

RESOLUTION NO. 14-013

**A RESOLUTION AUTHORIZING THE PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION TO SOLICIT
PROPOSALS FOR TRAINING FOR LIFE SKILLS AND BASIC
FINANCIAL PLANNING TO BE PROVIDED TO PORT ARTHUR
RESIDENTS**

WHEREAS, House Bill 1967 allows for the Port Arthur Section 4A Economic Development Corporation ("PAEDC") to create and administer training programs for the citizens of Port Arthur without the requirement of an end job being created ; and

WHEREAS, the PAEDC Board of Directors recognizes that 10% to 12% of the residents of Port Arthur are either unemployed or underemployed; and

WHEREAS, the passage of House Bill 1967 allows a larger part of the community to be provided with training that will assist in the Port Arthur resident obtaining and sustaining a job; and

WHEREAS, after consulting with area business representatives, it has been identified that the lack of life skills and basic financial planning continues to be a crucial reason for the non hiring of Port Arthur residents by these companies; and

WHEREAS, at their December 2, 2013 Board Meeting, the PAEDC Board of Directors approved recommending the solicitation of proposals from community and faith based organizations to provide Training for Life Skills and Financial Planning as described in "**Exhibit A**"; and

WHEREAS, the funds available for the training for Life Skills and Basic Financial Planning are not to exceed \$110,000 for Fiscal Year 2013-2014.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF PORT ARTHUR:**

Section 1. That the facts and opinions in the preamble are true and correct.

Section 2. That the City Council of the City of Port Arthur hereby approves the Port Arthur Section 4A Economic Development Corporation to solicit proposals for the Training for Life Skills and Basic Financial Planning to be provided to Port Arthur residents.

Section 3. That a copy of the caption of the Resolution be spread upon the Minutes of the City Council.

READ, ADOPTED AND APPROVED on this 7th day of Jan. A.D., 2014,
at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote:

AYES:

Mayor

Councilmembers

Prince; Mayor Pro Tem Williamson
Scott, Segar, Albright, Troy,
Lewis and Freeman.

NOES:

None.

ATTEST:

Sherri Bellard
Sherri Bellard, City Secretary

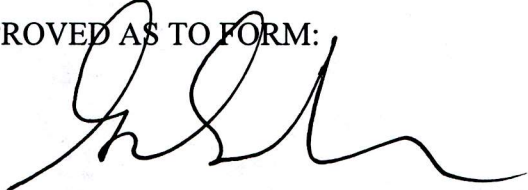
Deloris Prince
Deloris "Bobbie" Prince, Mayor

APPROVED:



Floyd Batiste, PAEDC CEO

APPROVED AS TO FORM:



Guy N. Goodson, PAEDC Attorney

APPROVED AS TO FORM:



Valecia R. Tizeno, City Attorney
on behalf of

EXHIBIT “A”

PORT ARTHUR ECONOMIC DEVELOPMENT CORPORATION
Life Skills Training & Basic Financial Planning

REQUEST FOR PROPOSAL (RFP)

The Port Arthur Economic Development Corporation ("PAEDC") is accepting written proposals from local community based and faith based organizations describing a program delivery system which provides Life Skills Training & Basic Financial Planning for Port Arthur Residents.

The PAEDC is a not-for-profit corporation chartered by the State of Texas in 1996. The PAEDC is led by a dedicated Board of Directors who is appointed by the City Council of the City of Port Arthur.

With the recent passage of HB 1967, the PAEDC solicits this Request for Proposal for a community based and/or faith based organization to provide Life Skills Training & Basic Financial Planning for Port Arthur residents. The PAEDC Board of Directors is dedicated to improving the quality of life of Port Arthur residents who lack some of the skills needed to secure permanent full time employment.

The PAEDC Board recognizes that 10% to 12% of the residents of Port Arthur are either unemployed or underemployed. PAEDC's Life Skills Training & Basic Financial Planning request for proposal will directly address our mission by improving the quality of life of Port Arthur residents who are either unemployed or underemployed.

The following packet of information is designed for the use of community based and faith-based organizations that wish to compete for the Life Skills Training & Basic Financial Planning contract to provide assistance to Port Arthur Residents.

Submission of Proposals:

Organizations responding to this request must meet the specifications and instructions in the RFP, and submit their proposal via hand-delivery or mail to the attention of Floyd Batiste, CEO at the Port Arthur Economic Development Corporation by **3:00 p.m., Thursday, January 30, 2014**. Proposals received after this date and time will not be considered. Interested community based or faith-based organization must submit **two** copies of the completed proposal, each with original signatures.

Proposals may be hand-delivered or mailed to the following:

Floyd Batiste, CEO
Port Arthur Economic Development Corporation
4173 39th Street
Port Arthur, Texas 77642

Questions concerning this RFP should be directed to:

Floyd Batiste/CEO
Port Arthur Economic Development Corporation
(409) 963-0579
fbatiste@paedc.org

Organizations Eligible for Contracts:

Organizations eligible to submit proposals under this Request for Proposal are community based organizations and faith-based organizations.

Eligible Clients for Life Skills Training Assistance:

PAEDC's Life Skills Training & Basic Financial Planning for Port Arthur residents will only serve individuals residing in the City of Port Arthur. Our mission is to serve approximately 100 residents during the 2013-2014 fiscal years. More specifically, our mission is to, assist a minimum of 76 Port Arthur residents who are unemployed or underemployed become either employed or advance in their current employment.

Audit/Monitoring/Record Keeping:

The PAEDC reserves the right to conduct a financial and compliance audit of training funds received and performance rendered by contracting organizations. All recipients must agree to permit PAEDC and their representatives to audit records and obtain any documents, materials or information necessary to establish compliance with applicable policies.

The PAEDC will perform periodic on-site monitoring of the contractor to insure compliance and to promote the efficient, economic and effective performance of activities by the contracting organization. Recipient organizations will also be required to produce written monthly activity reports as to the number of persons who are being provided services with PAEDC training funds, and monthly financial reports which record the expenditure of Life Skills training monies.

Contracting organization will be required to maintain fiscal records, client files and performance documentation for all activities funded by the Life Skills Training Program.

Life Skills Training Program Description:

The community based and/or faith based organization will carry on the Life Skills Training & Basic Financial Planning for Port Arthur residents and may add essential training portions to the program, which they have found to be necessary to increase self-sufficiency.

This expanded program would begin **October 1, 2013** and end **September 30, 2014** so as not to overlap the PAEDC current funding year.

Life Skills Training & Basic Financial Planning for Continued Success for Residents will provide the following services to at least 100 Port Arthur residents in the coming year:

- Setting a Vocational Goal & Identifying Work Values
- Personal Financial Needs and Basic Financial/Budgeting Skills Training
- Essential Duties of the job
- Personal Disclosure
- Transportation to Work and Transportation to Training
- Resources for Identifying Employers, Job Skills Training & Resume Writing
- Interviewing, Follow-up and What Employers Want

This program will also utilize area Human Resource Directors in presentations to residents, successful community peers (employed individuals) to mentor and motivate residents in the program. The community based and/or faith based organization will meet and work one on one with each resident based on their current job readiness, knowledge, skills and needs level.

The community based and/or faith based organization will also be responsible for establishing relationships with area employers to help facilitate employment placements for residents in the program. Community based and/or faith based organization must remain involved and active in the residents employment placement attempts for at least ninety days (90) after the end of the skills training program to ensure successful placement. Upon completion of the Life Skills Training & Basic Financial Planning program, the applicant and/or employer may apply for the Pre-Employment Program in order to receive continued support.

The goal of the Life Skills Training & Basic Financial Planning for Port Arthur residents is to provide program services and activities that have a measurable and major impact on the causes of unemployment or underemployment in our community, provide residents with mentors in the community to help them achieve their goals, and provide residents the skills they need in order to be successful in obtaining employment, and remaining employed.

Case Management which involves intensive counseling and support services to help transition a person or family into employment. Case Management services are to be provided by the contractor.

Employment Placement which involves job search assistance and placement of residents into full time employment. Employment Placement services are to be provided by the contractor.

Employment Retention Services which involves intensive follow-up on the resident's employment search and possible employment placement for at least ninety (90) days after the program's completion. Employment Retention Services are to be provided by the contractor.

Proposal Format:

The amount of PAEDC Life Skills Training & Basic Financial Planning funds available is **\$110,000.00**. The maximum allowable administrative costs will be up to ten (10%) percent.

Proposal Content:

The required two copies of the Life Skills Training & Basic Financial Planning proposal shall be submitted typewritten on 8 1/2" by 11" white paper. In order to be complete, each proposal for Life Skills Training & Basic Financial Planning funds must include these sections:

- (1) Cover Sheet - The attached cover sheet must be completed and signed by an authorized representative of the applying organization.
- (2) Resolution from Governing Body or Board of Directors – If available, submit a resolution passed by the agency's governing body or governing board which authorizes the submission of a proposal for Life Skills Training & Basic Financial Planning that grants the agency authority to enter into a contract with the PAEDC for the purpose of providing services to unemployed and underemployed Port Arthur residents. Due to the short application turn-around time, if a board meeting cannot be held prior to the

application submission date, please provide a copy of the Resolution to be presented for board approval and the date the Resolution will be presented for adoption.

- (3) Budget - A budget **must** be submitted according to the format on the attached budget sheet which breaks the amounts of funds requested into expenditure categories for administration and program services. If necessary, a budget narrative can be attached to the budget sheet and include information that further clarifies the proposed budget.
- (4) Program Narrative - Provide a detailed statement on the exact services that are being proposed including the procedures that will be used to screen residents determine eligibility, the facilities from which services will be provided (office location, etc.), and the number of organization staff committed to the Life Skills Training & Basic Financial Planning Program.
- (5) Statement of Organization Capabilities - Provide proof of the organization's non-profit status if not a governmental agency. Provide an overview of the organization's experience in dealing with this type of assistance including any programs that have been administered in the past. Provide brief resumes on the organization staff that will be working on Life Skills Training & Basic Financial Planning Programs, and list their experience and expertise working in the field of social programs.

Selection Procedure:

The PAEDC will choose an organization to contract for Life Skills Training & Basic Financial Planning based on their ability to provide efficient and effective program delivery. In an effort to maximize services, the PAEDC desires to place a major portion of the Life Skills Training & Basic Financial Planning funds in the program delivery category as opposed to administrative costs. Therefore, less monies that are requested for administration, the higher the proposal will potentially rate.

Proposals will go through a two-stage competitive selection process. The preliminary step will involve the PAEDC staff and a subcommittee of PAEDC Board. Staff and the Board subcommittee will review the proposals and make recommendations concerning which proposals should be approved.

During the review and selection process, it may become necessary for the organization to meet with PAEDC staff. It may also be necessary to negotiate a proposal modification with an organization that enhances an application by altering program services or costs in order to make the proposal fundable within the existing service delivery system and budget.

Recommendations of the PAEDC staff and the Board subcommittee will be passed on to the full PAEDC Board of Directors. **The final decision of which organizations to fund will be made by the Board of Directors of the Port Arthur Economic Development Corporation with the approval of the City of Port Arthur City Council.** The PAEDC reserves the right to reject any and all proposals for Life Skills Training & Basic Financial Planning with Employment Placement.

PORT ATHUR ECONOMIC DEVELOPMENT CORPORATION
Life Skills Training & Basic Financial Planning with Employment Placement

Proposal Cover Sheet

Name & Address of Organization:

Contact Person & Phone Number:

Amount of Funds Applied For:

\$ _____

Signature of Official Authorized to Submit Proposal:

Typed Name & Title

Signature

Date

PORT ARTHUR ECONOMIC DEVELOPMENT CORPORATION
BUDGET SHEET FOR
Life Skills Training & Basic Financial Planning with Employment Placement

Proposed Budget

Agency Name:

Program Services:	<i>Amount of</i> Funding Requested
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Life Skills

Financial Skills

Case Management Services

Employment Placement Services

Employment Retention Services

Total

Administration:

Personnel

Fringe Benefits

Travel

Rent

Telephone

Postage

Printing

Office Supplies

Audit

Other

Total

COMBINED TOTAL OF FUNDING REQUESTED
