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2021 SYEP
BIDDERS CONFERENCE
December 2, 2020

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
 - If you are a standalone agency, be sure to describe under "unique circumstances" section of application detailing why you will not have MOU's or partnerships
- New York State minimum wage will increase as of 12/31/20 to **\$12.50**
 - The allocated cost per Youth is set at **\$2,475**
- A 2nd Bidders Conference will be held on **Wednesday, January 6, 2021** via Zoom

Q: SUGGESTIONS FOR PROPOSAL WRITING?

- Submit only **1** proposal and **1** budget
- A **detailed job description** must be included for each work experience provided
 - This should be a formal job description on company/agency letterhead
 - Under "Qualifications" should read, youth between 14- 15 years old enrolled in a Summer Youth Employment Program
- 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 2020 SYEP funded programs, it will be important to acknowledge and speak to the unsuccessful components that were addressed on the 2020 Report Card
 - Report Cards are expected to be distributed week of December 14, 2020
 - It is required to incorporate a corrective action plan for areas of improvement
- Total project budget must **not exceed** \$2, 475 per youth (budget minimum is \$24, 750 @ \$2,475 x 10 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

Q: DIRECT PLACEMENT

- Will be utilized for youth 16- 20 years of age and be interviewed by RWI's Direct Placement Staff to be placed according to interests and jobs availability
- All wages are provided by RWI, and payroll is handled by a third party



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- Can be eligible to apply to RFP and participate in Direct Placement
 - Complete the RFP to apply to serve a minimum of 10 youth
 - Complete the Intern Request Form to serve at least 1 youth through the Direct Placement Program
 - Idea to use Direct Placement youth as Supervisors for work experience with 14/15-year-old who are apart of the RFP process
- If interested please contact Delia Smith, Youth Career Services Coordinator, dsmith@rochesterworks.org or (585) 258-3500 x5232

Q: HOW DOES THE VOUCHERING PROCESS WORK?

- Payments are made on a reimbursement basis and advance payments to employers will not be allowable
- Funded programs will be invited to a mandatory Fiscal training in June 2021
- 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
 - 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
 - Once dollars are received from New York State, award letters and contracts will be sent out

Q: WHAT IS THE ELIGIBILITY REQUIREMENT FOR SYEP YOUTH?

- Youth eligible for City of Rochester Summer of Opportunity Program (SOOP) must live in the city of Rochester, no income guidelines



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- Youth eligible for RochesterWorks! Summer Youth Employment Program (SYEP) must live in Monroe County and meet income guidelines
- Youth can be eligible for both programs
- Youth age cut off- must be 14 years of age by May 31, 2021

THE FOLLOWING ORGANIZATIONS WERE PRESENT AT THE 2021 BIDDERS CONFERENCE ON DECEMBER 2, 2020:

Greece Central School District, Greentopia, Writer & Books, Monroe 2-BOCES Orleans, The Community Place of Greater Rochester, YMCA, Monroe 2-BOCES Orleans,