

State Workforce Investment Board Youth Council Committee

# **WIA YOUTH PROGRAM RFP**

PRESENTED BY: WIA UNIT STAFF

Kate Kahle, Michelle Marsh, & Connie Kinsey

# PROGRAM & FUNDING REVIEW

---

# YOUTH PROGRAM DESCRIPTION

## ✘ Eligible Youth

- + Low-Income: WIA Law Section 101(13) defines an eligible youth as an individual who:
  - ✘ 1. Is age 14 through 21;
  - ✘ 2. Is a low-income individual; and
  - ✘ 3. Is within one or more of the following categories:
    - \* (A) Deficient in basic literacy skills;
    - \* (B) School dropout;
    - \* (C) Homeless, runaway, or foster child;
    - \* (D) Pregnant or parenting;
    - \* (E) Offender; or
    - \* (F) Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment. This barrier is considered the 6<sup>th</sup> barrier and has been further defined by the State as: an individual (including a youth with a disability) who has no vocational/employment goal and has below average grades or has a poor work history (to include no work history) or has been fired from a job in the last six calendar months.

# YOUTH PROGRAM DESCRIPTION

## ✘ Eligible Youth

- + 5% Exception: WIA Regulations at 664.220 also permits youth who are **not** low-income individuals to receive youth services. Up to **5%** of youth participants served by youth programs in a local area may be individuals who do not meet the income criteria for eligible youth. This means that the Balance of State local area and the Concentrated Employment Program local area can each enroll youth in the **5%** category.
- + The barriers for youth who are enrolled under 5% are basically the same with the following exceptions:
  - ✘ 1. One or more grade levels below the grade level appropriate to the individual's age; and
  - ✘ 2. Possess one or more disabilities, including learning disabilities
  - ✘ 3. Youth in Foster Care is **not a** barrier under the 5% exception

# YOUTH PROGRAM DESCRIPTION

## ✘ Services for Youth

- + There are **10** program elements or services for youth. Service providers are not required to provide every program element or service to every youth but they must make all of them available to youth.
  - ✘ 1. Tutoring, study skills training, instruction leading to secondary school completion (including dropout prevention strategies)
  - ✘ 2. Alternative secondary school services
  - ✘ 3. Summer Employment opportunities directly linked to academic and occupational learning
  - ✘ 4. Paid and Unpaid Work Experiences including Internships and Job Shadowing
  - ✘ 5. Occupational Skills Training
  - ✘ 6. Leadership Development Opportunities
  - ✘ 7. Supportive Services
  - ✘ 8. Adult mentoring (at least 12 months may be both during and after program participation)
  - ✘ 9. Comprehensive Guidance and Counseling
  - ✘ 10. Youth Follow-up Services 12 or more months after Completion of Program Participation

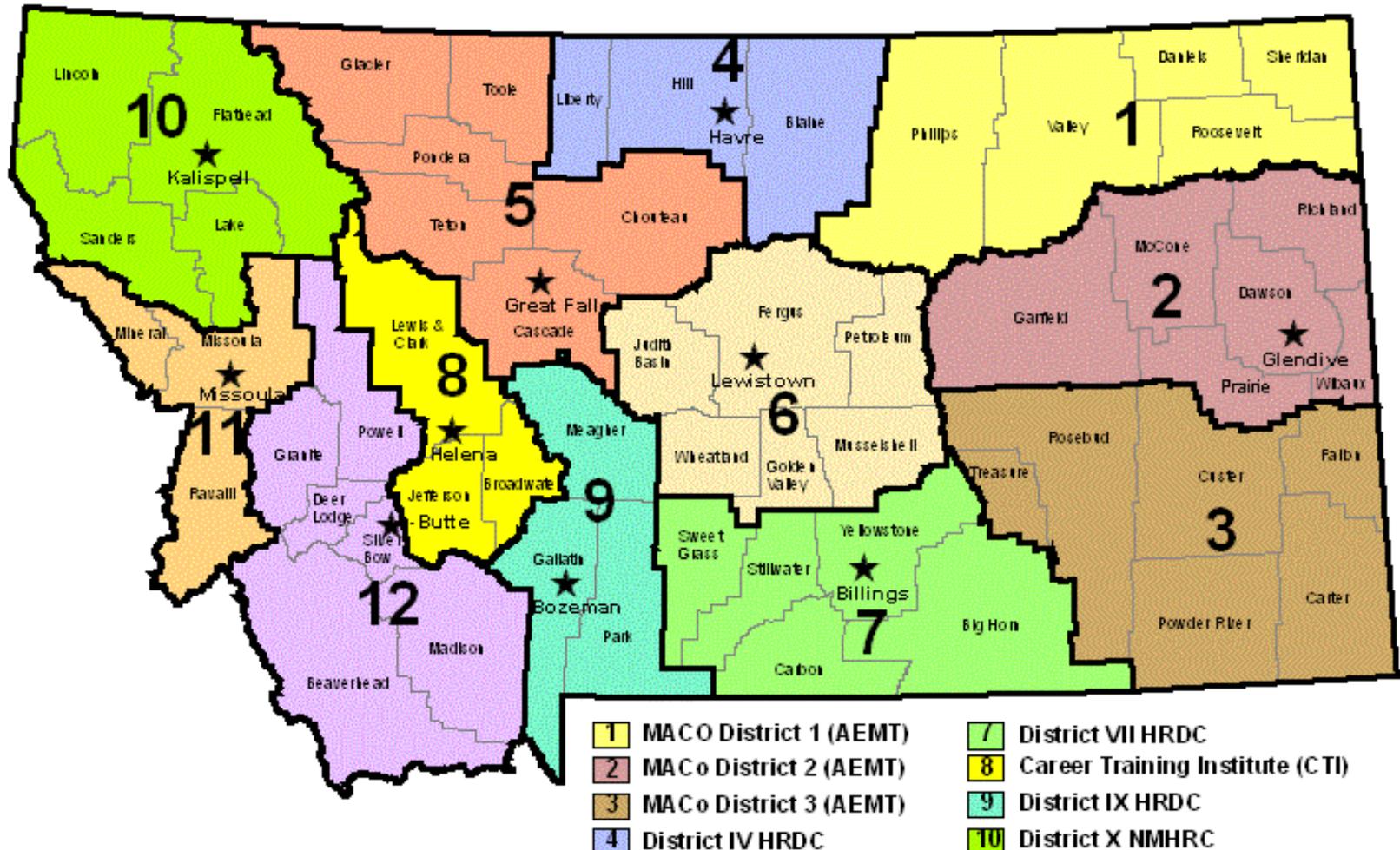
# YOUTH PROGRAM DESCRIPTION

---

- ✘ Number of Youth Served

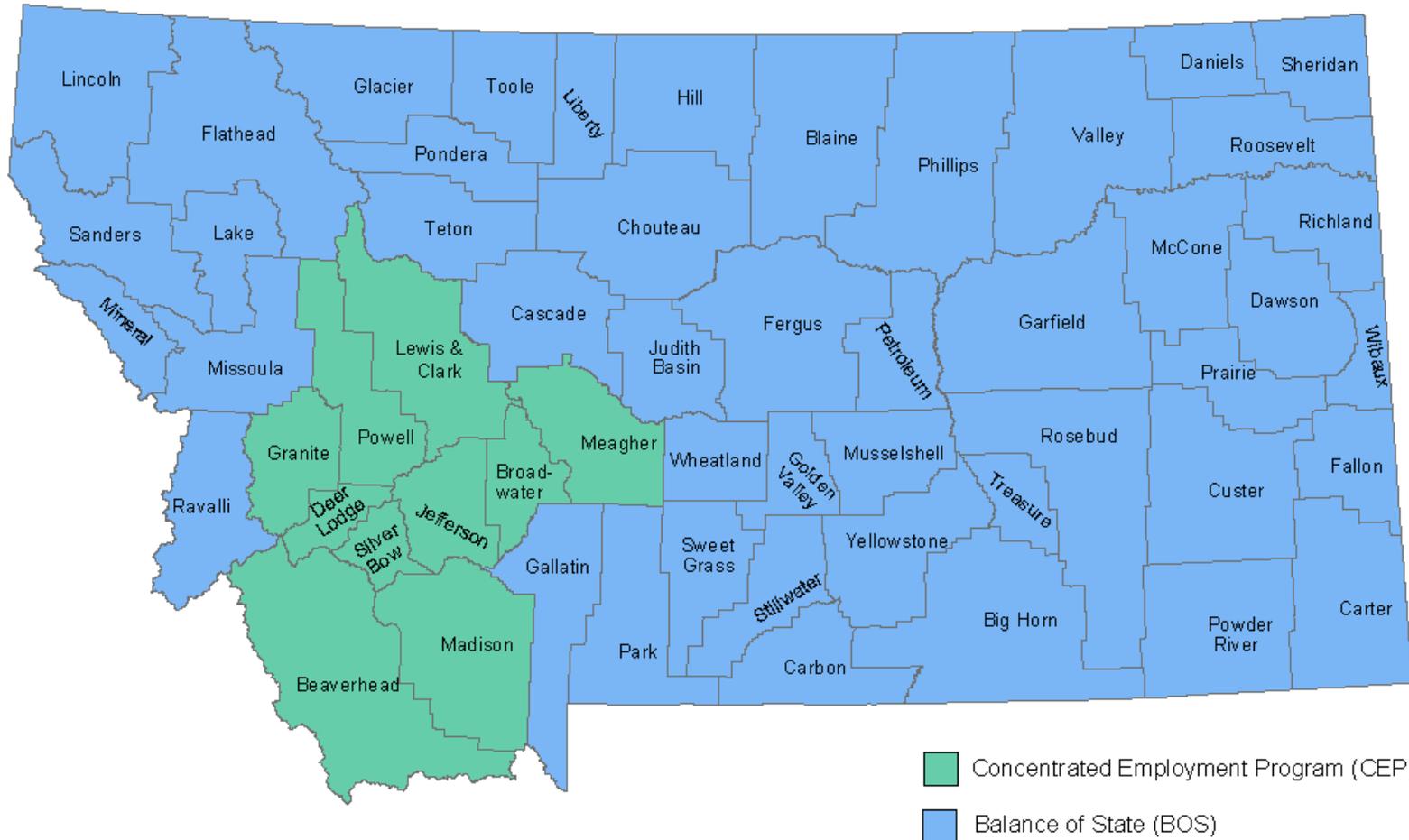
- + There have been 887 youth served in WIA from last program year starting July 1, 2010 to the present.

# WIA Youth Providers



# Montana

## Local Workforce Investment Areas



# FUNDING ALLOCATION

## WIA Funding from USDOL

### ALLOCATED TO MONTANA BY

- 1/3 Areas of Substantial Unemployment
- 1/3 Economic Disadvantaged
- 1/3 Excess Unemployment (greater than 4.5%)

*We have NO control over this (everything above the line)*

## WIA Funding from State to Local Areas (BOS and CEP)

### ALLOCATED TO AREAS BY

- 1/3 Areas of Substantial Unemployment
- 1/3 Economic Disadvantaged
- 1/3 Excess Unemployment (greater than 4.5%)

\* All states are required by USDOL to use the 2000 Census Data for allocations to local areas

*This is what we can control!*

**CEP**

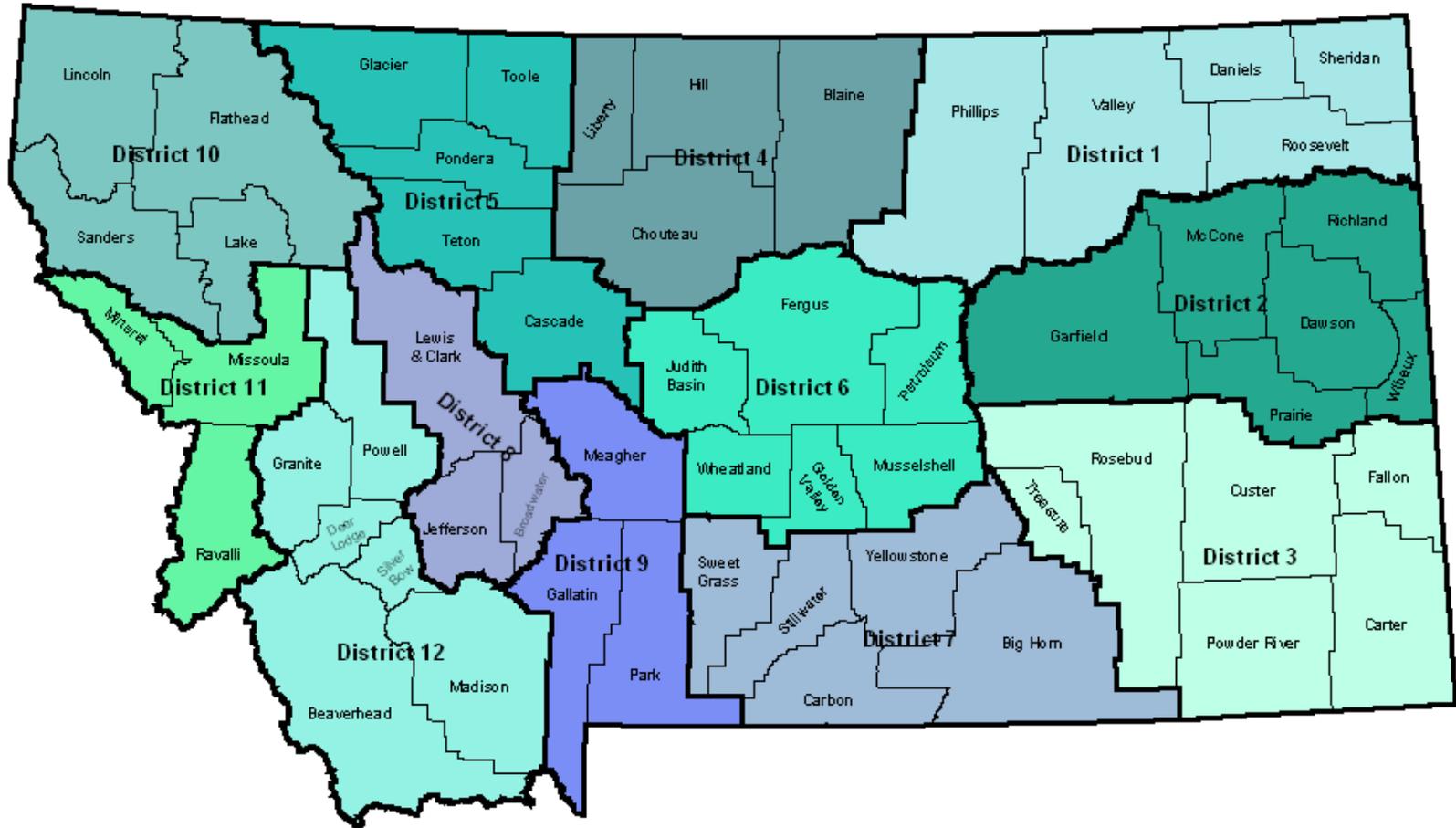
**BOS**

Distributed to counties using Base Funding Split first and then Economic Disadvantaged

Base Funding = 35% Adult

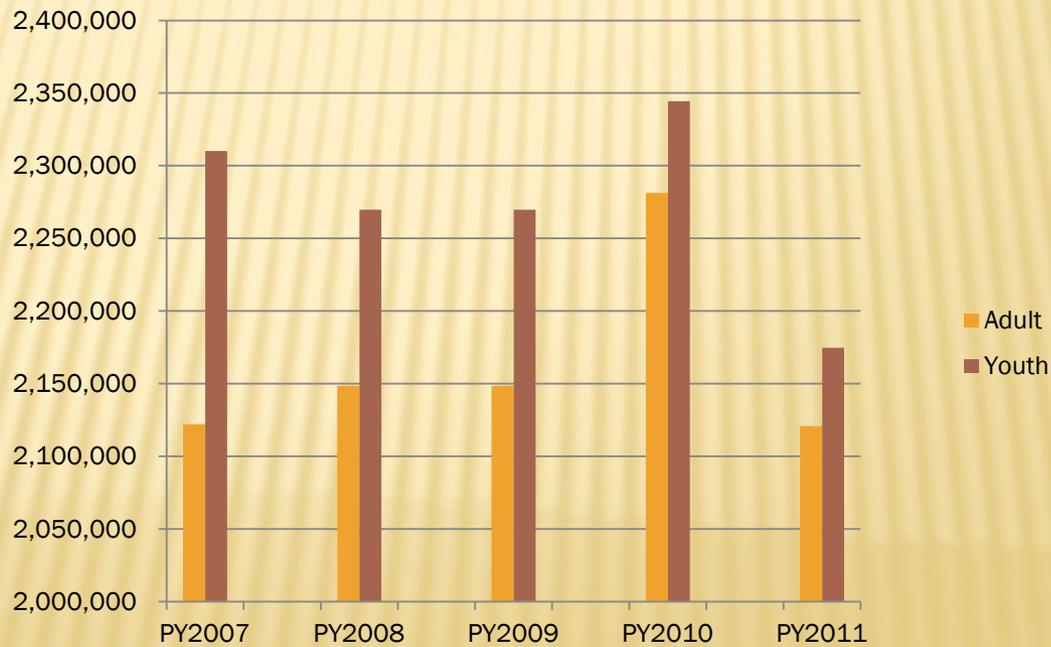
9% Youth

# MACo DISTRICTS



## WIA Title 1B Funding

	PY2007	PY2008	PY2009	PY2010	PY2011
Adult	2,122,076	2,148,466	2,148,465	2,281,343	2,120,862
Youth	2,310,103	2,269,746	2,269,744	2,344,418	2,174,750
<b>Total Funding</b>	<b>4,432,179</b>	<b>4,418,212</b>	<b>4,418,209</b>	<b>4,625,761</b>	<b>4,295,612</b>



Connie Kinsey

# WIA YOUTH PROCESS & REVIEW

---

# PURPOSE: WHY ARE WE HERE?

## ✘ Background Info

- + WIA Law, Section 117 (d)(2)(B) SELECTION OF YOUTH PROVIDERS. Consistent with section 123 (Identification of Eligible Providers of Youth Activities) the local board\* shall identify eligible providers of youth activities in the local area by awarding grants or contracts on a competitive basis, based on the recommendations of the youth council. **\*Montana is now a single statewide planning area. The Governor's Statewide Workforce Investment Board is responsible for all activities that are identified in the WIA Law as local board responsibilities.**
- + USDOL Procurement Requirements
  - ✘ Proposals should be solicited from an adequate number of qualified sources;
  - ✘ There should be a method for conducting technical evaluations of proposals and selection of awardees is in place;
  - ✘ Awards are made to selected bidders whose proposals are most advantageous to the program based on cost proposal and evaluation factors.

# PURPOSE: WHY ARE WE HERE?

---

## ✘ Youth Council Role in RFP Process

- + One of the roles of the SWIB Youth Council is to participate in the Request for Proposal (RFP) process for securing providers for Workforce Investment Act Youth (WIA) services for economically disadvantaged youth ages 14-21. The Requests for Proposals are solicited through the State's Department of Administration (DOA) procurement process.
- + Youth council members may also take part in the review of WIA youth services proposals.

# PURPOSE: WHY ARE WE HERE?

---

## ✘ Youth Council Action Required

- ✘ The objective of the RFP is to solicit applications from potential WIA youth service providers. Potential providers describe how they will provide services to economically disadvantaged youth, and in special circumstances youth who are not economically disadvantaged, with identified barriers. The Youth Council needs to identify and develop criteria for awarding funds to WIA youth service providers. Such criteria may include but is not limited to:
  - + experience with youth programs;
  - + youth services design (assessments, Individual Service Strategy development (**required activity**), preparation for post-secondary educational opportunities, training, outreach etc.);
  - + coordinating youth services;
  - + demonstrated effectiveness;
  - + performance in meeting or exceeding goals;
  - + partnerships (including partnerships with employers, educators, and WIA mandatory partners)
  - + evidence of coordination and collaboration with other youth programs; and
  - + successful fiscal controls

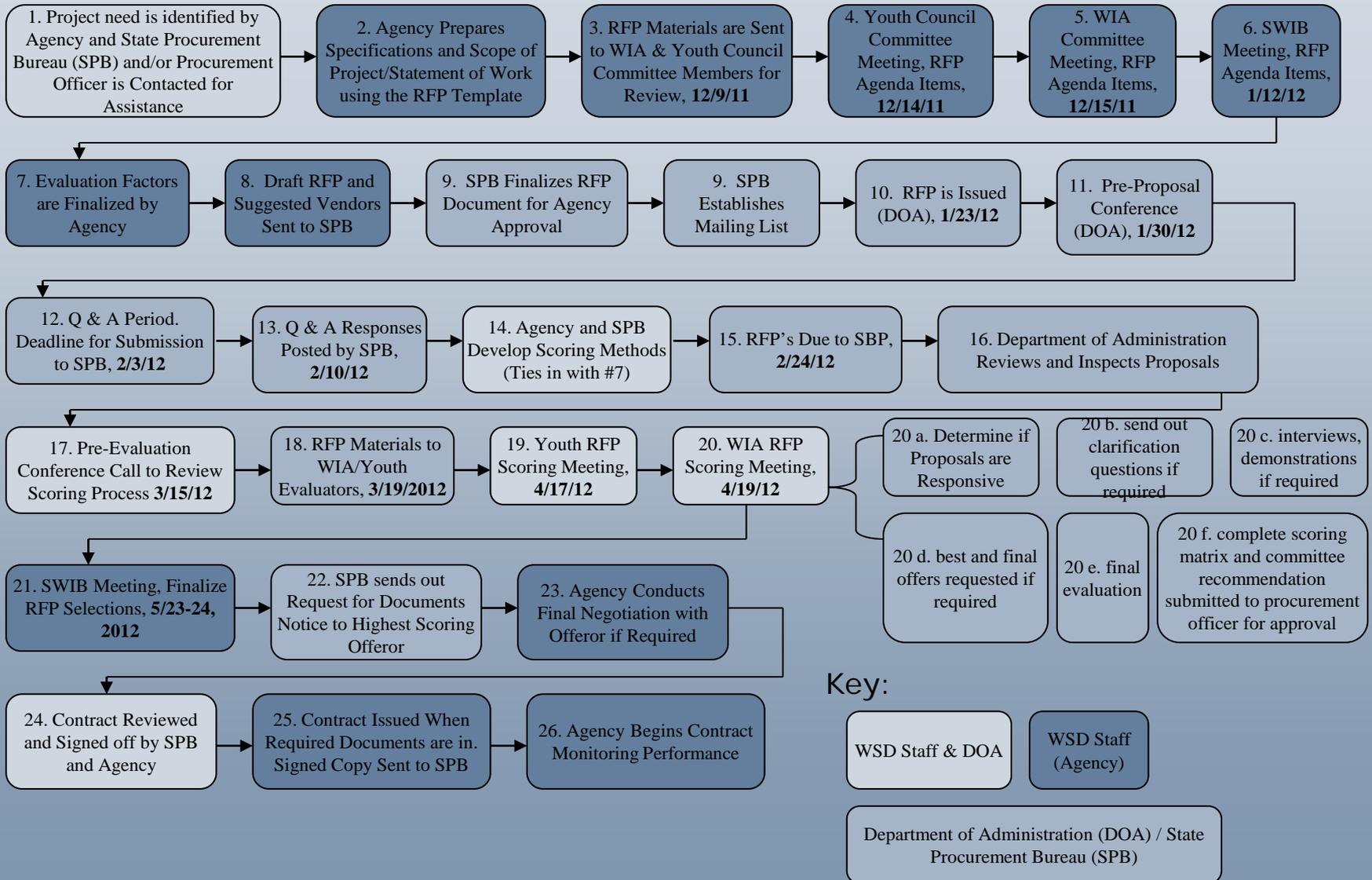
# RFP DOCUMENT

## ✘ Boilerplate

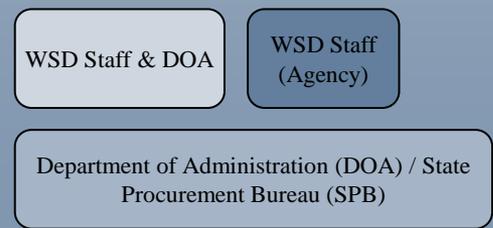
		<b>STATE OF MONTANA REQUEST FOR PROPOSAL (RFP)</b>	
<b>RFP Number:</b> *		<b>RFP Title:</b> WIA TITLE IB YOUTH PROGRAM	
<b>RFP Response Due Date and Time:</b> * 2:00 p.m., Mountain Time		<b>Number of Pages:</b>	<b>Issue Date:</b> *
<b>ISSUING AGENCY INFORMATION</b>			
<b>Procurement Officer:</b> *		State Procurement Bureau General Services Division Department of Administration Phone: (406) 444-2575 Fax: (406) 444-2529 TTY Users, Dial 711	
<b>Website:</b> <a href="http://vendor.mt.gov/">http://vendor.mt.gov/</a>			
<b>INSTRUCTIONS TO OFFERORS</b>			
Return Sealed Proposal to:			
<b>PHYSICAL ADDRESS:</b> State Procurement Bureau General Services Division Department of Administration Room 165, Mitchell Building 125 North Roberts Street Helena, MT 59601-4588		<b>MAILING ADDRESS:</b> State Procurement Bureau General Services Division Department of Administration P.O. Box 200135 Helena, MT 59620-0135	
		<b>Mark Face of Envelope/Package with:</b>  <b>RFP Number:</b> * <b>RFP Response Due Date:</b> *	
<b>Special Instructions:</b>			
<b>OFFERORS MUST COMPLETE THE FOLLOWING</b>			
<b>Offeror Name/Address:</b>		_____ (Name/Title)	
		_____ (Signature)	
		Print name and title and sign in ink. By submitting a response to this RFP, offeror acknowledges it understands and will comply with the RFP specifications and requirements.	
<b>Type of Entity (e.g., corporation, LLC, etc.)</b>		<b>Offeror Phone Number:</b>	
<b>Offeror E-mail Address:</b>		<b>Offeror FAX Number:</b>	
<b>OFFERORS MUST RETURN THIS COVER SHEET WITH RFP RESPONSE</b>			

# RFP WIA Adult/Youth Provider Process 2012

\*Dates Tentative



## Key:



# RESPONSIBILITIES

---

- × DOA
- × WIA Staff
- × SWIB Committee or Council
- × SWIB
- × SWIB Staff
- × Offerors

# RESPONSIBILITIES

---

## ✘ SWIB Committee or Council

- + Approve required list of criteria and determine what, if any additional/optional criteria should be included in the RFP document.
- + Determine recommended weighting of RFP criteria
- + Recommend RFP criteria and weighting to the SWIB

## ✘ SWIB

- + Take action on SWIB committee or council recommendations for the RFP criteria, weighting and process
- + Upon completion of the evaluation process, take action on recommendations from SWIB committee or council for service provider selection

**BREAK**

---

# CRITERIA

REQUIRED CRITERIA FOR WIA TITLE IB YOUTH REQUEST FOR PROPOSALS	EVALUATION/ SCORING RECOMMENDATIONS (of 1-5 in column 1)	OPTIONAL CRITERIA AND PROCESS ELEMENTS	EVALUATION/SCORING RECOMMENDATIONS
<p>Each section would include a list of specific individual items that need to be addressed in the offeror's proposal</p> <p><b>Offeror Qualifications</b></p> <ol style="list-style-type: none"> <li>1. Agency Profile and Experience</li> <li>2. Demonstrated Effectiveness Performance Program Evaluation</li> <li>3. Financial Systems Acceptable system for accounting for the program</li> </ol> <p><b>Scope of Project</b></p> <ol style="list-style-type: none"> <li>4. Work Plan &amp; Method of Providing Services &amp; Activities</li> </ol> <p><b>Cost Proposal</b></p> <ol style="list-style-type: none"> <li>5. Participant &amp; Budget Information Narrative plan and budget justification (Project Operating Plan)</li> </ol>	<p>The overall total number of points can be as high as needed</p> <ol style="list-style-type: none"> <li>1. 10% of total</li> <li>2. 5% of total</li> <li>3. 20% of total</li> <li>4. 45% of total</li> <li>5. 20% of total</li> </ol> <p><b>Point breakout based on 800 points:</b></p> <ol style="list-style-type: none"> <li>1. 80</li> <li>2. 40</li> <li>3. 160</li> <li>4. 360</li> <li>5. 160</li> </ol>	<p style="text-align: center;"><b>CRITERIA</b></p> <ol style="list-style-type: none"> <li>1. One page Executive Summary of the proposal</li> <li>2. Letters of support from community partners from each district being served (up to 10 letters).</li> <li>3. Copy of the one-stop Consortium Agreement attached to proposal submitted by members of a Certified One-Stop</li> </ol> <p style="text-align: center;"><b>INFORMATIONAL ATTACHMENTS</b></p> <ol style="list-style-type: none"> <li>1. Core performance measures (Attachment)</li> <li>2. Glossary of Terms and Definitions (Attachment)</li> </ol> <p style="text-align: center;"><b>PROCESS ELEMENTS</b></p> <ol style="list-style-type: none"> <li>1. Offerors can submit a proposal for a single district or multiple districts.</li> <li>2. An offerors' conference will be held.</li> <li>3. <u>Incomplete Proposals:</u> <ol style="list-style-type: none"> <li>a. Proposals missing required criteria (1-5 in column 1) will be rejected.</li> <li>b. If individual elements within a criteria are missing the evaluator will give a zero score and the offeror will not be allowed an opportunity to submit additional information after the evaluation process has started.</li> </ol> </li> <li>4. <u>Unsuccessful Proposals:</u> If there are no successful proposals in a service area/district (60-74% or higher score) then the Board will convene to decide what option they will use to award funds for that service area or district based on State staff (DLI) discussions and recommendations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Pass/Fail</li> <li>2. Pass/Fail</li> <li>3. Pass/Fail</li> </ol>

# CRITERIA

## WIA TITLE IB ADULT

### Request for Proposal (RFP) Required Elements

**Definition: Adult** - for the purpose of Workforce Investment Act Title IB program, eligibility means an individual who is age 18 or older and meets the adult priority of service requirements. Priority for intensive and training services is given to recipients of public assistance and other low-income individuals.

### MANDATORY CRITERIA and SPECIFIC ELEMENTS

*(A Glossary of Terms and Definitions will be provided in the RFP packet)*

#### 1. OFFEROR PROFILE AND EXPERIENCE

- a. Demonstration of the offeror's ability to manage and administer programs. This includes information on staff qualifications and experience and the offeror's history with employment and training programs.
- b. Demonstration of offeror's knowledge of labor market conditions, economic development activities, skill needs/shortages and demographics of the general population in the area served.
- c. Information that illustrates the offeror's ability to assess, train, place and retain individuals in employment that is at the level of self-sufficiency as defined in the WIA Policy Manual.
- d. Information that illustrates the offeror's ability to provide services that are reasonable and necessary for participants to achieve their training and employment goals.
- e. Description of offeror's ability to leverage resources/services from other sources.
- f. Description of the offeror's experience with data collection systems.
- g. Description of the offeror's experience providing services to low-income individuals and recipients of public assistance.

#### 2. DEMONSTRATED EFFECTIVENESS

- a. Demonstration of the offeror's ability to achieve required performance standards.
- b. Description of the how offeror's organizational structure and staff can ensure quality program and case management throughout the service area.
- c. Demonstration of the offeror's ability to manage and administer programs in compliance with federal, state and local laws, regulations and policies. This includes disclosure of any monitoring and/or program compliance problems in the past five years.

#### 3. WORK PLAN & METHOD OF PROVIDING SERVICES & ACTIVITIES

##### I. Overall Service Delivery

- a. Description of how the offeror will deliver WIA Core, Intensive and Training services throughout the service area, including rural areas and reservations.
- b. Description of how the offeror will coordinate with other WIA partners, local Community Management Teams, certified One-Stop systems, and other providers in the area served.
- c. Demonstration of offeror's active involvement in the local Community Management Team(s) in the area served.
- d. Description of the role the offeror will play in implementing a fully integrated delivery system in the area served, including rural areas and reservations.
- e. Description of the offeror's plans for outreach and recruitment activities throughout the area served, including rural areas and reservations.
- f. Description of how the offeror plans for services to employers in the area served, including rural areas and reservations.
- g. Description of offeror's plans for innovative, demand driven or alternative methods of service delivery.

# CRITERIA

- h. Description of the offeror's plans to administer the TABE basic skills assessment or, how they will coordinate with the Adult Basic Education provider to administer the TABE as appropriate in their area.
- i. Description of how the offeror will ensure all individuals have access to the Eligible Training Provider List (ETPL)
- j. Description of the offeror's plan to provide services to low-income individuals and recipients of public assistance.

## II. Service Delivery to Individual Participants

- a. Description of the procedures the offeror will use to determine the establishment of an Individual Training Account (ITA), including assessment of the appropriateness of a particular training goal and how the amount of the ITA will be determined and managed – including co-enrollment and cost sharing with other WIA and non-WIA programs when appropriate.
- b. Description of how the offeror will assess individuals to determine who will receive intensive services beyond informational core services, and when appropriate, training services.
- c. Description of the procedures the offeror will use to determine suitability and development of workplace training contracts and agreements including On-the-Job Training (OJT), Customized Skills Training and Work Experience (WEX).

## 4. FINANCIAL SYSTEMS

- a. Description of the offeror's financial systems that demonstrate fiscal control and accounting procedures that are in accordance with generally accepted accounting principles. Description of the offeror's financial system must include:
  - i. A full financial picture including, information pertaining to contract awards, obligations, unobligated balances, assets, expenditures, and income
  - ii. A description of the internal controls in place to safeguard assets and assure their proper use;
  - iii. A description of the method used to compare actual expenditures to budgeted amounts;
  - iv. A description of the process used to secure supporting documentation to support accounting records;
  - v. A description of the process used to ensure proper charging of costs and cost allocations;
- b. Description of how the offeror's financial system can be used to sufficiently:
  - i. permit preparation of required reports;
  - ii. permit tracking of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds;
  - iii. minimize the time elapsed between the receipt of funds and the disbursement of those funds for program activity.
- c. Demonstration of the offeror's ability to manage and administer programs in compliance with federal, state and local laws, regulations and policies. This includes disclosure of any fiscal and/or program monitoring findings which have led to the offeror being placed on corrective action in the past five years and resolution.

## 5. PARTICIPANT AND BUDGET INFORMATION

- a. Completed Budget and Planned Participant Worksheet
- b. Submission of a budget narrative that outlines the rationale for determining the split of funds between services.

# Discussion

## **CONTACT US:**

Connie Kinsey, Program Manager

406-444-4571

[ckinsey@mt.gov](mailto:ckinsey@mt.gov)

