



CITY AND COUNTY OF SAN FRANCISCO
GAVIN NEWSOM, MAYOR

OFFICE OF ECONOMIC AND
WORKFORCE DEVELOPMENT (OEWD) DEPARTMENT

RHONDA SIMMONS, DIRECTOR
WORKFORCE DEVELOPMENT DIVISION

Request for Proposals (RFP) #102

Program Summary: The Office of Economic and Workforce Development (OEWD), through this Request for Proposals (RFP), announces that Workforce Investment Act (WIA) funding will be made available to organizations to provide workforce development services to San Francisco job seekers and employers. This funding will be available to:

Module 1: One Stop System Operator

One Stop Centers will serve as entry points to San Francisco's larger workforce system, providing access to a broad continuum of employment and training opportunities through a coordinated and seamless service delivery structure. These Centers will deliver a range of high-quality services on site specifically designed to meet the workforce development needs of San Francisco residents and employers. The role of the OSSO is to work with OEWD staff to provide management and oversight of San Francisco One Stop System, including all services and activities funded through this RFP. The OSSO will be responsible for facilitating a high-quality, professional, and effective system of services for all One Stop customers; implementing system improvements for youth accessing the One Stop system; and ensuring that the One Stop System operates in a fully coordinated and integrated manner. The OSSO will also administer all WIA Adult and Dislocated Worker training funds on behalf of OEWD.

Module 2: One Stop System Direct Services

Workforce services delivered through the One Stop Centers must be high-quality, market-driven, and offer accessible and convenient consumer choice. The role of direct service providers is to deliver streamlined and integrated services tailored to job seeker and business needs. Service delivery providers will be responsible for ensuring that all customers of the One Stop Centers - particularly job seekers with barriers to employment and businesses in targeted industry sectors - receive appropriate, timely, and effective workforce services.

WIA direct services procured through this RFP include:

- A. Universal Services – offered in person at the comprehensive One Stop and electronically at neighborhood-based centers
- B. Core B Services – offered at all centers
- C. Intensive Services – offered at all centers
- D. WIA Eligibility Services – offered at all centers
- E. Comprehensive Vocational Assessment - offered in person at the comprehensive One Stop and by appointment at neighborhood-based centers

OEWD is committed to developing integrated workforce delivery system, particularly in neighborhoods with significant poverty, high unemployment, residents with barriers to employment, or other workforce needs.

Module 3: Targeted Youth Services

OEWD is committed to providing targeted youth workforce services to populations facing significant challenges in connecting to the labor market and making the successful transition to adulthood. Through this RFP, OEWD

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supports the primary and supportive strategies identified by the Youth Council of the WISF, as well as the workforce and career development recommendations established by the Mayor's Transitional Youth Task Force.

OEWD seeks a select group of organizations to provide workforce services targeted to the following youth populations: out-of-school youth, those in-school youth who are not on track to graduate, youth in the juvenile justice and foster care system, and pregnant and parenting teens.

Module 4: Job and Education Retention Services

OEWD seeks a single contractor to provide retention services for all WIA participants (adult, dislocated worker and youth) who have been exited from active participation and are in the one year follow-up period required by WIA regulations.

Module 5: Business, Job Development and Placement Services

Business Services are critical components of WIA service delivery. These services will include those directed toward applicants (job development and placement) as well as sector based employer services. To reinforce the market-driven approach envisioned for workforce services in San Francisco, all RFP applicants must use a demand-side approach to fulfilling the workforce needs of businesses identified as their current, emerging and anticipated labor needs and customer choice.

Module 6: New Initiatives to Build and Strengthen the Youth Workforce Development System

Innovative and new initiatives designed to build and strengthen the capacity of San Francisco's Youth Workforce System are also requested through this RFP. OEWD is seeking innovative and new initiatives designed to build and strengthen San Francisco's Youth Workforce System to address system coordination, professional development of service providers and creating opportunities for youth voice and youth involvement in policymaking.

OEWD seeks demonstration projects to address the following:

- A. Integration of youth workforce services into a multiservice center
- B. Enhancing the knowledge, skills and abilities of youth workforce staff
- C. Youth engagement in policy development and evaluation

Service Term Begins: July 1, 2008

Distribution of RFP: The RFP packet may be picked up on or after April 4, 2008 at 30 Van Ness Avenue, Suite 3900, San Francisco, CA.

Internet Distribution: The RFP packet and subsequent updates may be downloaded from OEWD's website on or after April 4, 2008 at <http://oewd.org/Funding-Opportunities.aspx> or at www.oewd.org under the "News & Events" section.

Bidder's Conference: Friday, April 11, 2008 10:15 am – 12:30 pm – Born Auditorium, 170 Otis Street

Response Due Date: May 16, 2008 at 5:00 p.m. – **No Exceptions**

For additional information, call Larry Chatmon, Contracts Manager, at (415) 581-2324. You may also direct correspondence to OEWD, Contract Management, 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102.

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