



## YouthBuild Program Management and Administration Request for Proposal

---

**RFP Release Date:** August 1, 2025

**Proposal Submission Deadline:** August 12, 2025

### Context

In January 2025, the 100 Black Men of Atlanta, Inc. (100 BMATL) received conditional funding approval in the amount of \$1.44 million for a YouthBuild Initiative.

The 100 BMATL's YouthBuild Initiative will provide 64 low-income and underserved youth in Metro Atlanta with the education, skills training, and leadership development necessary to secure meaningful employment and build sustainable futures. The will be a specific focus on recruiting from the organizations traditional 30318 zip code service area.

The 100 BMATL's YouthBuild initiative will address challenges faced by at-risk youth in order to increase their employability, self-sufficiency, and community engagement.

The organization will subcontract the services of an existing, successful YouthBuild program (program services subcontractor) to facilitate the provision of leadership development, construction skills training and education focused on attaining GEDs or high school equivalency diplomas to high-school dropouts and other at-risk youth aged 16-24. The program services subcontractor will also have primary responsibility for the Case Management function.

The forty-month budget period for the grant is February 1, 2025 to May 31, 2028, segmented as follows:

Implementation Planning	February through May 2025
Initial Program Implementation	Year 1 – May 2025 through May 2026
Ongoing Program Implementation	Year 2 - May 2025 through May 2026
Program Closeout	Year 3 - May 2025 through May 2026

**By virtue of this Request for Proposal, the 100 BMATL seeks proposals from qualified entities, consultants or individuals to facilitate the organizations management and administration of its YouthBuild program, including oversight of the program services subcontractor.**



## **YouthBuild Program Management and Administration Request for Proposal**

---

The 100BMATL encourages bids and proposals from certified small businesses, minority-owned enterprises (MBEs), women-owned businesses (WBEs), and veteran-owned businesses, as well as from firms located in Labor Surplus Areas (LSAs) identified by the U.S. Department of Labor, per 2 CFR § 200.321.

### **Scope of Work**

The selected vendor will be responsible for the following scope of work.

Respondents should plan and price their work to be performed and conducted in full compliance with the requirements, standards, and guidelines established by the U.S. Department of Labor and YouthBuild USA, including all applicable federal regulations, programmatic expectations, and reporting obligations.

### **Program Infrastructure Development (Year 1)**

1. Design, develop or identify:
  - Organizational Structure and Decision-Making Framework (Leadership and governance structures)
  - Policies, protocols, procedures, processes and technology systems/applications to facilitate and support program administrative and management functions to ensure compliance with federal grant guidelines, including:
    - Overall Program Management, including but not limited to:
      - Financial documentation, tracking and reporting
      - Program data reporting
      - Program compliance
      - Internal audits
      - Budgeting / budget tracking
  - Case management performance expectations & evaluation metrics
  - Outreach, recruitment and intake strategies, to include launching the initial recruitment effort once an approach is approved



## **YouthBuild Program Management and Administration Request for Proposal**

---

- Approach / process to identify and engage Partners and Key Stakeholders around program outcomes, industry workforce needs, program participant placement and apprenticeship opportunities and resource development strategies/activities to support program expansion and sustainability
- 2. Train 100 BMATL staff to ensure fulfillment of their YouthBuild responsibilities. Hire/onboard new 100 BMATL YouthBuild program staff, as required.

### **Program Management and Administration (Years 1 – 3)**

1. Program Management and Oversight
  - Hire and onboard new 100 BMATL YouthBuild staff, if any
  - Train 100 BMATL staff to successfully fulfill roles and responsibilities
  - Transfer knowledge of YouthBuild program requirements and policies, protocols, procedures, processes and technology systems/applications used for program management and administration
  - Communicate and coordinate with program services subcontractor to achieve/support oversight needed to ensure program success and compliance
2. Fiscal Management
  - Manage financial reporting required for YouthBuild grant
  - Conduct Financial and Grant Compliance Audits
  - Develop Annual Financial and Compliance Reports
3. Federal Reporting & Compliance
  - Compile official performance and fiscal reports, utilizing data and documentation provided by program services subcontractor
4. Participant Recruitment, Intake and Mentorship
  - In coordination with 100 BMATL leadership and staff, organize/manage/facilitate:
    - Community Outreach
    - Mentoring



## **YouthBuild Program Management and Administration Request for Proposal**

---

- Participant Intake
- 5. Partners and Key Stakeholders Identification and Engagement
  - Facilitate on-going engagement of partners and other key stakeholders and cultivation of industry employer relationships
- 6. Program Evaluation
  - Annual Program Review & Partner Engagement Report

### **Proposal Requirements**

Compliant proposals must include the following:

1. Company or organizational description/background and relevant experience. Include references from similar projects if applicable.
2. List of key personnel roles, qualifications and experiences, including a bio for each that describes experience in/with similar projects, industries or fields.
3. List of any subcontractors or third-parties to be employed, with applicable background and experience information for each attached.
4. Detailed work plan and timeline.
5. Proposed fee, with a breakdown both by Task Area and by Program Period, as per the Fess Schedule on page 7 of this document.

*Note: 100 BMATL reserves the right to negotiate final contract terms and conditions, including the fee, based on available funding and scope refinement.*
6. A statement describing how you plan to communicate and coordinate with the program services subcontractor selected to implement the initiatives core services when fulfilling the roles and responsibilities outlined in the Scope of Work. Please list major challenges you anticipate and how you feel they can best be resolved.
7. A statement outlining the roles and responsibilities you see for 100 BMATL staff and leadership to facilitate and support program management and administration. Please list major challenges you anticipate and they can best be resolved.



## **YouthBuild Program Management and Administration Request for Proposal**

8. A statement summarizing your understanding of the YouthBuild program and the DOL's performance, reporting and compliance requirements and outlining your proposed approach, including methodology, staffing and compliance achievement strategies.

### **Evaluation Criteria**

Proposals will be evaluated based on:

Relevant experience and qualifications	25%
Knowledge of YouthBuild program and DOL compliance and reporting requirements	25%
Quality and feasibility of the proposed work plan / soundness of proposed approach	20%
Clarity and reasonableness of fee proposal	20%
Plan and capacity to manage relationships with 100 BMATL leaders and staff, program subcontractor, other partners and stakeholders	10%

### **Timeline**

RFP Release Date	August 1, 2025
Proposal Submission Deadline	August 12, 2025
Vendor Selection and Notification	August 15, 2025
Project Kickoff	TDB pending submission and approval of revised Statement of Work
Year 1 Program Infrastructure Development Management and Administration of Initial Program Implementation	Project Start to May 2026
Year 2 Management and Administration of on- going Program Implementation	May 2026 to May 2027



## YouthBuild Program Management and Administration Request for Proposal

---

Year 3 Management and Administration of Program Completion/Closeout	May 2027 to May 2028
---	----------------------

---

### **Submission Instructions**

#### **Please email your proposal in PDF format to:**

Gloria Ellison, Director of Operations, 100 Black Men of Atlanta, Inc.

[gellison@the100atl.org](mailto:gellison@the100atl.org)

Subject Line: 100 BMATL YouthBuild Program Management and Administration RFP  
Submission

### **Contact Information**

#### **For questions or clarifications, contact:**

William McFarland

404-790-6607

[wmcfarland@the100atl.org](mailto:wmcfarland@the100atl.org)



## YouthBuild Program Management and Administration Request for Proposal

Fee Schedule	Program Period			
	Year 1		Year 2	Year 3
Task Area	Infrastructure Development	Initial Program Implementation	On-going Program Implementation	Program Close-Out
Program Management and Oversight	No Task Area Breakdown Required			
Fiscal Management				
Federal Reporting & Compliance				
Participant Recruitment, Intake and Mentorship				
Partners/Key Stakeholders Identification and Engagement				
Program Evaluation				
<b>Total Fee</b>				