

State Workforce Investment Board WIA Committee

# **WIA ADULT PROGRAM RFP**

PRESENTED BY: WIA UNIT STAFF

Kate Kahle, Carol Hanel, Michelle Marsh & Rhonda Huseby

# **PROGRAM & FUNDING REVIEW**

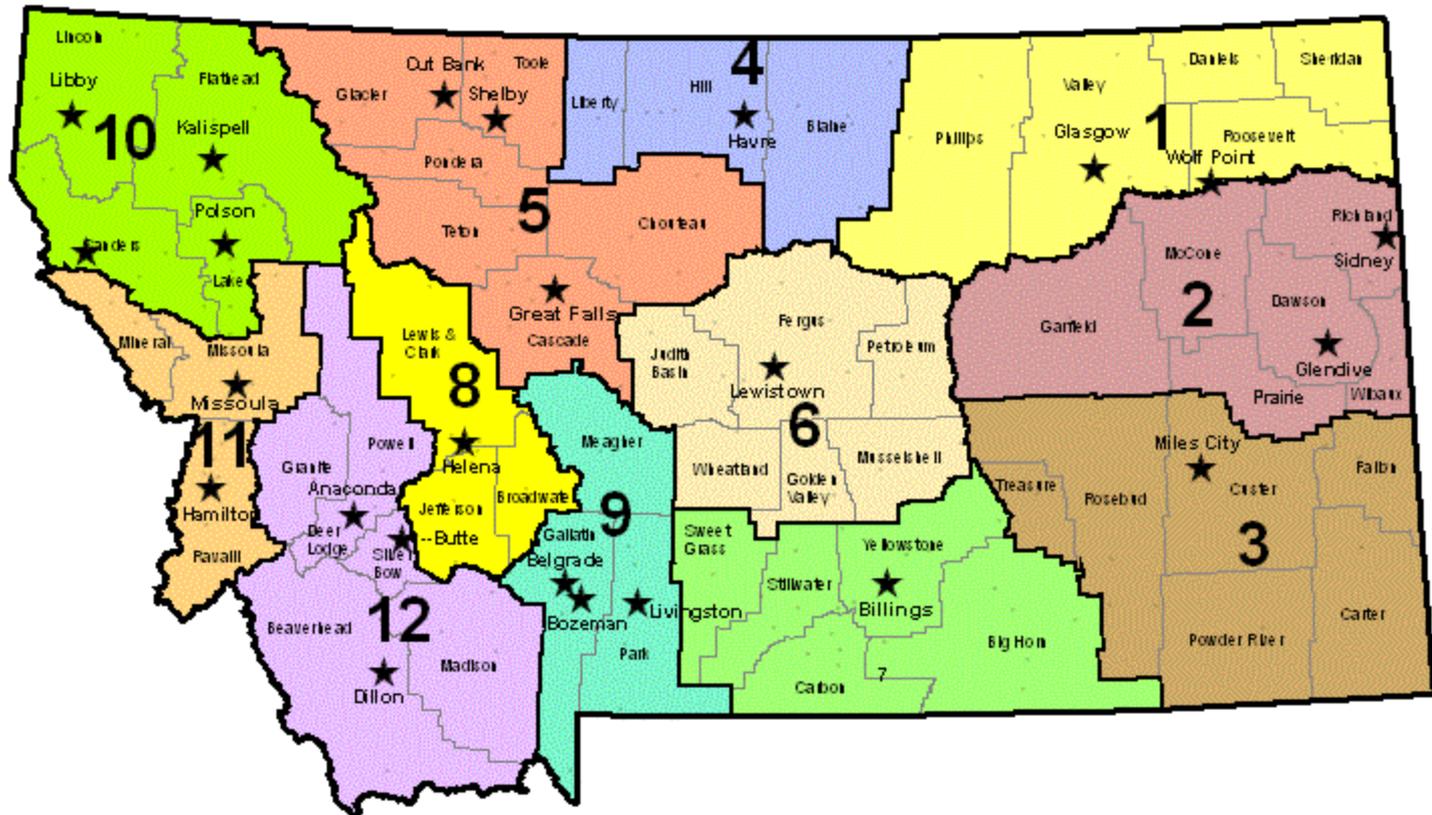
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# PROGRAM DESCRIPTION

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- ✘ The purpose of WIA Title IB adult program is to provide intensive and training services to individuals age 18 and older who are on public assistance or low income.
- ✘ There are a variety of services available to assist adults in job search, as well as intensive and training services that may be provided in order to obtain and retain employment that allows for self-sufficiency. Some of the more widely entered training programs are LPNs, CNA's and truck driving.
- ✘ The Statewide Workforce Programs and Oversight Bureau (Bureau) in the Montana Department of Labor and Industry has statewide oversight and administrative entity responsibilities of the WIA Adult Program in Montana. Adult services are provided locally through contracts between the Bureau and service providers. We work closely with service providers to provide training and assistance. An annual training session is also held each year in which all service providers are required to attend.

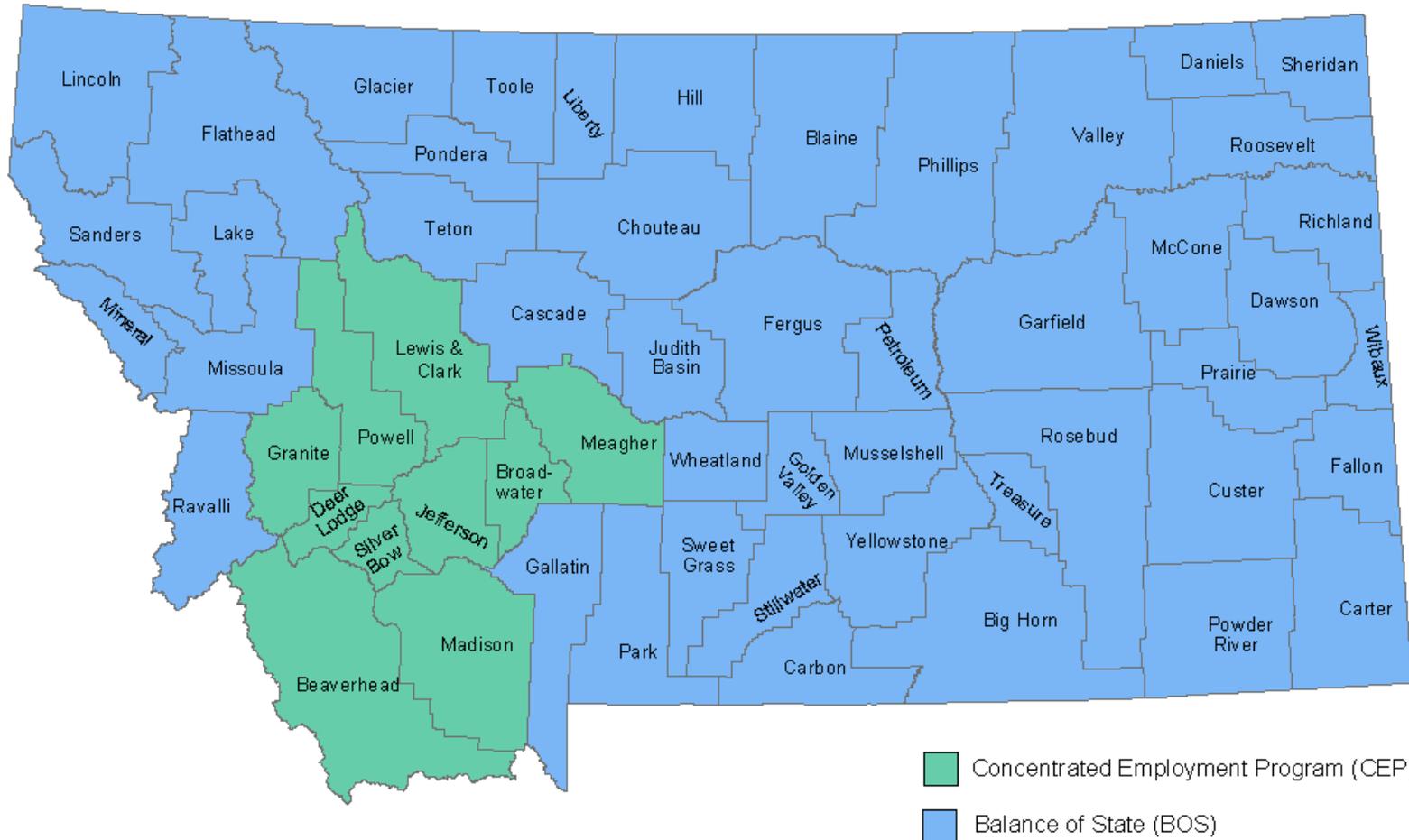
# WIA Adult Providers



- |  |  |  |   |
|--|--|--|---|
| <b>1</b> Glasgow Job Service<br>Wolf Point Job Service | <b>4</b> Havre Job Service<br>District IV HRDC                                 | <b>7</b> Billings Job Service<br>YWCA Billings                               | <b>10</b> Kootenai Job Service<br>Community Action Program NW MT<br>Lake County Job Service |
| <b>2</b> Glendive Job Service<br>Sidney Job Service    | <b>5</b> Great Falls Job Service<br>Out Bank Job Service<br>Shelby Job Service | <b>8</b> Career Training Institute (CTI)<br>Helena Job Service               | <b>11</b> Missoula Job Service<br>Bitterroot Job Service                                    |
| <b>3</b> Miles City Job Service                        | <b>6</b> District VI HRDC  | <b>9</b> Bozeman Job Service<br>Livingston Job Service<br>Career Transitions | <b>12</b> Career Futures<br>Butte Job Service<br>Dillon Job Service                         |

# 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

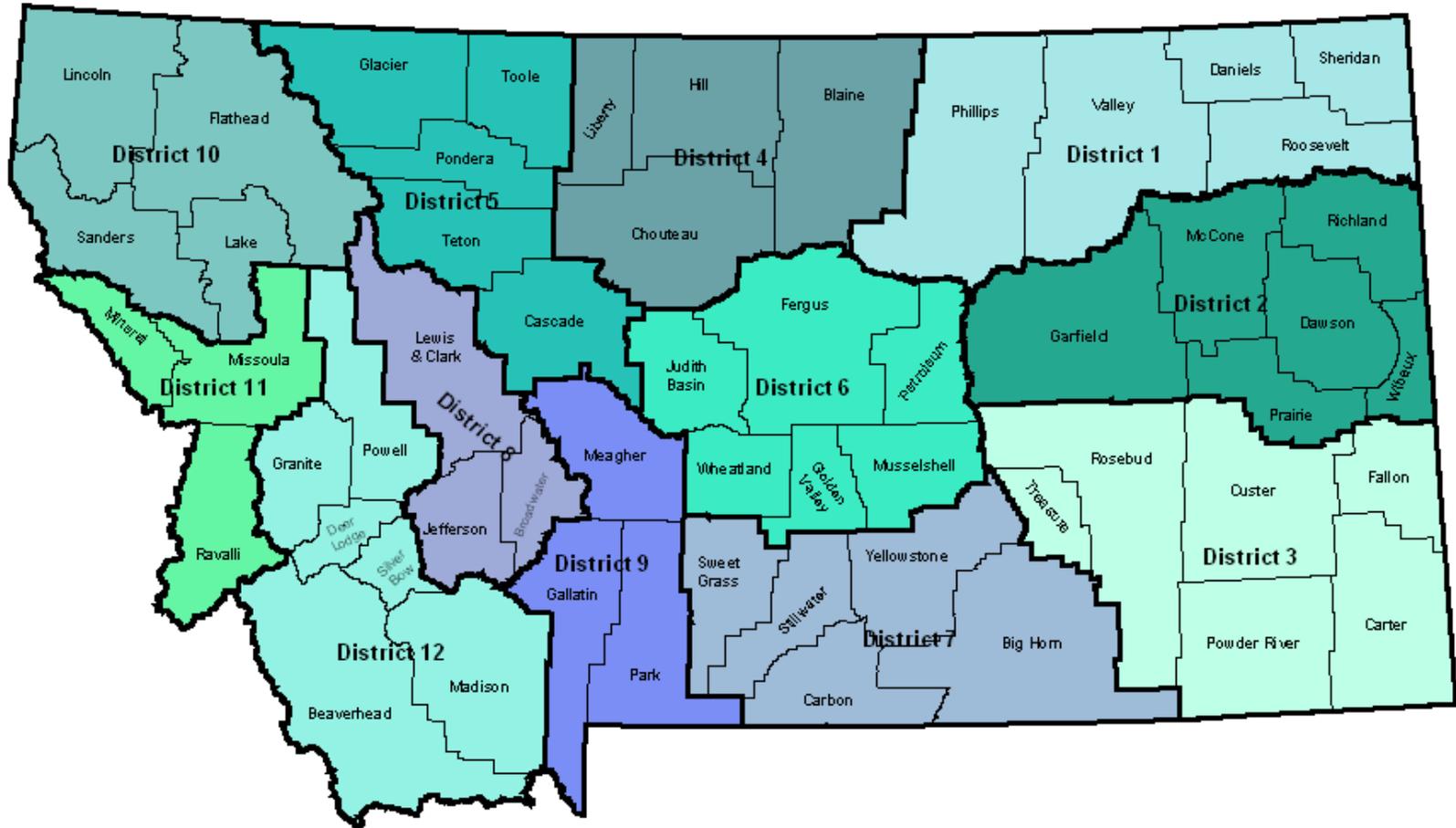
BOS

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

Base Funding = 35% Adult

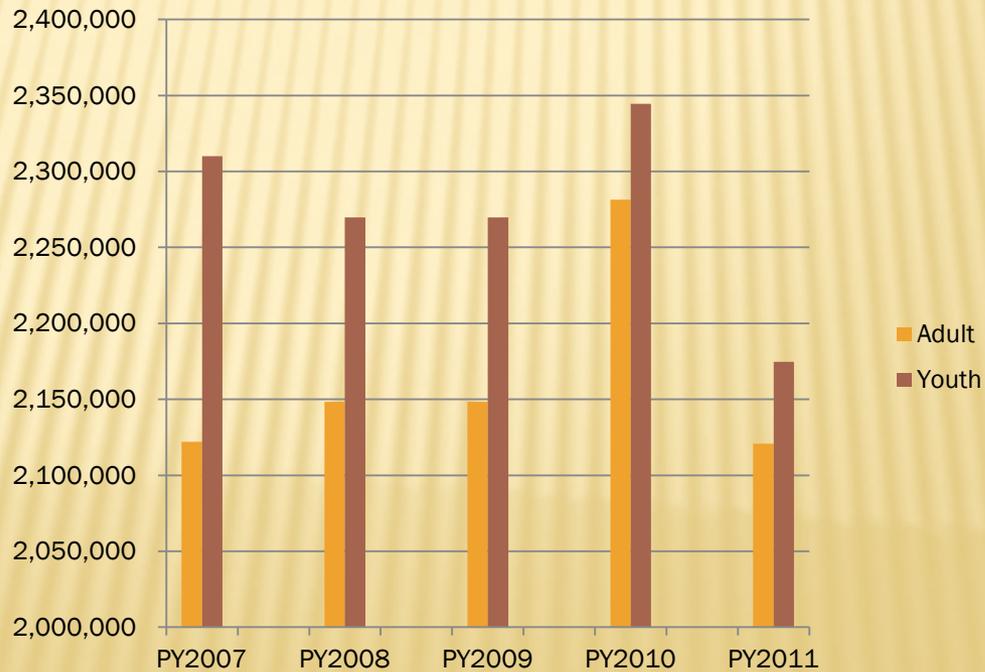
9% Youth

# 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>



# WIA ADULT PROCESS & REVIEW

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# PURPOSE: WHY ARE WE HERE?

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## ✘ Background Information

- + WIA Law, Section 117 (d)(2)(D) SELECTION OF ADULT PROVIDERS. The local board\* shall identify eligible providers of Adult activities in the local area by awarding grants or contracts on a competitive basis, based on the recommendations of the WIA Committee. **\*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?

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## ✘ WIA Committee Role in RFP Process

- + One of the roles of the Workforce Investment Act Committee is to participate in the Request for Proposal (RFP) process for securing providers for Workforce Investment Act Adult (WIA) services for eligible Adults 18 years of age and older. The Requests for Proposals are solicited through the State's Department of Administration (DOA) procurement process.
- + WIA Committee members may also take part in the review of WIA Adult services proposals.

# PURPOSE: WHY ARE WE HERE?

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## ✘ WIA Committee Action Required

- + The objective of the RFP is to solicit applications from potential WIA Adult service providers. Potential providers describe how they will provide services to eligible Adults. The WIA Committee needs to identify and develop criteria for awarding funds to WIA Adult service providers.

# RFP DOCUMENT

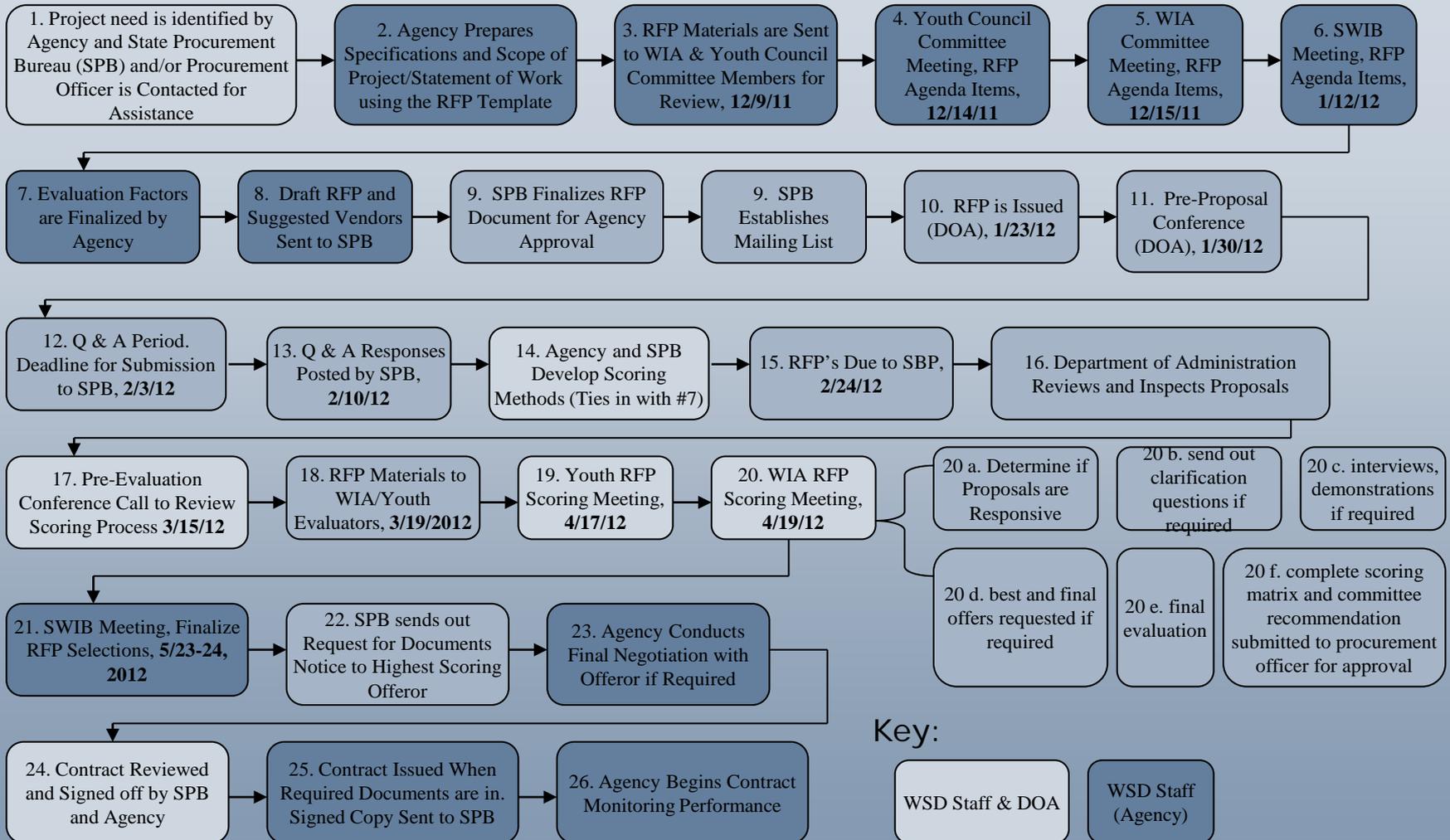
✘ Boilerplate

+ Relevant Sections

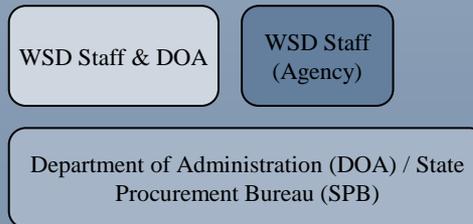
		<b>STATE OF MONTANA REQUEST FOR PROPOSAL (RFP)</b>	
<b>RFP Number:</b> *		<b>RFP Title:</b> WIA TITLE IB ADULT PROGRAM	
<b>RFP Response Due Date and Time:</b> * 2:00 p.m., Mountain Time		<b>Number of Pages:</b>	<b>Issue Date:</b> *
<b>ISSUING AGENCY INFORMATION</b>			
<b>Procurement Officer:</b> *		State Procurement Bureau General Services Division Department of Administration Phone: (406) 444-2575 Fax: (406) 444-2529 TTY Users, Dial 711	
Website: <a href="http://vendor.mt.gov/">http://vendor.mt.gov/</a>			
<b>INSTRUCTIONS TO OFFERORS</b>			
<b>Return Sealed Proposal to:</b>  <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)	
		<small>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.</small>	
<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

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

# RESPONSIBILITIES

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## ✘ 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**

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# CRITERIA

<b>REQUIRED CRITERIA FOR WIA TITLE IB ADULT REQUEST FOR PROPOSALS</b>	<b>EVALUATION/ SCORING</b> (of 1-5 in column 1)	<b>OPTIONAL CRITERIA, ATTACHMENTS AND PROCESS ELEMENTS</b>	<b>EVALUATION/SCORING</b> (of 1-6 in column 3)
<p>Each section includes a list of specific individual items that need to be addressed in the offeror's proposal – (see attached)</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>Note: Adult RFPs must include a description of how the offeror will ensure implementation of the Adult Priority of Service requirement.</p>	<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>	<ol style="list-style-type: none"> <li>1. One page executive summary of the proposal</li> <li>2. Letters of support from CMT &amp; other community stakeholders from each District 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</li> <li>2. Glossary of Terms and Definitions</li> </ol> <p style="text-align: center;"><b>PROCESS ELEMENTS</b></p> <ol style="list-style-type: none"> <li>1. Adult offerors may submit a proposal for a single district or multiple districts and proposals can have co-offerors.</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 criterion 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 (70% or higher score) then the Board will convene to decide what option they will use to award funds.</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:**

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