



City of Pittsburgh

Request for Proposals

FOR THE

2014 PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM

Proposal Due Date
March 21, 2014
4:00 PM

Pittsburgh Partnership
406 City County Building
414 Grant Street
Pittsburgh, PA 15219

EEO/M/F/D
Follow us on Twitter@PghSYEP

RFP Issue Date: February 25, 2014

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PURPOSE

On behalf of Mayor William Peduto and the City of Pittsburgh's Department of Personnel, we are pleased to issue this Request for Proposals (RFP) for the 2014 Pittsburgh Summer Youth Employment Program. Activities may be supported in whole or in part by, but not limited to, funds available from the City of Pittsburgh-CDBG and other sources. Proposals are being solicited for summer employment programs serving youths ages 14-21 from June 30, 2014 through August 8, 2014. The Department of Personnel seeks programs that utilize creative and productive approaches to summer work experiences through either Conservation Work models in parks and public places, or Internship models in business environments.

POPULATIONS TO BE SERVED

The population to be served is youth, ages 14-21 (may not be younger than 14 or older than 21 by July 1, 2014) living in the City of Pittsburgh. Applicants will be required to complete an application which identifies personal characteristics and income eligibility criteria. Application information will be verified through third party documentation. Eligibility will be determined by staff of the Pittsburgh Partnership or its authorized agents.

ACTIVITY DATES

Youth Conservation/Field Work and Internship activity will begin June 30, 2014 and end August 8, 2014. This allows for the management of a six week work experience of up to 30 hours per week. The six week work experience includes 12 hours (2 work days) of Work Readiness and/or Career Exploration Training.

Summer Youth Application: The Youth Application and the location of Application submission points will be announced at a **later date**. Applications are reviewed and eligibility is determined at the Application Submission Sites. **Youths may be assigned to participate in approved programs (based on proposals) from a random selection of eligible applications.**

TYPES OF PROPOSALS REQUESTED

Proposals are sought which describe an organization's ability to provide quality Work Experience and Work Readiness Training. Work Experience is defined as actual supervised entry level work in exchange for wages, subject to appropriate Federal, State and City of Pittsburgh and other local withholdings. Work Readiness and/or Career Exploration Training is defined as a program or curriculum preparing youth for an understanding of the workplace, employer expectations and job survival. Proposals are sought for designs which provide services to youths through one of the following work tracks (a separate proposal must be submitted for each intended track):

Work Experience Track 1: Conservation Work

Work crews will be engaged in conservation projects, environmental restoration or the improvement and beautification of City Parks, vacant lots and other City owned or identified properties. The Pittsburgh Partnership is seeking organizations that can manage several work crews performing tasks related to restoration and maintenance of such public lands and places. Bidders may propose specific areas or projects but work assignments must be endorsed by the City of Pittsburgh's Department of Public Works, Parks Maintenance or the City of Pittsburgh's Housing Authority or its Urban Redevelopment Authority as relevant and appropriate undertakings. Successful bidders must provide evidence of communication and approval of work by the appropriate public agency. Management of work includes the

scheduling, tracking and dispatch of crews to worksites, as well as payroll administration, supervision and management of the health and safety issues for each participant. Work crews will be comprised of youths drawn at random from an at-large pool of eligible applicants. Work crews are comprised typically of 10 youths and an adult Crew Leader (Supervisor). Proposals should outline organizational capabilities and resources to successfully manage Conservation and Field Work Crews. Proposals should also include a description of the curriculum or design that will be used to implement the required twelve (12) hours of stand-alone Work Readiness and/or Career Exploration Training.

Work Experience Track 2: Internships in Businesses or Offices

Internships are work experiences for youths in business offices or professional settings. The Pittsburgh Partnership is seeking organizations (Intermediaries) with experience and ability to broker relationships with various employers and create work sites for youths. Priority will be given to projects which involve activity in one or more growth employment sectors such as Construction, Finance and Insurance, Healthcare and Social Assistance, Manufacturing, Professional and Technical Services, Information and Communications, Education, Advanced Materials, Robotics, Financial Services and "Green Industries" or "Green Jobs." Internships may be developed with for-profit and non-profit employers and organizations. Worksites and positions must not replace employees previously displaced or laid off for economic reasons. Quality internships will offer value added contextual learning as part of actual supervised work experience. Responsibilities of the intermediary organization include recruitment of business partners (worksites), placement of youth in positions with employers, payroll and monitoring of the work sites and worksite activity. Proposed programs should be appropriate to the age and school status of the youths to be served. Proposals should also include a list of proposed partners acting as worksites and a description of the curriculum or design that will be used to implement the required twelve (12) hours of stand-alone Work Readiness and/or Career Exploration Training.

COSTS

Bidders should complete a proposal Budget (Attachment B). Budgets should include costs for staff, materials, tools, supplies, work readiness training, participant wages and stipends and other cost deemed practical and necessary for a successful program, as suggested on the Budget form. Participant Work Experience wages should be calculated by using the minimum wage of \$7.25 per hour (# of participants X \$7.25 per hour X 6 hrs per day X 27 days). Work Readiness and/or Career Exploration Training (a non-taxable stipend) should be calculated at a rate of \$6.00 per hour (# participants X \$6.00/hour X 12 hrs). The maximum amount of compensation is \$1,246.50 (\$1,174.50 in wages and \$72.00 in stipends). The **maximum reimbursable cost per person is \$2,500 per participant**, the calculation for which includes wages and stipends, is determined by the total project cost divided by the number of participants.

PROHIBITED ACTIVITY

Funds made available to support the 2014 PSYEP may not be used for any activity or work experience in logging or forestry operations, bar rooms, casinos or other establishments where legal gambling is permitted. **Participants may also not operate power tools or participate in work that requires the use of power tools.** Please refer to the abstract on Child Labor Laws for other information on prohibited employment and occupations, or restriction of hours at:

http://www.portal.state.pa.us/portal/server.pt/community/child_labor_law/10517 The City of Pittsburgh, at its discretion, may prohibit work at other locations or businesses, without prior notice, if it is in the best interest of the youth workers to do so.

ACT 33/34 BACKGROUND CLEARANCES

All staff or personnel directly supervising summer youth program participants must have a satisfactory Pennsylvania Criminal Background report and Child Abuse History Report **PRIOR** to the start of program. The Criminal Background Report is obtained through the Pennsylvania State Police PATCH Criminal History Request process at <https://epatch.state.pa.us/Home.jsp>. The cost is \$10.00 and the report is instantaneous. The Child Abuse History Clearance report and information on submitting an application is at <http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

Child Abuse History Clearance results are mailed to the applicant within 14 days from the date that the Clearance request is received by the Commonwealth of PA. Successful bidders will be provided additional information on forwarding the reports to the City. Interpretation of results of both the Criminal History and Child Abuse History reports will be made by the City and decisions will be made on what is determined to be in the best interest of the youth to be served.

EXPECTATIONS FOR ALL SUCCESSFUL BIDDERS/CONTRACTORS

- Development (recruitment) of worksites and employer relationships.
- Development of job descriptions and completion of worksite agreements describing expectations and the relationship between Intermediary and host employer.
- Participation in pre-program training or orientation by the City or its authorized agents.
- Provision of training and orientation for the youth, employers and employers' worksite supervisors.
- Maintenance of records and participant files.
- Maintenance of time, attendance and payroll records of all participants.
- Completion of all required forms and paperwork as necessary.
- Attendance at required meetings convened by the City for its summer employment contractors.
- Monitoring of all worksites that ensures compliance with regulations, policies, required postings and child labor laws according to standards established by the Pittsburgh Partnership at all worksites, at both in-house positions and remotely located hosted worksites.
- Adherence by the Contractor (intermediary) and the host worksite, to all applicable laws and child labor regulations, including Act 33/34 background clearances.
- Meeting performance standards:
 - Ability to meet Work Readiness standard (90% of participants achieve a score of 39 or better [75%] on last Work Readiness AND Work Experience Progress Report).
 - Retention: Ability to maintain workers and achieve an enrollment percentage (90%) at end of program (percentage of total possible contracted openings).
 - Attendance: Ability to achieve high average percentage (90%) of total possible cumulative hours worked and wages earned.
- Evaluation of program and program participants through Progress Reports, surveys of participants and staff and other forms as needed or necessary.
- Monitoring and reporting all contracted activity.
- Orientation of youth workers and participants.
- Placement of youths from applicant pool.
- Insurance, Safety and Risk Management, including Workers Compensation where applicable.

- Monitoring and reporting to the City of Pittsburgh and the Pittsburgh Partnership as requested.
- Hiring and training of Field Supervisors (Crew Leaders) and other staff as needed or appropriate.
- Adherence to all applicable laws.
- Obtaining end-of-program surveys from all youth.
- Providing Work Readiness for all youths. Contractor is responsible for providing twelve (12) hours of stand-alone Work Readiness and/or Career Exploration Training using in-house learning materials or curricula, or other third party curricula if needed.
 - Contractor is responsible for scheduling and coordinating instruction with work schedules of all participants regardless of Work Track.
 - Contractor is responsible for differentiating, on time and attendance forms, the hours for Work Readiness and Work Experience.
 - Contractor is responsible for providing staff and space as needed.
 - Contractor is responsible to deliver the Work Readiness and/or Career Exploration Training as defined in its proposal to the City.
- Comply with any funder-requested or mandated program requirements.

WORK READINESS TRAINING

Work Experience Training is intended to prepare youth for the rigors of employment. Proposal submitters may design their own Work Readiness Training curriculum or use a proprietary or third party model. Work Readiness must address, at the minimum, the following points: Attendance, supervision, communication, proper attire, respect for supervisors and workplace etiquette. It is highly recommended that Work Readiness Training occur prior to, or as close as possible, to the start of the work experience.

DISCLAIMERS

Requirements and priorities are based on current available information and may change without notice. The City of Pittsburgh reserves the right to require additional information from Bidders subsequent to proposal submission, such as expanded, revised or new proposals. The Pittsburgh Partnership reserves the right to issue additional RFP's if and when it is in the City's best interest to do so and, may elect to negotiate and issue multi-year contracts to successful Bidders under this or subsequent RFP's. The Pittsburgh Partnership reserves the right to fund portions of a proposal, or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal. All potential contractors are subject to review by the Finance Department of the City for outstanding financial obligations including taxes and liens, and no contract will be tendered to any individual or entity without a satisfactory resolution, as determined by the City, of these outstanding obligations. The Pittsburgh Partnership reserves the right to solicit proposals to demonstration or pilot specific concepts or practices at any time during the PSYEP program period or throughout the year. All programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFP

PROPOSAL SUBMISSION

Where: Original proposal with ten (10) copies and one e-mailed electronic version must be delivered to:

Paper copies to:

James Brenner, Youth Program Supervisor
City of Pittsburgh Department of Personnel,
Pittsburgh Partnership
406 City County Building
414 Grant St.
Pittsburgh, PA 15219

Electronic version in MS word or MS Word convertible format to:

james.brenner@pittsburghpa.gov

When: The **Deadline** for proposal submission is 4:00 PM EST, Friday, March 21, 2014. **PROPOSALS OR PORTIONS OF PROPOSALS, EITHER PHYSICAL OR ELECTRONIC, WILL NOT BE ACCEPTED, OR CONSIDERED AFTER THE SUBMISSION DEADLINE.**

What: All Proposals must include the following:

1. Cover Page
2. Proposal Description (limited to Program Description Page and no more than four additional $8\frac{1}{2}$ X 11 pages with font no smaller than 10 Pt. Arial and ½ inch margins)

This is an Arial font at 10 pt setting. Use of other fonts, page set ups, or additional pages of program description may disqualify the proposal

3. Proposal Budget with Budget Narrative

Who can apply: Non-profit corporations and organizations, for-profit corporations, community based organizations, educational institutions, trade associations or unions, apprenticeship and pre-apprenticeship organizations may apply. Organizations with existing Federal Tax ID may serve as a responsible fiscal and administrative agent for an unincorporated entity. If an administrative or fiscal agent is used, the arrangement must be clearly indicated in the proposal and the proposal must include a letter signed by a responsible, authorized board member of the agent organization acknowledging the arrangement.

Technical Assistance

Technical service is available and inquiries are welcomed.

Staff Resources

RFP and proposal submission questions/concerns:
James Brenner, Youth Program Supervisor, Pittsburgh Partnership
412-255-2675 E-mail: james.brenner@pittsburghpa.gov

Fiscal and budgeting questions/concerns:
Brian Williams, Fiscal & Contracting Services Supervisor, Pittsburgh Partnership
412-255-2645 E-mail: brian.williams2@pittsburghpa.gov

Review of Proposals

Proposals are reviewed by an Independent Review Panel composed of individuals with expertise in the areas of youth programming, proposal construction and grant writing, communications, education, government, business and community organizing. Each proposal is evaluated according to the specifications in this RFP and the weights assigned to each element in the Model Specification section. Proposals are then ranked according to point values received, along with other priorities such as population indices, demographics, and changes in Federal, State and local legislation or policy. The availability of funding will determine the number of proposals that will be selected. Successful Bidders will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding sources.

Application Cover Page

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Principal Contact Person: _____

Title: _____

(Note: Principal Contact Person must be someone knowledgeable about the proposal and the program.)

Phone: _____ FAX: _____ E-mail: _____

Fiscal Contact Person: _____

Phone: _____ FAX: _____ E-mail: _____

Executive Director: _____

Phone: _____ FAX: _____ E-mail: _____

A. Model (Check only one Model - a separate proposal is required for each model)

- Work Track 1 - Conservation Work
- Work Track 2 - Internships

B. Program Information

Total Number of Participants to be served: _____

Number of Youths: _____ Budget Total (line 17 of the Budget Summary): _____

Cost per Participant (line 18 of the Budget Summary): _____

Program Title: _____

C. Legal Information

Is your organization incorporated? Yes No FOR-PROFIT NON-PROFIT

Federal Employer Identification Number (FEIN): _____

If not incorporated, name of the legal entity that will act as fiscal and administrative agent.

Administrative Agent Name: _____

Contact Person: _____

Phone: _____ FAX: _____ E-mail: _____

Short Executive Summary (short Description of Program - Note: This information may be published if program is funded - Limited to three single spaced lines on this form in 10 Pt. Arial font).

Pittsburgh Summer Youth Employment Program Description

Name of Organization _____ **Program Model:** _____

Location of Activity: (Neighborhood) _____ Zip _____

Description must be limited to this page and up to four full additional 8 1/2 X 11 pages, double spaced, in 10 pt. Arial font, 1/2 margins. Information may include, but is not limited to, proposed activity, relative experience, resources at hand, outcomes and fiscal/administrative ability. (This paragraph is displayed in 10 pt. Arial font with 1/2 margins)

Budget Form and Budget Narrative

Attachment B

Organization: _____

Program Title: _____

Fiscal Contact: _____ Fiscal Contact Phone _____

Does the organization have an A-133 audit prepared each fiscal or calendar year? Yes No

If no, please explain:

| |
|--|
| |
|--|

| Line | Item | Costs to be charged to this grant | % of Budget Total |
|------|---|-----------------------------------|-------------------|
| 1 | Staff Administrative wages | | |
| 2 | Staff Administrative fringe benefits | | |
| 3 | SUBTOTAL (add lines 1 + 2) *(line 3 not to exceed 8% of Line 17) | | % |

| | | | |
|----|--|--|--|
| 4 | Program Staff/Trainers wages** (direct client intervention) | | |
| 5 | Program Staff/Trainers fringe benefits | | |
| 6 | Activities | | |
| 7 | Consultants | | |
| 8 | Participant materials and supplies | | |
| 9 | Other Program costs (itemize in Budget Narrative) | | |
| 10 | Transportation | | |
| 11 | Participant Wages ***(# of participants X \$7.25/hr.X 6 hrs/day X 27 days) | | |
| 12 | Participant F.I.C.A (Total Wages X .0765) | | |
| 13 | Participant Unemployment/Workers Compensation (if applicable) | | |
| 14 | Other Direct Participant Costs | | |
| 15 | Work Readiness Participant Stipends*** (# of participants X \$6.00/hr. X 12 Hours) | | |
| 16 | SUBTOTAL Participant Costs (add lines 4 through 15) | | |
| 17 | TOTAL Project Cost (Line 3 + Line 16) | | |
| 18 | COST PER PARTICIPANT (Divide line 17 by the # of participants) | | |

* Administration is limited to a maximum of eight percent of budget total.

** The recommended staff to participant ratio is 10:1

*** Work Readiness and/or Career Exploration Training is compensated as a non-taxable Stipend at a rate of \$6.00/hr. All other work experience is compensated at \$7.25/hr. as a taxable wage subject to applicable withholdings.

Note 1: Bidders may elect to convert Budget Form to a MS Excel™ (or equivalent) spreadsheet to perform automatic calculations or **request an Excel™ form by e-mail or download one at James.brenner@pittsburghpa.gov**

Note 2: If the proposal is approved, additional information and budget detail will be required. Prior to contract planning or negotiations, successful Bidders must obtain an updated Certificate of Insurance and make arrangements with the City of Pittsburgh's Finance Department to resolve any outstanding taxes.

Budget Detail and Narrative Information Attachment B (Continued)

The Budget Narrative should clearly indicate how Budget Line Items were calculated. Youth Wages should be calculated on the basis of the Minimum Wage of \$7.25 per hour. Youth Stipend for Work Readiness and/or Career Exploration hours should be calculated on the basis of \$6.00 per hour. Administration is limited to 8% of the total cost of the program or project. Maximum cost per participant is \$2,500, which includes work experience wages and work readiness stipends.

City of Pittsburgh Insurance Requirements

Insurance certificates are **not required as part of the proposal**, however, prior to execution of a contract with the City of Pittsburgh, the subcontractor (a successful bidder selected for funding) must submit a Certificate of Insurance to the designated Program Administrator at the City of Pittsburgh and duly executed by the officers or authorized representatives of a reasonable and non-assessable insurance company. The policy must show evidence of the following:

| LIABILITY | Individual Occurrence | Aggregate |
|-------------------------------|-----------------------|----------------------|
| GENERAL LIABILITY* | \$500,000 | \$1,000,000 |
| WORKERS' COMPENSATION | Statutory Provisions | Statutory Provisions |
| AUTOMOBILE LIABILITY** | \$500,000 | \$1,000,000 |
| Bodily injury including death | \$500,000 | \$1,000,000 |
| Property Damage | \$50,000 | \$100,000 |

*Minimum required coverage.

**Required only if a vehicle will be used in connection with the program

Additional Insurance Information All policies must be listed on an OCCURRENCE BASIS. Claims Made policies are not acceptable. The City of Pittsburgh must be listed on the Certificate as an ADDITIONAL INSURED. Listing the City as a Certificate Holder is not acceptable. Policies must be non-cancelable except upon thirty (30) days prior written notice to the City. The legal name on the contract must agree with the name on the insurance certificate.

Note: Insurance coverage must be maintained continuously for the entire period of the contract.

Payment of Invoices

The City of Pittsburgh provides funding for programs and activities only through contractual arrangements with successful bidders. Funding is not awarded to successful proposal submitters as a grant. Payments are made after execution of a contract and invoices representing actual costs have been submitted. Contractors may be asked to substantiate actual costs with supporting documentation, including but not limited to, items such as receipts, payroll registers, timesheets and vendor invoices. In some cases, payment(s) may be withheld or delayed until adequate support is reviewed and approved. Total payments to a contractor may differ from the total amount allowable in a contract budget if actual costs are less than the budget amount; or payment documentation cannot support the actual costs; or costs are disallowed. Please consult with staff contacts for questions about allowable costs.

Proposal Evaluation Criteria

| Criterion | Rating | Weight | Score |
|--|--------|-------------|-------|
| Organizational Capability | | | |
| Past performance with training/workforce development | | 20% | |
| Organizational experience with similar type programs | | | |
| Fiscal and administrative capacity | | | |
| Previous program or fiscal monitoring issues | | | |
| Program Design | | | |
| Quality of work assignments for participants | | 60% | |
| Connection to "green" industry | | | |
| Project components in addition to work experience | | | |
| Value added work experience (contextual learning) | | | |
| Location and accessibility of services | | | |
| Work Readiness clearly defined and appropriate | | | |
| Cost effectiveness: value of additional services, leveraged resources, cash or in-kind contributions | | | |
| Contextual learning or connection to growth clusters such as: Construction, Finance and Insurance, Healthcare and Social Assistance, Manufacturing, Professional, and Technical Services or other promising industries | | | |
| Linkages with businesses, community or human service groups | | | |
| Shared resources or services | | | |
| In-house support services /counseling | | | |
| Outcomes | | | |
| Ability to meet Work Readiness standard (90% of participants achieve a score of 39 or better [75%] on last Work Readiness AND Work Experience Progress Report) | | 20% | |
| Retention: Ability to maintain workers and achieve a high average enrollment percentage (90%) at end of program | | | |
| Attendance: Ability to achieve high average percentage (90%) of total possible cumulative hours worked and wages earned | | | |
| TOTAL | | 100% | |
| | | | |

Note: Actual total ratings for previously or currently contracted Bidders will be adjusted for performance benchmark shortfall.

Rating Criteria 1 = Poor - nonexistent / major deficiencies, 3 = Below Average - minor deficiencies, 5 = Average - meets all requirements; 7 = Very Good - exceeds requirements; 10 = Outstanding - has exceptional additional components/features.

Total Score = Rating (1-10) X Weight.

Resources for Developing a Work Readiness or Career Exploration Component

YouthWorks JumpStart Success: Your guide to Job Readiness and Career Exploration

This is the area's premier job readiness and career exploration curriculum and is endorsed by the City of Pittsburgh's Pittsburgh Partnership. JumpStart Success is produced by YouthWorks, a program of Goodwill of Southwestern PA and meets Pennsylvania Academic Standards for Career Education and Work. YouthWorks staff may be contacted at 412-281-6629.

www.Youthworksinc.org

CareerOneStop.org

Explore Careers: Get a better job... Self-assessments... Browse occupations and industries... Employment trends... and more

Education + Training Learn more to earn more... Keep learning... Find schools... Pay for education and training... and more

Resumes + Interviews Resume advice, samples & templates... Cover letters and thank-you notes... Interviews... and more

Career InfoNet

Workforce education and work readiness material by the National standards-based educational improvement initiative for adult basic education and English language learning.

<http://www.careerinfonet.org/>

Pennsylvania Career Guide

Issued by the Pennsylvania Department of Labor and Industry, this is an excellent guide for navigating the job search process and reviewing the core of employer expectations. Available at CareerLink, or on line at

<http://www.portal.state.pa.us/portal/server.pt/community/products/19738> Click on the link for Career Guide under Publications.

O*NET On Line

<http://www.onetonline.org/>

This is an excellent source of career assessment and career guidance information.

CareerLink

<https://www.cwds.state.pa.us/cwdsonline/Admin/ManageWebResources/ListWebResources>.

Also CWDS.state.pa.us

Several resources for career development may be found under the link for web resources.

Youth Guides

Thirty six two-sided sheets cover a variety of career exploration and employer expectation topics. These are excellent guides and are a great resource for instruction. Youth Guides are available at CareerLink as single copies (may not be copied without permission) or by contacting the publisher, JobShop, Inc., at 1-800-562-5480.