

**SERVICE PROVIDERS
YOUTH PROGRAM**

**SERVICE SPECIFICATION GUIDE
EDUCATION AND EMPLOYMENT FAIR**

**Title I of the Workforce Opportunity and Innovation Act
(WIOA)**



A. Introduction:

The Manatí/Dorado Local Workforce Development Area is one of the entities designated to administer Workforce Opportunity and Innovation Act (WIOA) funds for the municipalities that comprise the Local Area; Barceloneta, Ciales, Dorado, Florida, Manatí, Morovis, Vega Alta and Vega Baja.

The WIOA Act was signed on July 22, 2014 and went into effect on July 1, 2015. This law provides funding from the Federal Department of Labor, through the Training and Employment Administration to provide services to eligible youth, adults and displaced workers with barriers to employment so that they can access new skills that allow them to enter the labor market.

In its design, the WIOA Act aims to help people who are looking for a job, to have access to job offers or opportunities, education, training, and support services to succeed in the labor market, and that in turn employers have access to employees with skills to compete in the global economy.

WIOA, allows to offer a range of high quality services, in the particular case of young people allows to serve the young population from 14 to 24 years. This is known as the Youth Program. This program assists the eligible youth outside and inside school with one or more barriers to achieving academic and employment success. It establishes a sequence of services, starting with career exploration and career guidance, support to improve the level of education and the development of skills in industries and/or occupations in demand culminating in obtaining a job or having the young person enroll in a post-secondary education institution.

The Local Board of " Work Connection" Local Area Manatí/Dorado has the obligation to identify and hire when necessary service providers for the scope of strategies and program planning.

B. Purpose:

The purpose of this guide is to establish the requirements for proposals to receive proposals for the purpose of offering two (2) elements of the Youth Program, in celebrating the Educational Fair and Labor Market Insertion Activity for the Youth Program, thus serving to provide the elements of services of the Title I Youth Program. of the Labor Force Opportunities and Innovation Act (WIOA). These elements allow the young person to make appropriate decisions about his education and university career. In addition to raising awareness among young people about professional fields that provide employment and profit in the long term in local labor markets. In addition, it allows the young person to continue post-secondary studies and training after having obtained a high school diploma or its recognized equivalent. These elements are:

1. Services providing labour market information, in accordance with the provisions of Section (c)(2)(M);

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2. Postsecondary Education Preparation and Transition Activities, pursuant to the provisions of Section 129(c)(2)(N).

C. Description:

The presentation of the Proposal for the Coordination, Assembly and Realization of the Educational and Employment Fair Activity for Youth Inside and Outside the School is requested as part of the services under the Youth Program of "Labor Connection" Manatí-Dorado Local Area, which includes:

I. Facilities to Celebrate the Educational and Fair Activity:

- a. Juan Aubín Cruz Abreu Coliseum, in the Municipality of Manatí;
- b. Reception Center of the Municipality of Vega Alta and
- c. Other facilities available.

II. Required at the Event Facilities:

- a. Parking;
- b. Safety;
- c. Air conditioning;
- d. Bathrooms;
- e. Space to consume and provide food;
- f. Receiver;
- g. Powerful Sound System;
- h. Screen to Project Job Offers, Advertisements and Videos of the Mayors;
- i. Boost – Tables duly identified with "Labor Connection" and American Job Center (As confirmed by Educational Institutions, Employers with Job Offers, Partners, Registration Area);
- j. Chairs (As confirmed by Educational Institutions, Employers with Job Offers, Partners, Dining Room, Registration Area);
- k. Tablecloths (As confirmed by Educational Institutions, Employers with Job Offers, Partners, Dining Room, Registration Area);
- l. Badges (Dboards identifying each guest);
- m. Among others, according to the need.

III. Promotion and Dissemination of the Activity required are:

- a. Create Art and Distinctive Logo of the Activity for promotion;
- b. Sound Bus announcing the activity in all the towns that make up the Manatí-Dorado Local Area one week before the event, once a day for each town. The area of dissemination will be established in the contract;
- c. Installation of two (2) crossroads size 3 x 6 full color that promote the activity in each town that composes the ALDLMD, preferably in the Higher Schools. These must be installed;
- d. Five thousand (5,000) promotional full color loose sheets;

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- e. Local Area Social Media Advertising (*promotional Boost*);
- f. Publication of two (2) full page color ads in a national newspaper;
- g. Announcement Spot on FM Radio of 30 seconds (youth station), three times a day for one week before the event;
- h. Advertisement on Billboard located in the towns that make up the ALDLMD for a week twice a day.

IV. Coordination of Resources to Offer Youth Services:

- a. Post-Secondary Studies Institutions
- b. Employers to offer Job Offers;
- c. Mandatory Members of the Manati-Dorado Local Area.

V. Required Stations and/or Assembly Areas:

- a. Three (3) tables in the registration area, two (2) chairs and cloth tablecloth and identifiers with the logos of Conexión Laboral and American Job Center (*resources will be provided by the Manatee-Dorado Local Area*);
- b. Education Training Providers;
- c. Employment Employers Area;
- d. Area to locate the Eight (8) Single Management Centers that make up the Manatí-Dorado Local Area;
- e. Area for Mandatory Partners;
- f. Dining room with chairs and tables.

VI. Resources to Offer Four (4) Workshops (20 minutes) on the following topics:

- a. Assistance in Job Search;
- b. Techniques for projecting oneself appropriately in a job interview;
- c. Resum's preparation is that it includes its wording;
- d. Career Planning.

VII. Service Stations with Resource Assistance aimed at:

- a. Resume preparation;
- b. Acquire documents such as:
 - 1. Certificate of Good Conduct
 - 2. Criminal Record Certificate;
 - 3. Health Certificate;
 - 4. Certifications required for hiring.

VIII. Ushers and Watchers:

- a. Location of ushers to lead young people in different areas;
- b. Guards are required to maintain the safety of all personnel;
- c. A paramedic is required in order to provide the necessary services in an emergency;

IX. Lettering and Image:

- a. All Areas must be identified with the Manatí/Dorado Local Area Work Connection Logo.

X. Snack and Lunch:

- a. It offers snack and lunch to all staff attending the activity. (including Employment Employers, Training Providers, Mandatory Partners, Manatí/Dorado Local Area Personnel and all personnel hired for the activity);
- b. Bottles of water for visitors and staff are available throughout the event.

XI. Transportation:

- a. At least one large school bus must be available to transport students from Public High Schools that are located in the Manatí/Dorado Local Area.

XII. Personal Uniform for the Activity:

- a. An Official T-Shirt with the event art and the Labor Connection logo must be provided to ALDLMD employees and employees of the company that offers the coordination of the event.

XIII. Others:

- a. Maintenance Service (Bathrooms, Common Areas, Dining Room, ect) to keep the areas clean before, during and after the event.

D. General Provisions:

1. The Manatí/Dorado Local Labor Development Board will be receiving proposals from the publication of the announcement, until Tuesday 21, 2023 at 4:00pm.
2. A printed original and copy in USB digital format will be delivered.
3. The service provider must submit a proposal specifically for the services required as set forth in the Service Specification Guide.
4. The proposal must be delivered to the following physical address and addressed to:

**Junta Local de Desarrollo Laboral Manatí/Dorado
Centro de Gobierno Juan Cancel Ríos
Urbanización Cataluña Esquina Calle 1
Carretera 140 Km. 68.1 Barceloneta Puerto Rico**

5. The proposals received, which do not comply with the provisions of this Guide, will not be considered during the evaluation process and will be returned to the proposer, by written

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communication. The reasons and your right to request reconsideration to the Local Board will be set out within fifteen (15) workdays later after you have received the notification by registered mail with acknowledgment of receipt.

6. After the proposals are evaluated, a written communication of approval, approval with modification or denial will be issued, as appropriate to each service provider and approved by the Local Board. Proposals that are denied, will be sent a letter setting out the criteria for which they were not selected and their right to request a reconsideration before the Local Board, within fifteen (10) business days after you have received the notification by certified mail with acknowledgment of receipt or by email with the due certification of receipt from the party. The supplier who receives a letter with modification must be answered within five (5) working days to notify in writing of its acceptance and commitment to fulfillment, it will be sent with acknowledgment of receipt. The proposer not answering or not accepting the recommendation within five (5) business days will be eliminated from the process on the understanding that his proposal was denied.
7. The financial capacity of the proposer shall be assessed. For this, financial indicators will be used which will provide measures that demonstrate the ability of the proposer to meet its short-term commitments: liquidity (current assets and liabilities). For this, the proponent will present a Compiled Financial Statement of the business, partnership or corporation of the last operational year. If the turnover exceeds three million dollars, it will be required that the financial statement be audited by a Certified Public Accountant.
8. Provide a faithful and accurate copy of the documents required for contracting services with private suppliers. The documents will be delivered in one (1) folder separate from the proposal and copied in USB digital format.
9. Questions about the scope of services and/or any questions about this request should be directed to Ms. Yamilette Ramos De La Cruz, Executive Officer or Ms. Rosaly Sánchez Torres, Job Development and Training Coordinator, at (787) 884-4055 ext. 201 or 205 and/or by email to yramos@aldmanatidorado.org rsanchez@aldmanatidorado.org.

E. Format and Content of the Proposal:

The proposal will be prepared in narrative form and it is required to follow, strictly, the following order:

1. Table of Contents;
2. Copy of the Announcement;
3. Letter of Justification and/or Introduction; the cover letter must include the name, title, address and telephone number of the person authorized to represent the institution before

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the Local Area. This letter must be signed by the President, Owner or Chief Executive Officer of the Institution. The letter will specify the element for which the proposal is being filed (see Section IV services by Contract). The letter will be addressed to the President of the Local Board of "Labor Connection" Manatí-Dorado Local Area, Mr. Miguel Vega Rivera;

4. Executive Summary of the Proposal. Complete the Form provided for this purpose. You must complete it in its entirety including the annexes in the order in which they are requested;
5. Documents required as part of the proposal, and these documents are the minimum required when the proposal is submitted and must be current as of the date the proposal is submitted. If these two requirements are not met, the proposal will not be received;
6. The proposer will deliver a single folder of documents according to the corresponding annex, regardless of the number of proposals submitted.

Annex III-C-Instrumentalities of the ELA
Annex XIX-A-Legal Persons (Corporation)
Annex XIX-B-Natural Persons

F. Evaluation Criteria:

The Local Workforce Development Board will use the following criteria and scores to evaluate proposals:

1. Excellent (5 points)
2. Good (4 points)
3. Satisfactorily (3 points)
4. Unsatisfactory (2-0 points)

a. Proposals will be evaluated taking into consideration the following:

Indicators	Top score
Previous Supplier Experience	5
Physical Facilities	5
Staff Qualifications	5
Appropriate description of the program and curriculum	5
Integrates innovative strategies for the development of teaching skills	5
Sets projected level of achievement	5
Provides adequate curriculum to develop teaching skills	5
Financial Capacity of the Company	5
Budget (costs)	5

b. The committee will use the following scale to determine the proposals it favorably recommends:

Punctuation	Results on Scoring Scale
45-36 (100 a 80 %)	Recommended
35-32 (79 a 70%)	Recommended with Modification
31-0 (69%)	Rejected

c. Proposer's qualifications:

The proposer must meet the following requirements and conditions:

1. Experience and knowledge in Coordination and Assembly of Educational and Employment Fair Activities.

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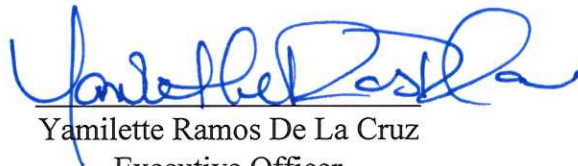
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d. Cost of Requested Services:

The service fees proposed by the proposer shall be reasonable and subject to negotiations with the ALDLMD. The funds allocated to this project originate from the designation of funds to the ALDLMD for these purposes and the services to be contracted will be subject to the availability of the funds described.

e. Deadline to submit the Proposal:

Proposals must be submitted on or before Tuesday, March 21, 2023 at 4:00pm at the Local Board of "Labor Connection" Local Area Manatí/Dorado, located in the Urbanization Cataluña, Esquina Calle 1, Carretera 140, Kilometer #68.1 Barceloneta, Puerto Rico (exit 55 of the Premium Outlet express).



Yamilette Ramos De La Cruz
Executive Officer
Junta Local "Conexión Laboral"
Manatí-Dorado