



PRODUCTIVE LIVING
BOARD

for St. Louis County
Citizens with
Developmental
Disabilities

121 Hunter Avenue, Suite 200 St. Louis, Missouri 63124
Phone 314/726-6016 Voice Mail 314/726-2606

FY'11 SUMMER WORK EXPERIENCE PROGRAM
LEAD AGENCY

REQUEST FOR PROPOSALS
SYNOPSIS

The Productive Living Board is seeking a lead agency to administer the Summer Work Experience Program (SWEPE) for St. Louis County residents with developmental disabilities for the period November 1, 2010 through August 31, 2011. The PLB will consider proposals not to exceed \$610,000.

Closing Date: An **original and an electronic copy** of the completed proposal must be received no later than **3:00 p.m. C.S.T. on Thursday, September 30, 2010**.

Original: Joyce Prage, CPA
Executive Director
Productive Living Board
121 Hunter Avenue, Suite 200
St. Louis, MO 63124

Electronic Copy: jprage@plboard.com

Questions: Technical assistance is limited to answering questions regarding clarification of RFP instructions, definitions, or terms.

- Submit questions in writing at the PLB website www.plboard.com.
- Click [Requests for Proposal](#) and
- Click [Ask an RFP Question](#).
- To review answers click [Review Answers to RFP Questions](#).

All phone calls are referred to the website.

Pre-Application Submission Meeting: Technical assistance is limited to answering questions regarding clarification of RFP instructions and definitions of terms. Meeting to be held on **September 8, 2010 at 3:00 p.m., at the Office of Productive Living Services.**

RSVP: To Lillie Gray at 314-726-2606 ext.100 by September 7, 2010, 4:30 pm.

**FY'11 SUMMER WORK EXPERIENCE PROGRAM
LEAD AGENCY
REQUEST FOR PROPOSALS**

I. Background

The Productive Living Board for St. Louis County Citizens with Developmental Disabilities (PLB) was established in 1979 when voters approved a special property tax to fund services for St. Louis County citizens with developmental disabilities. (Developmental disabilities include mental retardation, cerebral palsy, autism, epilepsy and learning disabilities related to brain dysfunction.) Increased in 1989, the present tax generates approximately \$18 million annually for the provision of services and supports to people with developmental disabilities.

The PLB does not provide any services directly. Instead the PLB oversees the distribution of funds to approximately 37 local agencies. These agencies provide supports and services to over 4,500 individuals in the following service categories:

Residential Services: Those services that focus on the maintenance of a person with a developmental disability in his or her residence or the residence of his or her natural family and community, and promote the acquisition of skills for independence, formation of social roles, relationships and self-reliance, or

Vocational Services: Those services that focus on a person with a developmental disability obtaining and maintaining meaningful work, and promote the acquisition of vocational skills, formation of relationships in the work environment, and the use of transportation systems, progressing toward normal living.

II. Summer Work Experience Program Background

The Summer Work Experience Program (SWEP) was established in 1997 at the request of parents who wanted their children to develop work experiences prior to graduation. In its first year, SWEP served approximately 80 students and has grown to serve approximately 170 students annually, on average. The students work 20 hours a week for 8 weeks during the summer and earn a Student Learner Wage. SWEP provides students, ages 16-20, who have limited to no work experience, the opportunity to work competitively with staff support (1-1 to 1-4 staff to student ratio). Students are employed at work sites that match their preferences, skills and support needs. While at their work sites, students have the opportunity to work on their job skills, soft skills and build relationships with their co-workers. SWEP provides students with the opportunity to develop a work history and potentially become employed at their SWEP site during the school year or upon graduation.

During summer 2010, 172 students were assigned to 8 agencies (166 students completed the summer). Based on the interest of each student, the collaborating agencies were responsible to identify potential employers. The students were supported by 51 employers throughout St. Louis County. The staff to student ratios were provided as follows: 13 consumers received 1-1 support, 66 consumers received 1-2 support, 69 consumers received 1-3 support and 24 consumers received 1-4 support. Along with coaching supports, 4 students received interpreter services, 2 utilized personal care attendants and 3 received behavioral supports. Historical data collected over four summers indicates students return to the project as follows: 4% participated for four summers, 11% participated for three, 29% participated for two and 56% were first year participants.

III. Statement of Purpose

The purpose of this RFP is to secure a lead agency to coordinate and administer SWEP. The purpose of the program is to provide meaningful work experiences that will assist the students in a smoother transition into the adult world of work. SWEP is a collaborative effort including St. Louis County Citizens with Developmental Disabilities, seven (7) supported employment agencies, the Special School District (SSD), family members and employers. It is funded under PLB's core service definition of Vocational Services which (a) focuses on a person with a developmental disability obtaining and maintaining meaningful work and (b) promotes the acquisition of vocational skills, formation of relationships in the work environment and the use of transportation systems, progressing towards normal living. The project must be structured to achieve the Pre-Employment outcomes:

1. Persons with developmental disabilities acquire new vocational skills needed for employment and/or become active members of their community.
2. Persons with developmental disabilities maintain vocational skills needed for employment and/or remain active members of their community.

Optional for Pre-Employment:

3. Persons with developmental disabilities form new relationships that support them in their vocation and community.
4. Persons with developmental disabilities maintain relationships that support them in their vocation and community.

Required for Pre-Employment:

5. Persons with developmental disabilities are satisfied with vocational services received.

IV. Scope of Project

The Lead Agency responsibilities include but are not limited to:

1. Coordinate the SWEP project and administer the PLB approved budget.
2. Consideration will be given to proposals with two levels of support for students:
 - Level 1 is for first and second year SWEP students. The focus of this level will be on students developing new vocational skills needed for employment in the future. Students will be paid at the Student Learner Wage.
 - Level 2 will be available for students in their third or fourth year of SWEP and who have demonstrated the ability to work more independently. The focus of level 2 will be on working with fewer supports and developing increased skills needed for successful employment upon graduation. Students in Level 2 may be eligible for minimum wage.
3. Participate as one of the collaborating agencies to support students on the job.
4. Apply to the Missouri Department of Labor and Industrial Relations for the Student Learner Wage.
5. Host all agency meetings leading up to SWEP and maintain communication and ongoing support of collaborating agencies, both written and verbal to achieve stated outcomes.

6. Distribute applications to the students in November through SSD.
7. Collect applications from the students by February.
8. Determine student eligibility and selection. Lead agency will review eligibility and selection criteria annually.
9. Maintain a student waiting list, as needed.
10. Assign students to the collaborating agencies.
11. Host family meetings – pre-summer and end of summer.
12. Maintain communication with students and families, as needed.
13. Serve as liaison with SSD, students and their families, many of the employers and the collaborating agencies.
14. Prepare and disperse Student and Job Coach Handbooks; along with all SWEPP documents/paperwork.
15. Prepare and lead Job Coach training.
16. Pay student wages weekly. Students will be employees of the lead agency. The lead agency will be required to provide Workers Compensation and cover each student under a general liability policy.
17. Make arrangements for student support services such as interpreters, personal care and behavior consultation within the approved budget.
18. Reimburse the collaborating agencies based on the level of support provided. (See budget instructions.)
19. Prepare SWEPP Wrap-Up Report to include: Student and employer Satisfaction Survey results, student demographics, employer names and contact information.
20. Provide the number of students projected to be served with the budget submitted.
21. Provide evidence of financial viability to provide the services and supports.
22. Demonstrate adequate organizational infrastructure to support the coordination and administration of this contract (coordination, documentation and support of collaborating agencies, reporting to the PLB and weekly payroll for approximately 170 students.)

V. Budget: Two components

The Agency will submit a budget for the period of November 1, 2010 through August 31, 2011 for Fiscal Year 2011.

The budget is to consist of two components Lead Agency and Program Expenses.

The budget must include appropriate expense and projected income for both components.

The budget must include the following:

Lead Agency Expenses

Personnel Costs-Wages

SWEP Project Director/Coordinator wages allocated based on the % of their time spent on SWEP.

Personnel Costs-Benefits

Benefit costs directly related to the personnel costs-wages listed above.

Office supplies

Facility (rental for summer)

Communication

Staff Travel

Professional Services

Food

Administration – not to exceed 15% of Lead Agency budget.

Program Expense – pass through costs for payments to collaborating agencies, payments to students and payments for professional fees.

Personnel Costs

Payments to 7 collaborating Agencies supporting approximately 170 students.

\$4, 553 for each job coach	1:1	\$4,553
\$280 for each additional student	1:2	\$4,833
	1:3	\$5,113
	1:4	\$5,393

Professional Services (interpreters, behavior specialist, personal care voucher)

Client Assistance – Student Wages (Student Learner Wage is not to be less than .90 cents less than minimum wage.)

VI. Instructions to Applicants

- A. **Questions:** Technical assistance is limited to answering questions regarding clarification of RFP instructions, definitions, or terms. Submit questions in writing at the PLB website www.plboard.com. Click [Requests for Proposal](#) and click [Ask an RFP Question](#). To review answers click [Review Answers to RFP Questions](#). All phone calls are referred to the website.
- B. **Proposal Content Requirements:** All proposals must be submitted in the following format and include all of the required information.
 1. Agency Eligibility: Agency must meet all PLB Agency Eligibility Requirements, as well as all requirements of the PLB Funding Manual.

2. Applicant Information: On a cover sheet to the proposal, provide the official name, address, phone number and email address of the applicant, as well as the name and title of the principal contact person and the name and title of the person authorized by the agency's Board of Directors to execute the contract. **(Exhibit A)**
3. Project Description/Work Plan: Provide a comprehensive work plan for the project that addresses each of the design criterion outlined in Section IV, Scope of Work.
4. Consumer Goal: Indicate the number of individuals to be served in the equipment component and in the maintenance and repair component.
5. Staff Qualifications: Identify the key individual(s) who will have primary responsibility for the development, implementation and management of this project, and state their relationship to the agency. Include their experience, as well as the extent of time to be spent on this project, job responsibilities, and an organizational chart, when applicable.
6. References: *(Applies only to agencies not currently funded by the PLB.)* Provide a minimum of three references, complete with individual contact names, phone numbers and addresses, of agency for which the individual/agency has performed similar services.
7. Program Budget: Provide expenses and income by line item using the Program Budget. **(Exhibit B)**
8. Signature of Responsible Persons: Proposals must be signed by an authorized individual(s) of the applicant agency and include the name, title, address, telephone number and e-mail address of the individual(s) with authority to negotiate and contractually bind the individual/agency. **(Exhibit C)**
9. Corporate Information: *(Applies only to agencies not currently funded by the PLB.)* All documents and information requested in Exhibit D, to include Corporate Information and Program Standards, must be submitted with this application. **(Exhibit D)**
10. Corporate Resolution: Complete the Productive Living Board Corporate Resolution and submit with your proposal. **(Exhibit E)**
11. Proposal Guidelines: Proposals must be completed within the guidelines of the RFP. All proposals received will be considered to be in final form. Supplemental information will not be considered after the deadline for submission of proposals unless requested by the PLB.

The original and an electronic copy shall be submitted to:

Joyce Prage, CPA
Executive Director
Productive Living Board
121 Hunter Avenue, Suite 200
St. Louis, MO 63124

An electronic copy of the proposal shall be submitted to jprage@plboard.com

Proposals are due to the PLB no later than:

3:00 p.m. C.S.T. on Thursday, September 30, 2010.

VII. Review of Proposals

- A. A review team designated by the Executive Director will evaluate all proposals.
- B. The PLB's Vocational Services Committee will forward a recommendation to the full Board regarding which proposal should receive the award.
- C. A final decision on this matter is expected to be made no later than:

November 8, 2010

- D. Proposals will be reviewed by the PLB in accordance with the following weighted criteria:
 - 1. The proposed approach to the scope of work.
 - 2. The proposed budget maximizes the number of students supported.
 - 3. The level of experience of the individual(s) identified to work on this project.
 - 4. The individual's/agency's experience with similar projects.
 - 5. The agency's overall financial viability.
 - 6. The agency's infrastructure to support the administration of the contract.
 - 7. The responses from references, if applicable.

VIII. Conflict of Interest

- A. Applicants agree that they or their employees do not currently have, nor will they have, any conflict of interest between themselves and the PLB or PLB-funded agencies or selected vendors. Any perceived or potential conflict of interest must be disclosed in the proposal.

IX. Contractual Agreement

- A. The PLB will issue a contract with the selected applicant.
- B. Reimbursement for services will be made on a monthly basis pending submission of the agency's Invoice of Expenditures and required support documentation. Student wages will be reimbursed weekly pending submission of the agency's Invoice of Expenditures and required support documentation.

X. Rights Reserved to the PLB

- A. The PLB reserves the right to reject any and all proposals or to waive any irregularities and omissions if, in its judgment, the best interest of the PLB will be served.

**PRODUCTIVE LIVING BOARD FOR ST. LOUIS COUNTY CITIZENS
WITH DEVELOPMENTAL DISABILITIES**

**APPLICATION FOR SUMMER WORK EXPERIENCE PROGRAM
LEAD AGENCY**

I. APPLICANT INFORMATION

Applicant Name _____

Address _____

Phone Number _____

Name of Principle Contact Person _____

Title of Principle Contact Person _____

Person Authorized to Execute Contract _____

Title of Authorized Person _____

Does this organization currently receive funding from the PLB?

Yes ___ No ___

II. PROGRAM BUDGET - EXPENSES

Lead Agency Budget Component 10	FY'11 November 1, 2010 – August 31, 2011 Total
Personnel Costs – Wages	
Personnel Costs – Benefits	
Office Equipment/Supplies	
Facility Costs	
Communication	
Staff Travel	
Professional Services	
Food Costs	
Total of Lead Agency Expenses	
Agency Administrative Allocation-not to exceed 15% of Total Lead Agency Expenses	
Total Project Expenses	

Program Expense Budget Component 11	FY'11 November 1, 2010 – August 31, 2011 Total
Personnel – Payments to collaborating agencies	
Professional Services/Fees – reimbursement for interpreter, personal care and behavior support	
Client Assistance – student wages	
Total Program Expenses	

III. PROGRAM BUDGET - INCOME

Instructions: Please complete this form **only if the PLB is not the sole funding source for this project.**

Lead Agency Expense Income Source Component 10	FY'11 November 1, 2010 –August 31, 2011 Total
PLB	
Other - (Please specify):	
Other - (Please specify):	
Other - (Please specify):	
Other - (Please specify):	
TOTAL:	

Program Expense Income Source Component 11	FY'11 November 1, 2010 –August 31, 2011 Total
PLB	
Other - (Please specify):	
Other - (Please specify):	
Other - (Please specify):	
Other - (Please specify):	
TOTAL:	

IV. APPLICATION SIGNATURE

PLEASE TYPE OR PRINT BELOW:

Name (Person Completing Application)

Title or Relationship to Agency

Phone Number

E-Mail Address

Agency

Date

Signature of Applicant:

Empty rectangular box for the applicant's signature.

V. CORPORATE INFORMATION

Please submit the following only if your agency does not currently receive PLB funding. Please indicate which documents are included with this packet and which if any, are not applicable (N/A) for your agency:

Agency Name _____
 Address _____

 Phone _____
 Agency Executive Director _____
 Financial Contact Person _____
 Agency Board President _____

Corporate Documents

___ Agency By-Laws
 ___ Articles of Incorporation
 ___ Certificate of Corporate Good Standing
 ___ Board Roster (List of Board members including names/office, expertise, years of service and conflict of interest)
 ___ IRS 501c (3) Status Letter

Insurance Information

<u>Indemnity</u>	<u>Minimum Required Level</u>
Commercial General Liability	\$1M per occurrence \$2M per aggregate
Auto Liability	\$1M
Employer Liability Workers' Compensation	\$500k per incident
Building and Personal Property	Replacement Cost
Directors and Officers Liability	\$1M
Fidelity Bond	Equal to or greater than the total amount of contracts with PLB
Umbrella Coverage	\$1M
Business Interruption	1 year loss sustained
Employment Practices Liability	\$1M
Fiduciary Liability	\$1M

The PLB shall be named as an additional insured on all liability insurance policies which cover us in administering the programs and services funded by the PLB. Accordingly, please be sure that the Certificate of Insurance reflects that the PLB is named as an additional insured.

Financial Documents

- Current Operating Budget
- Current Balance Sheet
- Current Year-To-Date Statement of Income and Expenses
- Most Recent Audit, including Management letter

Signature and title of Person Completing these Forms

Date _____ Phone Number _____

CORPORATE RESOLUTION

The _____ Board of Directors, having met on _____
(Name of Agency) (Date)

voted to apply for funds from the Productive Living Board for St. Louis County Citizens with
Developmental Disabilities in the amount of \$_____ for the purpose of:

PROJECT NAME	AMOUNT REQUESTED
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: Exact dollars requested are not required. Amounts requested may be submitted as not-to-exceed figures.

The individual below is authorized to sign and enter into service agreements with the Productive Living Board for St. Louis County Citizens with Developmental Disabilities is (are):

Name

Title

Board Member Signature: _____

Print Name: _____

Title: _____ Date: _____

NOTE: Copies of approved board meeting minutes authorizing contractual arrangements with the PLB may be submitted in lieu of this form.