

**TO: Youth Council**

**DATE: December 19, 2007**

**FROM: RFP Ad-hoc Committee**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Request for Proposal (RFP) for New Youth Programs Beginning July 1, 2008.**

**PROPOSED MOTION(S):** That the Youth Council accept the Request for Proposal recommended by the RFP Ad-hoc Committee for the WIA Younger and Out-of-School Youth Programs, and forward specifications to County Administrative Services.

**DISCUSSION:** The RFP Ad-hoc Committee met and provided direction to staff regarding the RFP. Research was accomplished including a comparison to similar RFPs in California. The RFP Ad-hoc Committee was sent the RFP for review and comments including a draft and final copy. There were no additional comments.

The Board of Supervisors is scheduled to authorize Administrative Services to initiate the procurement process in its January 8, 2008 meeting. It is envisioned that one RFP will be issued, requesting proposals for either the younger youth or out-of-school programs, or for both. An RFP takes approximately 100 days to complete, from let date to program start date. The combined cost of the new programs is estimated to be \$1.1 million for FY 2008-09.

**Updated Tentative Timeline for RFP**

<b>January 8, 2008</b>	<b>BOS directs RFP be let</b>
<b>January 2008</b>	<b>Finalize RFP with Administrative Services</b>
<b>January 28, 2008</b>	<b>RFP Let by Administrative Services</b>
<b>February 13, 2008</b>	<b>Evaluation Committee Selected by Youth Council</b>
<b>February 20, 2008</b>	<b>Pre-proposal Conference 2:00 – 3:00 p.m.</b>
<b>March 6, 2008</b>	<b>RFP Closing Date</b>
<b>March 13, 2008</b>	<b>Evaluation Committee meets</b>
<b>March 20, 2008</b>	<b>Awarded; Start Contract Negotiations</b>
<b>April 29, 2008</b>	<b>Contract approval</b>
<b>May 20, 2008</b>	<b>BOS for approval</b>

**ATTACHMENT(S): N/A**