

Work Statement

The Merced Workforce Investment Board Youth council is seeking bids to perform a Countywide Asset mapping of services and programs available for Youth to include; The Assets of the Community: Individuals, Associations, and Institutions. The intent of this Request for Quote (RFQ) is to solicit qualified individual /parties who have an interest in conducting this study *in a six month period*. A written report of the results will be given to the Merced County Youth Council in a user-friendly matrix that can be used to developed a gap analysis of the availability of youth services/ resources in the county. The data for each service or program identified in Merced County must address each of the following:

- ❑ Program name, Program operator, Address, Telephone number, Fax number, E-mail address;
- ❑ Identification of in-school or out-of-school Youth target population served;
- ❑ Identification of any eligibility restrictions and number of youth served in each category
- ❑ Source of program funds/ resources including all associated restrictions;
- ❑ Description of how programs are communicated or/or marketed to youth populations
- ❑ Identification of geographical location of services and areas served, by population;
- ❑ Summary description of each program 's concept and delivery strategy
- ❑ Cross reference of program services offered as they correlate with Workforce Investment Act-required youth program elements.
- ❑ Description of program performance standards/success rates, actual program results, and methods of qualifying performance outcomes utilizing verifiable data; and
- ❑ Summary analysis of program strengths and limitations

Every Bidder will be required to submit a written quote that includes the following:

- ◆ Submit a work plan: list all sources, activities methodology, and resources to be used, incorporated or accessed to insure all youth services and programs are included in completed countywide inventory. Please provide timelines associated with activities to be incorporated.
- ◆ Submit a list of all staff positions: The total number of staff by position necessary for the start to completion of this project, to insure that there will be an adequate number of staff assigned for this project's completion.
- ◆ Bidder's capability: A listing of all inventory mapping conducted that are similar in scope to the project described in this RFQ. Please include the name, address, phone number and contact person of the organization or entity the mapping was conducted for.
- ◆ Submit a detailed Budget and Budget narrative: Includes all costs associated with the start to completion of the project. Include the development of the data base program, conducting the survey or inventory and producing and submitting the actual final report.
- ◆ Please include an estimated completion date for this project, keeping in mind that the project must be complete no later than six month of the effective date.
- ◆ Sample of user-friendly matrix described in Work Statement.