problem that may arise at the worksite. If you cannot resolve the difficulty, contact BAWIB.
7. **Grievances:** Explain to youth their right to register a grievance. Participants should already have been provided with a written copy of the grievance procedures. If the worksite supervisor cannot resolve

the grievance to the youth's satisfaction, the youth may request, in writing, an informal hearing with the BAWIB staff.

8. **Political Activity Restrictions:** Supervisors and youth may not, during work hours, take part in any partisan political activity.
9. **Records and Reports:** BAWIB and the _____ are expected to submit required reports on time and to maintain a record for each youth that is supervised.

The role of BAWIB staff and the _____ Supervisor includes:

- **Linking** the activities of young workers with the expectations and activities of others.
- **Orienting** the youth to the BAWIB Summer Jobs Program, overall worksite activities, the work to be performed by the youth, and their expected behavior.
- **On-the-Job Training** to help the youth gain skills and develop desirable work behavior.
- **Assigning** the youth tasks in line with their interests, capabilities, and growth patterns.
- **Planning** and scheduling work so that the worksite objectives, including weekly work plans, will be achieved.
- **Directing** the youth so that they understand what is to be done and are able to do it.
- **Motivating** the youth toward good work behavior and performance.
- **Communicating** with both the youth at your worksite and with others who have an impact on the youth by listening and keeping all persons appropriately informed.
- **Serving as a Role Model**, youth emulate adults they look up to, particularly a work supervisor.
- **Checking & Certifying** time and attendance records.
- **Evaluating** the youth's behavior and performance and providing feedback to the youth.
- **Referring** work problems that arise to the appropriate BAWIB staff.

PREPARING TO SUPERVISE – _____

Some simple preparation will help make this work experience a positive one from the very beginning.

- ✓ Identify proper workplace attire, prepare a weekly work schedule, identify materials or tools required, and the work locations.
- ✓ Know the names and telephone numbers of the program contact persons.
- ✓ Know who to ask for information.
- ✓ Be prepared to listen to others, particularly the youth.

ORIENTING YOUTH – _____

This checklist should be completed during the orientation process. Your orientation for youth should include the following:

- Introduction to you and other workers.
- Description of worksite activities and objectives and how they are to be achieved, including a general description of the weekly work plan.
- Explanation of work rules, safety requirements and expected work behavior.
- Preparation for the specific job to be done, tasks and skills needed how these will be acquired, and relationships with other jobs.
- Description of your role as supervisor.
- Discussion of what youth can expect to gain from the program.

Encourage and answer questions. If you don't know the answers, please check with BAWIB

TRAINING YOUTH – _____

Training is a major part of a supervisor’s job, particularly with young workers. For these youth, learning skills and appropriate work behavior are primary program objectives.

A successful trainer must:

- Know and be able to perform the tasks.
- Understand each youth’s uncertainty and feeling about the task.
- Motivate the youth to try to perform the task well.
- Demonstrate and explain the elements of the task.
- Let the youth perform the task, observe the performance carefully, and provide positive reinforcement until the youth demonstrates competence.
- Periodically evaluate performance and provide supportive feedback.

Instructing young workers, individually or in groups, requires preparation. This is necessary even if you have a high degree of competence in the job.

EVALUATING PARTICIPANT’S PERFORMANCE – _____

Using the MA Work Based Learning Plan as the tool for evaluation, you are expected to observe and evaluate the competence, behavior, and performance of each Participant you supervise. Youth want to know what is expected of them and how well they are meeting these goals by adequate performance evaluation. Each youth must be evaluated once within the first two weeks of their work experience and once prior to the work experience ending. Evaluation forms that are very user-friendly will be provided by BAWIB staff. This is a very important aspect to the BAWIB Summer Jobs Program as it helps BAWIB determine whether work readiness skill outcomes are attained.

Youth are sensitive to criticism, so emphasis should be on positive reinforcement. Try to avoid focusing attention on incorrect elements in the participant’s performance. If necessary, repeat the job instruction training cycle. Set high, but attainable standards and praise improvement.

WORKSITE EVALUATION – _____

The Worksite will be evaluated to determine its value to the community and the participants.

You are expected to cooperate and to provide accurate information (*including copies of participant time and attendance records, participant job descriptions, and scheduled work activities*) for the different evaluation teams that may visit your worksite. Your suggestions can help improve the program. Please submit these to the designated program staff. Whenever possible, suggestions should indicate what is to be changed or added, by whom, when, at what cost, and why.

YOUTH WORK POLICIES – BAWIB AND _____

The following policies apply to youth participants, and must be complied with by BAWIB and _____

At-Will Employment. All youth are employed for an indefinite duration and their compensation and employment can be terminated with or without cause, and with or without notice, at any time, at the option of either BAWIB, or the employee. In addition, BAWIB or _____ may

terminate a work assignment at any time, with or without notice and with or without cause. You should know that most employment opportunities under BAWIB's Summer Jobs Program may not extend beyond the date agreed upon in the worksite agreement.

Equal Employment Opportunity. BAWIB is an equal employment opportunity employer and does not discriminate against job applicants and employees on the basis of age, color, disability/handicap, height, marital status, national origin, race, religion, sex, veteran status, political affiliation, weight, or any other status or condition protected by applicable law.

Harassment Prevention. We are also committed to providing a work environment that is free of all forms of unlawful harassment. We will not tolerate the harassment of our employees by anyone: managers, supervisors, coworkers, visitors, or anyone at _____.

Dating

Due to the many compromising and unfortunate situations which can occur as a result of a supervisor dating a subordinate employee, BAWIB strictly prohibits any person with supervisory authority (including any team leader, supervisor, manager, etc.) from dating or having any kind of physical or sexual relationship with any employee who is in any way subject to his or her supervision. While BAWIB does not prohibit co-workers from dating other co-workers, BAWIB strongly discourages such relationships given the frequent problems that result from such relationships.

Safety and Health. BAWIB does not consider any phase of its operation more important than safety and health protections. We endeavor to provide and maintain safe and healthy working conditions for youth, and insist upon safe work methods and practices at all times by _____.

Honesty

BAWIB's organization has been built on principles of honesty and integrity. This principle applies to all of our employees. We expect our employees to exercise honesty and integrity in dealing with BAWIB, _____ and their property.

Problem Solving

By communicating openly and directly, BAWIB's management believes that most legitimate problems or differences with the youth can be resolved. Participants are encouraged to discuss any concern or problem they may have regarding their employment with their Worksite Supervisor. If you have a problem with a participant that you are unable to resolve, please bring it to the attention of BAWIB.

Overtime

No participant is allowed to work overtime. Overtime consists of working over 40 hours a week. In addition, no participant is allowed to perform volunteer work for your organization while the participant is in this program.

Personal Property

BAWIB is not responsible for any employee's property that is lost, stolen or damaged. Please encourage the participants to be careful with their personal property, if they take it to the Worksite.

Accidents/Near Mishaps/Unsafe Acts/Unsafe Conditions/First Aid

If an accident occurs at work, the worksite supervisor must immediately report it to BAWIB and an accident report completed. If an emergency exists, contact 911.

Dress Code

Youth are instructed that they must maintain an appropriate appearance at all times. Please clarify with the youth assigned to your worksite what acceptable attire.

Zero Tolerance Policy Concerning Abusive Language, Threats and Violence

Any youth who uses abusive language, makes a threat of any sort (including threatening "jokes"), engages in threatening behavior, fighting, or any kind of violence is subject to immediate termination.

PAYROLL INFORMATION

Pay Period Schedule

The pay period schedule will be included in the worksite agreement. _____
_____ BAWIB assigned Job Coach will review the pay schedule with you prior to the start date of the work experience. All time sheets are due on Friday's unless otherwise informed by a BAWIB staff member.

KEEP AN ONSITE FILE

For every participant working at your site there must be a file kept onsite that contains important BAWIB Summer Jobs Program documents. Below is a list of required documents that must be kept in the file:

- Emergency Information Card (photocopy)
- Signed Work Permit (photocopy) – If youth is 17 years old or younger
- Blank timesheets
- Accident Reports
- The Massachusetts Guide for Working Teens
- Youth Employment Program Agreement (photocopy)
- Performance Evaluation Paperwork
- This Supervisor Manual

Thank you for your participation in the BAWIB Summer Jobs Program. For more information please contact Krystel Love, Director of Youth Services, 508 584-9800 or klove@bawib.org

Supervisor's Manual Acknowledgement Statement

I have received a copy of BAWIB Supervisor's Manual. I understand that I am to support and enforce these policies.

Date: _____ Worksite Supervisor Signature: _____

Print Name: _____ Title: _____

Email: _____ Phone: _____

Address: _____