

**SECTION B. SUPPLIES OR SERVICES AND PRICES/COSTS**

The Department of Labor, Employment Training and Administration (ETA), Job Corps has a requirement for operating the Job Corps Center which is located at Treasure Island, San Francisco, California.

The contractor shall operate the aforementioned **Job Corps Center** which includes provision of academic, vocational, social skills and career development training, and related support services for an estimated total of 355 residential male students, 355 residential female students, and 90 non-residential students. The contractor shall provide residential quarters (housing) and services to residential students.

The Contractor shall provide **Outreach and Admissions** services in the state of California and shall ensure the annual arrival of a minimum of 461 male residential and male non-residential students into the Job Corps program.

The Contractor shall provide Post-Center **Career Transition Services** annually for 836 youth returning to the state of California.

All operations, services and deliverables under these items shall be provided as specified in Sections C and F of this document.

6. Integrate center operations with the local workforce development systems, employers and the business community.

The general scope of work includes the participation of the contractor in pilot projects initiated by the Department of Labor. An equitable adjustment shall be made for those projects determined to be an increase in work within the general scope of the contract via a supplemental agreement to the contract negotiated with the contractor. All disputes arising under these actions are subject to the disputes clause.

C. Center Design

The center shall operate at an estimated planned average on-board strength as noted below:

<b>Category</b>	<b>Number</b>
Basic Residential Male Students	295
Basic Residential Female Students	295
<i>Advanced Residential Male Students</i>	60
<i>Advanced Residential Female Students</i>	60
<b><i>Subtotal Residential Students</i></b>	<b>710</b>
Nonresidential Male Students	45
Nonresidential Female Students	45
<b><i>Subtotal Nonresidential Students</i></b>	<b>90</b>
<b>Estimated Total Average On-Board Strength</b>	<b>800</b>

The contractor shall be continually prepared to receive a sufficient number of students to maintain the average on-board strength capacity noted above and a surge capacity of 103 percent. Performance up to 103 percent of capacity shall be performed within the estimated cost of this contract. Performance below 100 percent for a prolonged period may result in a reduction in the estimated cost of this contract.

In the event that nonresidential students are enrolled, they shall be provided the following services:

1. Transportation for training days and for recreational activities
2. A locker, lock, and nonresidential student lounge.
3. Lunch for all training days.

4. Breakfast on all training days.
5. Supper and weekend meals if the student wishes to remain on center. Transportation at additional cost to the center is not mandatory when students stay for supper and weekend meals.
6. All benefits residential students receive, except as noted herein.

Nonresidential students shall be considered to be in the performance of duty as Federal employees from the time they physically arrive at any scheduled center activity or program until they leave such activity or program.

#### A. Governing Regulations, Handbooks

The Job Corps Policy and Requirements Handbook (hereinafter referred to as the PRH) has been developed to include all mandatory program requirements in one document and is hereby incorporated into this contract by reference. The total Job Corps program is defined in the Code of Federal Regulations, Title 20 - Labor, Subtitle A - Office of the Secretary of Labor, Part 670. The contractor shall follow the PRH, the Regulations, and all other requirements established in this contract. The PRH is available at <http://jcdcf5.jobcorps.org:7102/> (then click on the "Documents/Publications" link).

#### B. Vocational Offerings by National Office Contractors

A portion of the vocational training offered in this program may be training implemented under separate contracts between the U.S. Department of Labor and one or more national training contractors under the terms and conditions specified in the Memorandum of Understanding shown in the PRH as Appendix 303.

### **C.2 SITE**

The Treasure Island Job Corps Center is located near the City of San Francisco, County of San Francisco, State of California. The property consists of approximately 39 acres of land with improvements. The entire center consists of 12 buildings which include Administration, Education & Training, Property & Maintenance, Advanced Culinary Dorm, Basic Residential Dormitory, Gymnasium, Cafeteria/Advanced Culinary and Student Store.

### **C.3 PROGRAM CONTENT**

#### A. Outreach and Admissions

The contractor shall perform outreach and admissions activities as required by this contract, which ensure that the Job Corps program maintains a positive public image, maintains a ready supply of eligible and committed applicants, and works in partnership

The following vocational programs are **currently** offered at the center:

Vocational Offerings/ Treasure Island JCC	Training Slots	
	On Center	Off Center
Business Occupations	120	
Accounting	30	
Child Care Occupations	30	
Health Occupations/Dental	30	
Security Occupations	30	
A+ Certification	30	
Computer Networking (CISCO)	60	
Basic Culinary Arts	60	
Facilities Maintenance *	24	
Electrical*	24	
Painting*	20	
Cement Masonry*	24	
Plastering*	24	
Carpentry*	40	
Advanced Culinary Arts	120	
Advanced College Training (ACT)		36
Off-Center Training (OCT)		36

\*Programs offered by National Training Contractors and Advanced Culinary Arts are to remain in place. Bidder to reconfigure remaining contractor-offerings to accommodate OBS of 800.

- 14. Advanced Career Training (X  is applicable to this contract):** The contractor shall provide advanced career training through enrollment in post-secondary institutions to students who demonstrate the potential to successfully participate in higher education. The program shall meet all the requirements of PRH, 3.14.
- 15. Employability Skills Training:** The contractor shall ensure that the practice of skills that make students employable is fully integrated into all aspects of training and that students acquire the skills, knowledge, and attitudes that shall make them

**24. Career Transition Readiness:** The contractor shall develop and implement systems and procedures to assist students to effectively transition from center life to the workforce. Requirements are detailed in PRH 3.24.

D. Career Transition Services

**Post-Center Career Transition Services: ( /X/ is applicable to this contract):**

The contractor shall provide or arrange for post-center career transition services for all eligible students:

/X/ enrolled at the Treasure Island Job Corps center.

/X// returning to the following geographic area: the counties of San Francisco, Marin, Contra Costa, Sonoma, and the northern parts of Alameda, and San Mateo Counties.

For purposes of this procurement the contractor should anticipate an annual inflow of new students for provision of career transition services in the numbers shown below. These are the anticipated numbers of new graduates and new former enrollees who will be assigned to the contractor each year.

<u>450</u>	Graduates.
<u>386</u>	Former enrollees.

The contractor's performance shall be measured against the goals established by the Director of Job Corps each year in the Career Transition Service Outcome Measurement System.

The contractor shall assist eligible students in entering and maintaining long-term attachment to the labor market or further educational opportunities and training by:  
 Providing personalized career transition services  
 Providing them with access to services that support successful transition.  
 Identifying and making referral to suitable employment or educational opportunities.

The final objectives of this effort shall be quality placement, continued attachment to the workforce and career progression.

At a minimum, the program shall consist of:

- 1. Career Transition Plan:** The contractor shall develop a comprehensive Career Transition Plan that will ensure efficient and effective delivery of career transition services to eligible graduates and former enrollees. Specific requirements for the plan are outlined in PRH, 4.1.
- 2. Eligibility for Services:** The contractor shall provide post-center career transition services to eligible graduates and former enrollees. Service shall be provided throughout the CTS service period prescribed by the PRH 4.2.

**SECTION F. DELIVERIES OR PERFORMANCE****F.1 TYPE OF CONTRACT**

A. This is a **Cost Plus Incentive Fee** Contract.

**F.2 PERIOD OF PERFORMANCE**

A. The term of the contract is for a base period of 2 years with three 1-year option periods. The contractor shall operate the Treasure Island Job Corps Center located in San Francisco, California, during the period of February 1, 2004 through January 31, 2006, and if appropriate, shall perform necessary functions related to a transition period for assuming responsibility for the operation of the Center for the month of January, 2004.

B. Input Schedule:  Applicable  Not Applicable

<b>ANNUAL ARRIVAL BY MONTH</b>				
<b>Month</b>	<b>Male Resident</b>	<b>Male Non-Resident</b>	<b>Female</b>	<b>Total</b>
January	38	8	N/A	46
February	30	6	N/A	36
March	30	6	N/A	36
April	36	7	N/A	43
May	38	8	N/A	46
June	38	8	N/A	46
July	16	4	N/A	20
August	38	8	N/A	46
September	34	6	N/A	40
October	34	6	N/A	40
November	36	6	N/A	42
December	16	4	N/A	20
<b>Total:</b>	<b>384</b>	<b>77</b>	<b>N/A</b>	<b>461</b>

## A. General

The government will use a two-step process for submission of proposals. Initial proposals will be submitted in written format, as described below. In accordance with FAR 52.215-1, award may be made on the basis of initial proposals.

In the event that the government determines that discussions with offerors are necessary, a competitive range will be established. Offerors determined to be within the competitive range will be required to make an oral presentation, as described in Section L.5.C, below.

### Initial Proposal Submission

Proposals submitted in response to this RFP shall include a transmittal letter and the sections listed below. The transmittal letter shall identify the solicitation number, the name of the firm submitting the proposal, the proposal sections and any other materials that are attached.

PART	SECTION	FORMAT	PAGE LIMIT	COPIES
1	Technical Proposal Center only Center w/OA/CTS	Written	100 140	6
2	Staff Resources Proposal & Staffing Charts	Written	10	4
3	Past Performance and Experience	Written	5	2
4	Subcontracting Plan	Written	No Limit	2
5	Cost Justification – Business Management Proposal	Written	No Limit	3
6	Transition/Phase-out	Written	No Limit	2

**Offerors are cautioned that they must not exceed the page limits cited above. Proposals submitted in excess of the prescribed page limits shall be considered non-responsive, and shall be removed from consideration.**

Sections 1-6 of the proposal shall be separately bound, and submitted in the format indicated in the Specific Instructions, below. Written sections of the proposal shall be formatted as follows:

- a. Page Size: 8 ½ x 11" with at least 1" margins on all sides
- b. Type Size: 12 pitch or larger
- c. Page Numbering: Pages consecutively numbered within each section
- d. Page Count: Title pages, tables of contents, and section dividers not included in count
- e. Format: Two-column format is allowable

- 1) How will you assist students to develop healthy lifestyles and recognize the relevance of wellness to job retention?
- 2) How will you ensure a safe, healthy and secure living and learning environment for staff and students given the Open Campus of Treasure Island?
- 3) How will you support the development of the site and facilities to ensure that they support the delivery of quality Job Corps services? Discuss approaches to preventive maintenance on an aging facility?

f. **Career Transition Period** ( applicable  not applicable)

By responding to the following questions, describe how you will provide career transition services that will result in workforce entry, quality jobs and job retention.

- 1) How will you organize and deploy resources to ensure effective coverage of the geographic area covered by the contract?
- 2) How will you ensure coordination between the center, students and Career Transition Specialists during the Career Development Period to ensure a smooth transition from the center to the post-center service period?
- 3) What methods will you use to maintain contact with graduates and former enrollees, if applicable, throughout the post-center service period?
- 4) How will you assess student job readiness and what services will you provide to remedy shortcomings for graduates?
- 5) How will you develop quality jobs for program graduates?
- 6) How will you coordinate and provide on-going support services to meet graduates' transitional support and job retention needs?
- 7) How will you provide post-center services to former enrollees to ensure positive outcomes?

**2. Staff Resources Proposal**

a. Content

The Staff Resources Proposal shall consist of the following: