



A proud partner of the [americanjobcenter](#) network

2020 SYEP  
BIDDERS CONFERENCE  
December 3, 2019

**Q: HOW WILL THIS PROGRAM YEAR DIFFER FROM THE PREVIOUS YEAR?**

- This year's Request for Proposals will be designated specifically for youth ages 14-15.
  - Separate from this solicitation, RWI's Direct Placement work experiences will employ qualified youth ages 16-20
- Programs are strongly encouraged to **partner with local businesses** to provide structured work experiences
  - Memorandums of Understandings (MOUs) or a Letter of Intent will be required with proposals to detail the working relationships with local programs.
- Programs on the bus line will need to include the route number for the bus from downtown Rochester to and from the worksite(s) with departure times
  - Program start times should commence and end in accordance with bus times
- New York State minimum wage will increase as of 12/31/19 to **\$11.80**
  - The allocated cost per Youth is set at **\$2,378.**
- The Proposal "Evaluation Criteria" was expanded to include a category to weigh "Employment Partners"
- A 2<sup>nd</sup> Bidders Conference will be held on Monday, January 6, 2019 at 11AM at the David F. Gantt Community Center, 700 North Street for those unable to attend today
- Mandatory Provider Fair for all programs selected for funding will be held on **Saturday, May 9, 2020** at East High School. This is an opportunity for each program to showcase and highlight their unique work experiences so the youth can be informed about the jobs being offered.
  - Selected programs will be notified with the logistics of the Fair
- Preliminary Job Readiness Training (JRT) will be conducted the week prior to the start of the program
  - RWI will provide job readiness training for all youth employed through the Summer Youth Employment Program (SYEP)
  - A copy of the curriculum topics will be provided to the selected programs

**Q: SUGGESTIONS FOR PROPOSAL WRITING?**

- A **detailed job description** must be included for each work experience provided
  - This should be a formal job description on company/agency letterhead
- Be transparent and as thorough as possible when writing the proposal
  - Proposals will be reviewed by individuals that may not have prior knowledge of your agency/and or previous SYEP programs
- For 2019 SYEP funded programs, it will be important to acknowledge and speak to the unsuccessful components that were addressed on the 2019 Report Card
  - It is required to incorporate a corrective action plan for areas of improvement



A proud partner of the [americanjobcenter](#) network

2020 SYEP  
BIDDERS CONFERENCE  
December 3, 2019

- Total project budget must **not exceed** \$2, 378 per youth. Administrative costs are **not to exceed** 10% of entire budget
  - Administrative costs include staff and non-staff costs for financial and human resource administration to support the employment activity
- If the theme for your organization's scope of service is not listed, be sure to include the theme under the Unique or Special Request section

**Q: CAN THE WORK SCHEDULE BE OUTSIDE OF THE REQUIRED AFTERNOON HOURS OF 12:00 -5:00PM?**

- Hours were set to accommodate youth attending summer school, and to avoid schedule conflicts to encourage higher retention rates
- Hours proposed outside of slated time should be noted under the "Unique or Special Request" section of the RFP. A written explanation is required for consideration
  - In addition to, please utilize Unique or Special Request section if your proposed program addresses a special youth population

**Q: HOW MANY HOURS OF THE EMPLOYMENT ACTIVITY MUST BE EMPLOYMENT BASED VERSUS PROGRAM BASE?**

- When putting together the proposal, there should be a clear distinction between the working hours and enrichment activities. Qualified work experiences must all integrate work-based learning opportunities with the inclusion of 20-24 hours of financial literacy and work readiness enrichment activities consisting of mentoring, workshops, retention strategies, positive workplace behaviors and reasoning skills.
- If your programming requires additional enrichment hours, be sure to describe/justify

**Q: HOW DOES THE VOUCHERING PROCESS WORK?**

- Payments are made on a reimbursement basis and advance payments to employers will not be allowable
- 1<sup>st</sup> voucher to be submitted by August 15, 2020 for the month of July.
- All funded programs will be required to have vouchers in by 9/30/2020
  - Anything submitted beyond that date will be disallowed
- Vouchering process and requirements will be reviewed in detail after execution of contracts for funded programs in a Mandatory Fiscal Training hosted by RWI

**Q: WHAT IS THE PROPOSAL REVIEW PROCESS?**

- A review committee is formed of 3 to 4 groups consisting of 4 reviewers in each pending the number of submissions



A proud partner of the [americanjobcenter](#) network

2020 SYEP

BIDDERS CONFERENCE

December 3, 2019

- Each group reads through assigned proposals and rate with percentages based on evaluation criteria
- Reviewers are made up of staff from RWI, Monroe County, Youth Committee and Youth Consultants (independent)
- Percentages are averaged, and Work Experiences are ranked from highest to lowest for funding recommendations
  
- All proposals will be reviewed and discussed among Proposal review committee members
  - **Based on discussions, ratings can change**
- Recommendations for funding are presented to the Monroe County/Rochester Youth Committee and RWI Workforce Development Board for approval for funding
- Notices of intent will be sent out in April 2020
- Once dollars are received from New York State, contracts and award letters will be sent out

**THE FOLLOWING ORGANIZATIONS WERE PRESENT AT THE 2020 BIDDERS CONFERENCE ON DECEMBER 3, 2019:**

*Action for a Better Community, Avenue Blackbox, City of Rochester, FoodLink, Monroe 2 BOCES, Monroe County, Rochester Institute of Technology (RIT), The Community Place of Greater Rochester, Urban League of Rochester, Villa of Hope*