

FY'24 Out-of-School Youth Request for Proposals Bidders Conference



**BRISTOL
WORKFORCE BOARD**

April 10, 2023

Welcome, Introductions and Housekeeping



**BRISTOL
WORKFORCE BOARD**

I. Purpose

The MassHire Bristol Workforce Board is seeking proposals to provide youth workforce development activities operating under the provisions of the Workforce Innovation and Opportunity Act (WIOA). The purpose of this RFP is to fund effective proposals to serve WIOA eligible out-of-school youth.

The WIOA law confirms how these objectives are a part of the fourteen required youth program elements that our local area must make available in a comprehensive youth system. The MassHire Bristol Workforce Board will build a youth system that offers the mandated elements to the youth who need them. Not all of the fourteen elements must be present in any single program.

This RFP is soliciting services for Workforce Innovation and Opportunity Act eligible Out-of-School youth. These are youth ages 16-24 who may or may not have graduated from high school, but who are not attending school at the present time. Please see Attachment A of this RFP for further explanation of Workforce Innovation and Opportunity Act eligibility.

II. Key Terms

- Various terminology utilized in RFP is included for reference in Section II.



III. Local Partners in WIOA Youth Services

- **The MassHire Bristol Workforce Board** - The MHBWB members are appointed by the Mayor of Fall River as the local chief elected official (CEO) to form the Workforce Board as required under WIOA. The MHBWB will provide policy and oversight for all WIOA activities.
- **City of Fall River** – Fall River serves as the grant recipient and administrative agency for all funds flowing to our area for workforce development sponsored activities.
- **MassHire Bristol Career Centers** - Our Career Centers perform several important tasks, including Outreach and recruitment services, Eligibility determination and assessment and the initiation of the Individual Service Strategies.

IV. Scope of Work – Location of Services

- Primary program services must be provided in one or more of the communities within the Local Workforce Board Area (LWBA).
- Please note that there are three communities within the MassHire Bristol Workforce Board Area. These are the Greater Fall River area, the Greater Attleboro area and the Greater Taunton area.
- Proposers may propose to serve youth in one, two or all three of these communities. The MHBWB prefers program service provision within one or more of the MassHire Bristol Workforce Board Area's three cities (Attleboro, Fall River, and Taunton).

IV. Scope of Work – Location of Services

- Services provided to youth from a community must take place within that community. As a result, if you propose to serve youth in each of the three communities in the LWBA (greater Fall River, Taunton and Attleboro), there must be a service location in each of the three communities.
- Please note that this RFP seeks in-person services for out-of-school youth and proposals shall be written for in-person programming. However, this does not preclude proposals from including virtual service provision within the program design. Please note that access to technology can be challenging for the target population. This factor must be considered if any proposed virtual services will be provided remotely.

IV. Scope of Work

- **Number of Youth to Be Served:** Please note the number of new youth enrollments your program will serve. The MHBWB does not prescribe a minimum or maximum number of youth to be served in this RFP.
- **Characteristics of Youth:** All youth must meet WIOA characteristics as set forth in Attachment A. Proposers must serve entirely out-of-school youth.
- **Outreach and Recruitment:** It is anticipated that some out-of-school youth will be identified and referred by the MassHire Bristol Career Centers and potentially other contracted organizations. However, as recruitment of participants is critical to ultimate program success, proposers must include any methods that will be utilized to recruit WIOA eligible youth.

IV. Scope of Work – Overview of Program

Proposed services shall include the provision of WIOA required Youth Elements as defined in Section IV. The MHBWB has established two program model options. Neither model requires all youth elements to be provided. However, each has mandatory elements that must be provided.

IV. Scope of Work – Overview of Program

Program Model I

Model I places a focus on achievement of High School Equivalency through attainment of the HiSET or GED. There is no restriction on the number of Youth Elements that can be provided under this model but the following are mandatory:

- Tutoring, Study Skills Training, Instruction, and Dropout Prevention
- Paid and Unpaid Work Experience
- Comprehensive Guidance and Counseling
- Support Services

IV. Scope of Work – Overview of Program

Model I Mandatory Elements

Tutoring, study skills training and instruction: A youth who is basic skills deficient must be provided academic services to assist in skill gains. All programs must directly provide academic services to assist in skill gains for basic skills deficient youth who have a high school diploma, or HiSET or GED preparation for those without a high school diploma. Proposers must show how basic skills deficient youth participating in the program will achieve outcomes as identified in Attachment B.

WIOA requires a Local Workforce Development Area to devote at least 20 percent of its Title I Youth funds for **paid and unpaid work experiences** which may include; summer employment opportunities that are directly linked to academic and occupational learning; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. While proposers are not required to devote a specific amount of funds on paid and unpaid work experience, it is a mandatory element that must be included within your proposal.

Retention of at-risk youth in programs is often challenging within out-of-school youth programming. As a result, each program must include **comprehensive guidance and counseling** as part of program design.

In order to promote program retention, assist youth in participating in occupational skills activities and transitioning to work experience and employment opportunities, programs must describe a strategy for directly providing and connecting youth to appropriate **support services**.

IV. Scope of Work – Overview of Program

Program Model II

Model II places a focus on attainment of occupational skills within regional priority and critical industry clusters with favorable consideration for programs that lead to an industry recognized credential. There is no restriction on the number of Youth Elements that can be provided under this model but the following are mandatory:

- Occupational Training
- Tutoring, study skills training and instruction
- Paid and unpaid work experiences
- Support services.
- Financial Literacy Education

IV. Scope of Work – Overview of Program

Model II Mandatory Elements

Occupational Training must be provided within this model to include short-term employment focused skills training. This can be delivered with either a cohort based or open enrollment delivery process and should include career exploration as part of the design. Please see below for a more detailed local definition of the Occupational Training Youth Element.

Tutoring, study skills training and instruction: A youth who is basic skills deficient must be provided academic services to assist in skill gains. For basic skills deficient youth In Model II, preference is given to proposals that provide basic skills instruction contextualized to the industry focus of the program's occupational training component.

WIOA requires a Local Workforce Development Area to devote at least 20 percent of its Title I Youth funds for **paid and unpaid** work experiences which may include; summer employment opportunities that are directly linked to academic and occupational learning; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. While proposers are not required to devote a specific amount of funds on paid and unpaid work experience, it is a mandatory element that must be included within your proposal.

In order to promote program retention, assist youth in participating in occupational skills activities and transitioning to work experience and employment opportunities, programs must describe a strategy for directly providing and connecting youth to appropriate **support services**.

Recognizing the lack of financial literacy among many in the target population, provision of **Financial Literacy Education** is required. This element is of particular importance to youth participants that are on a track to completing occupational skills training and transitioning to employment.

IV. Scope of Services

- Strategic collaboration among service providers and employers is strongly recommended. Strong, effective connections among youth providers are essential in the creation of a system that can effectively assist youth to become highly skilled and employable.
- Proposers must demonstrate commitment to this principle by developing a partnership with at least one organization that will enhance support and/or services that youth receive. **A letter of support or memorandum of understanding (MOU) from the partnering organization(s) must be included with the proposal.**

IV. Scope of Services – Youth Elements

Proposers shall define which elements they will provide and how each will be provided. Provision of Youth Elements beyond the mandatory elements is viewed favorably in program rating.

Please note that the Youth follow-up services element is not being procured as part of this Request for Proposal.

IV. Scope of Services – Youth Elements

- [Tutoring, Study Skills Training, Instruction, and Dropout Prevention](#) activities that lead to completion of a high school diploma or recognized equivalent
- [Alternative Secondary School and Dropout Recovery Services](#) assist youth who have struggled in traditional secondary education or who have dropped out of school
- [Paid and Unpaid Work Experience](#) is a structured learning experience in a workplace and provides opportunities for career exploration and skill development
- [Occupational Skills Training](#) is an organized program of study that provides specific skills and leads to proficiency in an occupational field
- [Education Offered Concurrently with Workforce Preparation](#) is an integrated education and training model combining workforce preparation, basic academic skills, and occupational skills
- [Leadership Development Opportunities](#) encourage responsibility, confidence, employability, self-determination, and other positive social behaviors
- [Supportive Services](#) enable an individual to participate in WIOA activities

IV. Scope of Services – Youth Elements

- [Adult Mentoring](#) is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement
- [Follow-up Services](#) are provided following program exit to help ensure youth succeed in employment or education
- [Comprehensive Guidance and Counseling](#) provides individualized counseling to participants, including drug/alcohol and mental health counseling
- [Financial Literacy Education](#) provides youth with the knowledge and skills they need to achieve long-term financial stability
- [Entrepreneurial Skills Training](#) provides the basics of starting and operating a small business and develops entrepreneurial skills
- [Services that Provide Labor Market Information](#) offer employment and labor market information about in-demand industry sectors or occupations
- [Postsecondary Preparation and Transition Activities](#) help youth prepare for and transition to postsecondary education and training

IV. Scope of Services

- **Proposer Qualifications:** Proposers must cite any relevant experience operating programs on behalf of the MHBWB, operating similar programs serving youth, and/or any other relevant qualifications. If program staff have already been identified, please attach resumes to the Proposal Specification Form. If program staff have not yet been identified, please submit job descriptions for the proposed program staff.
- **Services, Goals and Performance Standards:** Proposals must clearly define the goals and objectives of the program and how this will be measured. MHBWB is a performance driven organization. Therefore, all contractors must develop and meet performance standards (initial and completion outcomes).
- Attachment B defines the current performance standards required by the MHBWB. The standards listed in Attachment B are the minimum performance measures that can be proposed.

V. Minimum Program Requirements

- Characteristics of Youth
- Location of Services
- Youth Elements
- Scope of Work

VI. Who May Apply

- Community-based organizations, public or private agencies, public school systems, community or state colleges, governmental units, labor groups, private businesses and employers, proprietary schools, and other qualified educational and training institutions who have demonstrated successful performance in serving youth, especially low-income youth, are encouraged to apply.
- Facilities providing services shall be accessible to persons with disabilities, and programs selected for funding must operate in full compliance with the Americans with Disabilities Act (ADA)
- Applicants may subcontract with sub-groups(s) to provide the specific services they propose to offer in their overall proposal. All subcontracting arrangements must be articulated in detail in the proposal and be included in the proposed budget.

VII. Funds Available

- It is estimated that there will be approximately \$330,000 awarded through this RFP for services to out-of-school youth throughout the region over the entirety of Fiscal Year 2024. However, this is an estimate only. It is possible that final budget information may cause variation from these estimates.
- The MHBWB has elected to place a cap on the cost per proposal under this RFP. Please note that the cost per proposal for youth cannot exceed \$110,000 per community.

VIII. Proposal Submission

Proposal Specification Form:

Proposers shall submit a clearly marked original and six (6) copies of the Proposal Specification Form, excluding any cost information. These forms must be submitted in a separate envelope (labeled RFP #23-08 Technical Proposal) from the Budget Form and Budget Narrative.

Budget and Budget Narrative:

Proposers shall also submit an original and six (6) copies of all completed Budget Forms and Budget Narratives. The Budget Forms and Budget Narrative shall be submitted in a separate envelope (labeled RFP #23-08 Price Proposal) from the Proposal Specification Form.

VIII. Proposal Submission

Audited Financial Statement:

Proposers must present evidence of financial solvency by including **one** complete copy of their most recent independent audited financial statement with the proposal submission. Please include the audit in your budget packet.

The Proposal Specification Form shall be signed by the individual who can legally bind the proposer in contracts. The signed Proposal Specification Form shall constitute a firm offer by the proposer to conduct programming as proposed and an agreement to comply with BCTC's Terms and Conditions (available from Thomas Perreira at the address/phone number listed in section XI).

VIII. Proposal Submission

The City of Fall River Purchasing Department has defined this RFP as #23-08. Write RFP #23-08 on the envelopes you submit.

PROPOSAL SUBMISSION DEADLINE:

Sealed proposals must be received no later than **2:00pm, May 10, 2023** at the office of the Purchasing Agent, One Government Center, Room 324, Fall River, MA 02722.

Responses may be hand-delivered or mailed to the Purchasing Department,
Monday thru Thursday: 8:00am – 4:00pm Friday: 8:00am – 3:00pm
Price and Technical proposal must be submitted in **separate** sealed envelopes and clearly marked: RFP #23-08 Price Proposal and RFP #23-08 Technical Proposal

Proposals received after the submission deadline will be refused, and therefore **not** considered for funding. Because this is a sealed bid process, faxed or emailed proposals are **not** acceptable.

IX. Contract Information

- Selected bidders will enter into a cost reimbursement contract. All contracts will be executed with the City of Fall River on behalf of the MHBWB.
- Proposals should reflect costs and program outcomes for the period covering July 1, 2023 through June 30, 2024. No expenditures may extend beyond June 30, 2024. Please write your proposal for a service delivery period of 12 months.
- the MHBWB is reserving the option of funding proposals for up to two (2) years of activities based on availability of funding.

X. Bid Protests../Appeals

- Any potential or actual proposer objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract or any other matter relating to the process of soliciting the proposals.
- In addition, any organization proposing under this RFP has the right to file an appeal.

XI. Inquiries

Questions regarding the submission of the Request for Proposal must be addressed to:

Thomas Perreira, Executive Director

MassHire Bristol Workforce Board

One Government Center, 5th Floor

Fall River, MA 02722

(508) 675-1165 ext 114

tperreira@masshirebristol.org

Attachments

- A) Eligibility Guidelines for Workforce Innovation and Opportunity Act Out-of-School Youth
- B) Youth Performance Measures
- C) Resource Materials
- D) Critical and Emerging Industry Clusters
- E) Evaluation Criteria

Proposal Specification Form

In order to facilitate proposal review, all proposers are required to use the Proposal Specification Form and are required to supply all requested, applicable information.

The Proposal Specification Form “Assurances, Certifications, Terms & Conditions” must be signed by the individual who can legally bind the proposer in contracts. The signed “Assurances, Certifications, Terms & Conditions” shall constitute a firm offer by the proposer to conduct programming as proposed and an agreement to comply with BCTC’s Terms and Conditions (available from Thomas Perreira, at (508) 675-1165).

Required City of Fall River documents (Certificate of Non-Collusion and City of Fall River AB Form must also be signed by the individual who can legally bind the proposer in contracts. For incorporated entities, please also include the attached Clerk’s Certificate.

Budget and Budget Narrative

- Budget Detail in Excel Format with multiple tabs and formulas
- If you wish to overwrite formulas, you may unprotect sheets (no password required)
- Budget Narrative in Word Format
- Overhead Rate
- Profit Fee or Percentage
- No minimum match requirement but match viewed favorably in budget rating

Wrap Up

