

February 1, 2019

To Interested Applicants:

The City of Cambridge Office of Workforce Development is pleased to enclose both a **Request for Proposals (RFP) for Summer Work and Learning Projects** and a traditional **Worksite Application** for the **Mayor's Summer Youth Employment Program (MSYEP)**. MSYEP offers Cambridge youth (starting at age 14 and through the summer after they graduate high school) the opportunity to work with government agencies or non-profits for six weeks during the summer. There are two ways of providing opportunities for youth to work with your organization.

As a **traditional worksite**, you have the opportunity to add staff during the busy summer months, tackle projects you might otherwise put off and provide your staff with supervisory experience, while helping Cambridge teens gain valuable work experience. **MSYEP provides all youth wages** and an MSYEP Liaison who will monitor youths' experience, conduct weekly career-readiness workshops and provide support to the teens and their worksite supervisor. **Please note** that we've changed the title for our frontline staff from Counselor to Liaison. The Liaison title better reflects the nature of their work, facilitating communication and connections between youth and worksites, and between worksites and MSYEP. If you would like to host one or more young people at your workplace as a traditional worksite, please complete **only** the blue **MSYEP Worksite Application**.

Now in its 22nd year, the **Summer Work and Learning (SWL)** initiative expands the scope of MSYEP by including an educational enrichment component. Summer Work and Learning programs, described in the attached RFP, are an exciting opportunity for you to design and manage an educational, work-based learning project specific to your organization's resources and needs. Funds are available to cover personnel costs related to program operation, supplies and youth wages. If you'd like to apply to the SWL initiative, please complete the blue **MSYEP Worksite Application** AND the **RFP proposal forms**.

We encourage your participation in this year's MSYEP as a Summer Work and Learning Project or a traditional worksite. Both applications are **due on Friday March 1, 2019, by 4:00 p.m.** at the Office of Workforce Development. Worksites will be selected based on demonstrated quality of the site and youth interest. Applicants will be notified by mail about their acceptance status. I am happy to answer your questions and provide guidance as you prepare your proposal or application. I will be providing technical assistance until February 22, 2019, by appointment. If you have questions or would like to set up an appointment, please call me at 617-349-6268 or email ghinds@cambridgema.gov. **For an electronic copy of these forms, visit** www.cambridgema.gov/dhsp/files/MSYEPWorksiteForm

I look forward to working with you this summer.



George Hinds
Director of Youth Employment
Office of Workforce Development
Enclosures



Mayor's Summer Youth Employment Program

MSYEP

HELPING CAMBRIDGE YOUTH PREPARE FOR THEIR FUTURE



Worksite Application

July 1 – August 9, 2019

Please return completed application by March 1, 2019

Mayor's Summer Youth Employment Program
c/o Office of Workforce Development
51 Inman Street, Cambridge, MA 02139

Please answer all questions completely.

Worksite Name _____ Phone _____

Address _____
Number and Street City Zip

Contact Person _____ Title _____ Email _____

Youth Supervisor (if different) _____ Title _____ Phone _____

Youth Supervisor Email _____

Worksite Location (if different) _____ Phone _____

Preferred Work Hours (Circle) Morning Mid-Day Afternoon No Preference

Please list specific titles for distinct youth position(s) (if you have more than one type of job) and check off the best description below.

Job Title _____

Job Title _____

Job Title _____

Number requested _____

- ___ working w/seniors
- ___ working w/children
- ___ office work
- ___ landscaping/maintenance
- ___ library
- ___ health care/science
- ___ community action project
- ___ media production
- ___ arts/theater project
- ___ environmental project
- ___ other, describe

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- ___ community action project
- ___ media production
- ___ arts/theater project
- ___ environmental project
- ___ other, describe

Total number of youth requested _____

Please provide a short job description. What tasks will the youth be responsible for? What skills will they gain through those tasks? _____

Does this position have any special requirements (e.g. ability to lift 50 lbs., etc.)? If so, please describe: _____

How will you provide weekly youth supervision and feedback? Include the expected time commitment for supervision each week and the methods to be used (i.e. one-on-one meetings, group meeting, written feedback, etc.): _____

In the event that the youth supervisor will be away for a portion of the summer (such as for vacation), please indicate dates, and to whom the youth should report during that time: _____

Please list **specific requests** you have of employees regarding appearance. Youth should not have to purchase new clothing to participate in the program: _____

Request for specific youth: (*The request for specific youth does not guarantee their placement with your program, but your request will be considered during the placement process*) _____

Applicants will be notified by email about their acceptance as a worksite for the program. Please be advised that youth work weeks are 20 hours long, which includes 19 hours at your worksite and 1 hour for a youth development workshop. Worksites are expected to partner with MSYEP in reinforcing those skills **during** regular work hours.

Worksite Supervisor Orientation will be held on Wednesday, June 19, 2019
Location TBA

All worksite supervisors are expected to attend
and new supervisors are **required** to attend.
You will meet your liaison and receive a list of your youth.

Orientation will be offered twice. Attend either one:
10:30 a.m.-12:00 noon OR 1:30 p.m.-3:00 p.m.

Questions may be directed to George Hinds at 617-349-6268 or ghinds@cambridgema.gov

Thank you for your support of the
Mayor's Summer Youth Employment Program
<http://www.cambridgema.gov/dhsp/msyep>

The Office of Workforce Development is a division of the City of Cambridge Department of Human Service Programs



Mayor's Summer Youth Employment Program Summer Work and Learning Initiative 2019 Request for Proposals



Program Period: July 1, 2019 – August 9, 2019

BACKGROUND

The Mayor's Summer Youth Employment Program (MSYEP), managed by the Office of Workforce Development (OWD), is a public sector summer jobs program serving approximately 1000 Cambridge youth each year. Youth who are selected for the program work six weeks during the summer.

MSYEP provides young people with a first or early work experience either with local government agencies or area non-profits. The program provides youth with a job assignment, a wage of \$12.00 per hour for a 20-hour work week and a Liaison who conducts weekly youth-development workshops and provides ongoing support to worksites.

MSYEP Summer Work and Learning (SWL) programs expose youth to potential educational and career paths. Each summer, more than one third of the young people in MSYEP are placed in SWL programs. While teaching accountability and other soft skills required for the working world, SWL programs also aim to give Cambridge youth the chance to experience a potential future career. Programs with a focus on Science, Technology, Engineering and Math (STEM) are especially encouraged to apply.

PROPOSAL CRITERIA

Proposals may be submitted by non-profit organizations and/or governmental agencies serving Cambridge youth. Funds will be available to support:

- Youth wages from July 1 - August 9, 2019 for 20 hours/week, which includes a one hour workshop led by the MSYEP Liaison. Wages are paid directly to youth by MSYEP.
- Personnel costs related to program operation and youth supervision. The average program size is 15 youth participants.
- Instructional materials/supplies.

Programs are encouraged to recruit and pre-select youth who meet the MSYEP age and residency eligibility criteria.

Note: Youth requested by a program will only be placed there if:

- The youth's application is complete and submitted to OWD on time (between April 22 and May 3, 2019)
- The SWL site has provided a list of requested youth to OWD by May 17, 2019.

MSYEP aims to run inclusive programming serving all Cambridge teens, including:

- Youth who are English language learners
- Youth with physical, cognitive or emotional disabilities

This expectation is extended to SWL partners. If you have any concerns about this, please address them in your proposal.

In addition, youth are expected to attend an orientation on Monday, June 24, 2019. If this will conflict with your program activities, please contact George Hinds by June 7, 2019 in order to make alternative arrangements.

PROGRAM GUIDELINES

Start/End Dates

Each SWL program should begin on July 1, 2019 and end on August 9, 2019. Youth may work up to 20 hours per week, including one hour of workshop time with the MSYEP Liaison assigned to each SWL site. Applicants are especially encouraged to consider holding their program in the afternoon when more youth are available to work.

Program Components

Each SWL program must determine a specific goal and define expected outcomes for youth participants. Each SWL program should include career and educational connections, examples of which might include: study skills training, visits to area colleges, guest speakers, industry visits, job shadows, discussions on the advantages of post-secondary education, and information about opportunities available in high school. All SWL programs are strongly encouraged to present at the MSYEP Showcase on August 5, 2019.

Role of MSYEP Liaisons

The program should be designed to incorporate the participation of MSYEP Liaisons. Liaisons will visit sites three to five times each week. During these visits Liaisons can work to motivate youth, mediate issues between sites and youth, help plan career-related and job-readiness activities, and help youth identify and access resources.

PROPOSAL CONTENT

- Proposal Cover Sheet/Checklist/Fund Request (enclosed)
- Blue MSYEP Worksite Application form (enclosed)
- Program Narrative
- Answers to Accountability Questions
- Answers to General Questions
- Detailed Program Schedule
- Job Description for Youth Supervisor

Program Narrative

Your program narrative, which should not exceed one page, should inform the review committee of your program's philosophy, culture and structure, and should describe career awareness activities that youth will participate in. Also include descriptions of any partnerships with other community agencies or institutions. Please describe any youth-led components of the program and any plans the program has to engage youth in decision making. Describe which goals youth will be working towards, any final projects or presentations they'll be completing, and how youth will learn to describe their experience and new skills.

Accountability Questions

As a first or early work experience, it's essential that all of our partners teach accountability skills to youth participants. Please include a separate sheet with short answers to the following questions:

1. How does your program teach young people skills related to accountability?
2. Describe three ways your program will hold young people accountable for the quality and quantity of their work.
3. Describe three ways your program will hold young people accountable for their behavior.
4. If the group of young people in your program were to get bored or begin to be disruptive, how would the supervisor respond? What tools, protocols, activities, rituals and/or community standards will be put in place to reinforce good behavior and help the team get reengaged?
5. How will young people participating in your program learn to talk about the skills they developed this summer?
6. Name one additional skill young people will develop in your program. How will youth demonstrate proficiency in this skill?

General Questions

Please include a separate sheet with short answers to the following questions:

1. How will your program help youth connect their experiences during your program to their school, post-secondary or career goals?
2. MSYEP Liaisons are essential to our program and a valuable support system for your site and youth. Identify ways you plan to regularly incorporate the MSYEP Liaison into your program's activities, beyond providing time for the MSYEP workshops.
3. Please describe your recruitment strategy. How are you planning to outreach to teens and interest them in participating in your program?
4. Provide a teen-friendly, three to four line description of your program that we can use to help recruit young people for your program.
5. Tell us all regular meeting locations for your program.

Program Schedule

SWL programs must plan for almost 120 hours of youth programming. Preparing a series of structured experiences will ensure that essential development, practice, and reflection activities are occurring. When thinking about how youth's time will be occupied all summer, it's important to keep the following in mind:

- What will you do and where will you go?
- How will these experiences connect to the larger goals you have for your youth?
- Youth employees are more than just participants; they are actively working towards something. What are the steps along the way?
- How will you know they "got it"? What will they demonstrate?
- Good learning experiences incorporate regular reflection activities. As a new requirement, MSYEP requires SWL sites to use weekly journaling with their participants.

Each Summer Work and Learning site has its own structure and unique programming goals. Please share, in your own format, a detailed schedule which illustrates your daily activities and how they connect to your programming goals, with the understanding that schedules may change before the summer. Remember to include in your schedule weekly one hour blocks for MSYEP workshops, while keeping alternate times in mind in the event of schedule conflicts.

Additional Documents

Please include a job description for the supervisor position you are seeking to fund through your SWL proposal. In addition, if you already have a staff person identified for that role, please include a copy of that person's resume.

Contract Terms

All contracts will be **100% cost-reimbursement** (aside from youth wages). Programs will be required to submit invoices for staff time and supplies by October 31, 2019 at the latest, and are expected to have back-up documentation (receipts) available on request. Please note that it may take 6 – 8 weeks for reimbursement, following the submission of your invoice. Approved SWL programs will be required to:

- Allow for frequent participation of the MSYEP Liaison, including implementation of weekly workshops
- Complete a final evaluation
- Mention MSYEP support in program materials, press releases and events
- Confirm program space which meets MSYEP's comfort, safety and accessibility expectations
- Upon request, host a mid-program site visit by OWD staff

PROPOSAL REVIEW PROCESS

- Proposals are due in the Office of Workforce Development **by 4:00pm on March 1, 2019.**
- **5 paper copies** must be submitted to OWD, ATTN: MSYEP/Summer Work and Learning, 51 Inman Street, Cambridge, MA 02139.
- Proposals submitted after the deadline, or with fewer than 5 paper copies, are not guaranteed consideration by the selection committee.
- Technical assistance will be available for interested applicants until February 22, 2019, by appointment. Technical assistance is particularly recommended for new applicants.
- Proposals will be reviewed by a selection committee and rated on their ability to meet the RFP goals. See Proposal Cover Sheet for scoring breakdown.
- If not selected as a Summer Work and Learning program, programs may still have the option to participate in MSYEP as a traditional worksite, meaning MSYEP would still pay youth wages, but not provide additional funding for staffing or supplies.

Proposal Cover Sheet



Program Name: _____

Proposal Checklist

Completed proposals may **not** be submitted by email. Please review your proposal packets carefully to ensure you've enclosed all of the required components. **Please compile your packet in the order listed here:**

- ____ Completed Proposal Cover Sheet/Checklist (10 Points)
- ____ Completed Blue MSYEP Worksite Application Form (10 Points)
- ____ Program Narrative (not to exceed one page) (20 Points)
- ____ Answers to Accountability Questions (15 Points)
- ____ Answers to General Questions (15 Points)
- ____ Detailed Program Schedule (15 Points)
- ____ Job Description for Proposed Lead Supervisor Position (5 Points)
- ____ Resume for Supervisor (if already selected)
- ____ 5 Copies of the Proposal which Include all of the Components Listed Above (10 Points)

Fund Request Breakdown

Supervisor Salary Costs: _____

Supplies or Materials: + _____

Total Program Budget (Excluding youth wages): = _____

Total Number of Youth Proposed to be served: _____

Total Youth Wages (Paid directly to youth): _____

(\$12.00 x 20 hours x 6 weeks x # of participants)

Submit your proposal no later than 4:00pm, Friday, March 1, 2019
Office of Workforce Development, 1st Floor, 51 Inman Street, Cambridge, MA 02139
Questions? Please contact George Hinds at 617-349-6268 or ghinds@cambridgema.gov
Copies of this RFP can be found at www.cambridgema.gov/dhsp/files/msyepworksiteform