

Workforce Innovation and Opportunity Act (WIOA) Request For Proposals Bidders Conference

Wednesday, June 1, 2016



Overview

- ▶ Baltimore City is committed to providing high-quality services for all youth and young adults, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in high-demand industries and occupations culminating with a good job along a career pathway, enrollment in post-secondary education, or a registered apprenticeship.
- ▶ The U.S. Departments of Labor and Education, as well as the City of Baltimore want to support youth serving programs that promote evidence-based strategies to assist in achieving high-levels of performance, accountability, and quality in preparing young people for the workforce.

The Baltimore Workforce Investment Board Youth Committee

- ▶ The Baltimore Workforce Investment Board
 - appointed the Youth Committee (YC) with the tasks of generating awareness about the availability of these funds and conducting a fair and objective process to identify and fund organizations that will design and deliver innovative programming and comprehensive services *that result in out-of-school youth (OSY) ages 16–24 achieving academic and employment success.*

Mayor's Office of Employment Development (MOED)

- Director: Mr. Jason Perkins-Cohen
- Baltimore City Agency
- the Youth Committee works under the guidance of the BWIB
- serves as the administrative and fiscal agent for the WIOA funds
- MOED will provide support to the BWIB Youth Committee in conducting this Request for Proposal process
- MOED will be the contracting agent for these WIOA grant awards
- **The period for each grant award will be 12 months**

Purpose, Funding and Schedule

- ▶ The BWIB Youth Council will award WIOA funds to one or more entities that demonstrate an ability to effectively deliver and manage services as described in the RFP.
- ▶ It is the expectation of the BWIB Youth Council that respondents will become proficient in their understanding of the WIOA services and regulations.
- ▶ All proposals must be comprehensive and address the full scope of services or demonstrate a partnership with other entities that together will deliver the full scope of services outlined in this RFP.
- ▶ The BWIB Youth Council anticipates funding grant agreements for the period October 1, 2016–September 30, 2017.

Purpose, Funding and Schedule

- ▶ *The BWIB Youth Council reserves the right to renew grant agreements for up to one year based on funding availability and the selected agencies' or achievements/or entities of specific benchmarks (at least 75% of contractual goals), ability to leverage funds, and compliance with WIOA and the BWIB Youth Committee's requirements.*

Purpose, Funding and Schedule

(continued)

RFP release	Thursday, May 19, 2016
Bidders conference	Wednesday, June 1, 2016 1:00pm–3:00pm Mayor’s Office of Employment Development 101 W. 24 th Street Baltimore, Maryland 21218
Proposal deadline	Wednesday, June 22, 2016, 4:00pm
Proposed awardee selected and notified	* July 2016
Anticipated contract start date/end date	October 1, 2016/September 30, 2017

Eligible Respondents

- ▶ Any governmental agency, not for profit organization, educational institution or for-profit entity operating in accordance with federal, state and local law can apply. Minority-owned and women owned businesses are encouraged to apply.
- ▶ Respondents may submit proposals in which subcontractors are identified to provide program components.
- ▶ Respondents may also identify organizations with which they will collaborate to enhance the project design. **Such subcontracting relationships or collaborations that enhance the capacity to provide services are highly encouraged.**

WIOA Requirements

- ▶ Provide an objective assessment of each participant, which includes
 - a review of academic levels (TABE)
 - basic skills
 - occupational skills
 - prior work experience/employability
 - interests
 - aptitudes
 - supportive service needs
 - development needs

WIOA Requirements

- ▶ Develop individualized service strategies (ISS) for each participant based on assessment data that:
 - identifies career pathways
 - includes education
 - includes employment goals
 - appropriate achievement objectives
 - appropriate supportive services

WIOA Requirements

▶ Provide

- activities leading to the attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential;
- preparation for postsecondary educational and training opportunities;
- strong linkages between academic learning and occupational learning;
- occupational skills training in a recognized area
- preparation for unsubsidized employment opportunity; and
- effective connections to intermediaries with strong links to the job market and local regional employers

WIOA Requirements

▶ Access to 14 Service Elements

- If a provider does not directly provide the services listed, it **must** demonstrate the ability to make seamless referrals to appropriate providers of such services.

The grantee will have primary responsibility for ensuring that each participant receives the full continuum of services.

WIOA 14 Service Elements

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;

2. Alternative secondary school services, or dropout recovery services, as appropriate

3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:

- summer employment opportunities and other employment opportunities available through the school year;
- pre-apprenticeship programs;
- internships and job shadowing; and
- on-the-job training opportunities;
- **NOTE: Summer employment will be a required activity for all enrolled WIOA youth and will not be funded through grants awarded under the RFP.**

4. Occupational skills training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster

WIOA 14 Service Elements

6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors

7. Supportive services

8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation

9. Follow-up services for not less than 12 months after the completion of participation

10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth

11. Financial literacy education

12. Entrepreneurial skills training

WIOA 14 Service Elements

13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services

14. Activities that help youth prepare for and transition to post-secondary education and training.

WIOA Requirements

- ▶ Funds awarded through this Request for Proposals (RFP) will be used for WIOA eligible out-of-school youth (OSY) ages 16–24.
- ▶ Recruitment and enrollment efforts should target 55% youth 16–21 years of age and 45% youth 22–24 years of age seeking workforce services.

WIOA Requirements

- ▶ **Career pathways:** WIOA places a strong emphasis on career pathways as defined as a combination of rigorous and high quality education, training and other services
- ▶ **Work-based learning:** 20% of funds *must* be spent on activities supporting paid and unpaid work experience that have as a component academic and occupational education. This may include, summer employment, and other employment opportunities available throughout the year such as pre-apprenticeship programs, internships, job shadowing and on the job training opportunities.
- ▶ Accordingly, the BWIB Youth Council requires that all programs incorporate work-based learning strategies
- ▶ *NOTE: Summer employment will be a required activity for all enrolled WIOA youth and will not be funded through grants awarded under the RFP.*

Program Models

▶ A. Alternative Education Model:

- **Target Group:** youth who do not have a high school diploma or GED
- **Objective:** to provide youth with resources and training that leads to a portable credential (high school diploma/GED) and starts them on a career pathway or enrollment into a post-secondary institution
- **Anticipated Outcomes:** attainment of high school diploma or GED, math and reading gains, attainment of credentials, entrance into employment or post-secondary education

Program Models

▶ B. Sector–Based Training Model:

- **Target Group:** youth and young adults with interest in a particular industry
- **Objective:** to provide youth and young adults with the academic and technical skills needed to secure employment within a particular high demand industry (*healthcare, construction, IT, warehousing & logistics, business services, manufacturing*)
- **Anticipated Outcomes:** attainment of credentials, placement within the targeted industry or entrance into post–secondary education within the targeted industry

WIOA Performance Measures

WIOA Performance Measure	Definition
Credential Rate	The percentage of youth who obtain a recognized credential or secondary diploma during participation or within 1 year after exit
Placement in education or training activities, or unsubsidized employment;	The percentage of youth who are in education/training activities or in unsubsidized employment in the 2nd quarter after exit
Retention in Employment/ Education	The percentage of youth who are in education/training activities or in unsubsidized employment in the 4th quarter after exit
Indicators of Effectiveness in Serving Employers	All WIOA programs will be responsible for reporting on one or more employer measures to be implemented before commencement of Year 2 as required by section 116 (b) (2) (A) (iv) of WIOA
Median earning in unsubsidized employment	The median average earnings of youth who are in unsubsidized employment during the 2 nd quarter after exit
Measurable skills gain or any school diploma or its equivalent during participation or within 1 year after exit	The percentage of youth who are in an education training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains

BWIB Youth Committee/MOED Provider Requirements

- ▶ Awarded vendors are expected to begin delivering services on October 3.
- ▶ Enrollment goal MUST be met by MARCH 2017.
- ▶ Providers must attend monthly WIOA Service Providers meetings.
- ▶ Providers must attend quarterly BWIB Youth Committee meetings (September, December, March, June) and bring a minimum of 1 youth.
- ▶ All enrolled WIOA youth must enroll in Youthworks.

Evaluation and Selection Process

- ▶ The BWIB Youth Committee Proposal Review Team will rate the proposals and assign each a numerical value. The Youth Committee through the Mayor's Office of Employment Development will make recommendations for selection to the BWIB for final consideration. The decisions of the BWIB are final.
- ▶ The BWIB Youth Committee Proposal Review Team will review and score proposals according to the criteria and specified assigned points in the Evaluation Criteria. The BWIB retains the right to request additional information from any applicant.
- ▶ Through this process, the BWIB Youth Committee will review a respondent's performance on any previous and/or existing agreements with the BWIB Youth Committee/MOED as well as check other references. Achievement of grant agreement outcomes (i.e., number of enrollments, job placements and retention of enrollees), along with compliance with programmatic and fiscal guidelines and timelines will be evaluated.
- ▶ The review team will perform an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, we may also: 1) meet with representatives of the responding entity to discuss the proposed program and budget; 2) identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) identify other documentation the entity must provide as a condition of funding.
- ▶ The BWIB reserves the right to withhold awards should there be no proposals that adequately address the services and outcomes requested.

Budget and Fiscal Submissions

- ▶ Refer to page 24 in RFP

Submittal Procedures

- ▶ Completed cover page form (page 37)
- ▶ One-page executive summary
- ▶ Memorandum of understanding (MOU) with partners if applicable and or letters of commitment from key partners
- ▶ Job titles and descriptions of staff assigned to the project
- ▶ Resumes organized by job title
- ▶ **Customer flow chart**
- ▶ Service elements delivery plan form (page 39)
- ▶ Planned outcomes form (page 41)
- ▶ Performance outcomes (page 42)** for providers awarded July 1, 2014–May 31, 2016
- ▶ Written responses to questions 1–6
- ▶ Budget information, including narrative
- ▶ Employ Baltimore certification statement

Submittal Procedures

- ▶ Send the original and four copies of the proposal(s) to: The Baltimore Workforce Investment Board Youth Committee , c/o the Mayor's Office of Employment Development, 101 W. 24th Street, Baltimore, Maryland 21218 Attention: Donnice E. Brown.

REMINDERS

- ▶ **RFP INQUIRIES** All inquires must be submitted electronically no later than Wednesday, June 8. Questions will not be answered over the phone or in person. Email inquires should list YOUTH RFP INQUIRY in the subject line and be sent to youthcareers@oedworks.com

- ▶ **FREQUENTLY ASKED QUESTIONS** Responses to questions asked during the RFP Bidders Conference or emailed will be posted on the following websites

<http://moed.baltimorecity.gov/resources>

<http://moed.baltimorecity.gov/youth-services>

<http://www.baltoworkforce.com/resources.htm>

- ▶ **RFP DUE** Wednesday, June 22, 2016 by 4:00pm Signed original and five signed copies MOED-101 W. 24th Street Baltimore, Maryland 21218
Attention: Donnice E. Brown