

MassHire Bristol Workforce Board  
FY' 24 Out-of-School Youth  
Request for Proposals  
Bidders Conference

In Attendance: Debra Gomes, Maria Ferreira-Bedard, Megan Stirk, Susan Wolfson, Tom Aubin, Andrew Motta, A. Burgos, JoAnne Bernier, Peter Daley, Mimi Larrivee, High Impact Partnering

Staff: Thomas Perreira, Maria Frazier, Nick Church

I. Mr. Perreira welcomed everyone and noted that this bidders conference is for anyone looking to propose services for WIOA eligible out-of-school youth (OOS) ages 16-24 who are not attending school at the present time. He noted that if anyone has any questions during the conference, they can type them in chat or ask them verbally. Any questions asked after the bidders conference must be in writing and sent to Mr. Perreira.

II. Various terminology utilized in the RFP is included for reference in Section II, Key Terms.

III. The WIOA local partners are the MassHire Bristol Workforce Board (MHBWB), City of Fall River and the MH Bristol Career Centers. These entities work together with service providers to build a comprehensive, integrated youth delivery system. The MHBWB selects the youth service providers, the City is the grant recipient and the career center provides outreach, recruitment and determine eligibility.

IV. Primary program services must be provided in one or more of the communities (Fall River, Taunton or Attleboro) within the local workforce area. Proposers may serve youth in one, two or all three communities. If proposal is to serve youth in each of the three communities, there must be a service location in each of the three communities. This RFP is for in-person services and proposals should be written for in-person programming. This does not preclude proposals from including virtual service provision within the program design. Mr. Perreira noted that access to technology can be challenging for the target population, so it must be considered if any virtual services will be provided. The MHBWB does not prescribe a minimum or maximum number of youth to be served, but proposer needs to note the number of new youth enrollments the program will serve. Recruitment of participants is critical to ultimate program success, so proposers must include any methods that will be utilized to recruit WIOA eligible youth. The MHBWB has established two program model options. Neither model requires all youth elements, but each has mandatory elements. Model 1 places focus on achievement of high school equivalency by attaining the HiSET or GED. This model has

four mandatory youth elements. Model 2 places focus on attainment of occupational skills within regional priority and critical industry clusters. Favorable consideration will be given to programs that lead to industry recognized credential. Mr. Perreira noted that if the program proposed is outside of the priority/critical industry cluster, proposer must include labor market justification. This model has five mandatory youth elements. Though both models have mandatory youth elements, neither model has restrictions on the number of elements that can be provided. One youth element, follow-up services, is not being procured in this RFP. Descriptions of the elements is provided in the RFP.

Collaboration among service providers and employers is strongly recommended. Proposers must demonstrate commitment by developing a partnership with at least one organization. A letter of support or memorandum of understanding (MOU) from the partnering organization(s) must be included with the proposal.

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 has been identified, resumes must be attached to the Specification Form. If staff has not been identified, job descriptions must be attached. Proposals must clearly define the goals and objectives of the program and how this will be measured. Attachment B defines the current performance standards required by the MHBWB. Standards listed in Attachment B are the minimum performance measures that can be proposed.

**V.** Proposed services must meet minimum program requirements listed in the RFP to be considered for funding.

**VI.** A description of who is eligible to apply is listed in the RFP. Facilities providing services must be in full compliance with the American with Disabilities Act (ADA). Proposers may subcontract to provide specific services offered in their proposal. All subcontracting arrangements must be articulated in detail in the proposal and be included in the budget.

**VII.** It is estimated that there will be approximately \$330,000 awarded through this RFP for FY' 24, but final budget information may cause variation from these estimates. The MHBWB has placed a cap on proposals, not to exceed \$110,000 per community.

**VIII.** Proposers are advised to read the submission requirements carefully, and to be considered for funding, proposers must adhere to the submission requirements. The Technical Proposal and the Price Proposal must be in separate envelopes and labeled (RFP #23-08 Technical Proposal and RFP #23-08 Price Proposal). Proposers must provide one complete copy of their most recent audited financial statement in the budget envelope. The submission deadline and the delivery destination are listed in the RFP. Proposals received after the submission deadline will be refused and not considered for funding. Faxed or emailed proposals will **not** be accepted.

**IX.** Selected bidders will enter into a cost reimbursement contract. Program period will cover 7/1/2023 through 6/30/2024. No expenditures may extend beyond 6/30/2024. The MHBWB reserves the option of funding proposals for up to two (2) years of activities based on

availability of funding. However, proposals must be written for a service delivery period of 12 months.

**X.** Appeal and bid protest procedures are noted in the RFP.

**XI.** All questions regarding the RFP must be in writing and addressed to Thomas Perreira. Contact information is listed in the RFP. All proposers are required to use the Proposal Specification Form and supply all requested information. In filling out the budget, please note there are multiple tabs in the excel budget. If you wish to overwrite the formulas, you may unprotect the sheets (no password is required).

Mr. Perreira reviewed the attachments and Proposal Specification Forms and Budget Forms. Attachment A includes WIOA Youth eligibility criteria. Attachment B represents the minimum performance requirements that can be proposed. He noted Attachment E included review criteria that will be used to rate proposals. Within the budget, Mr. Perreira noted that there was no match requirements but that any proposal that includes leveraged resources and/or in-kind contributions is given a budget rating preference. Also, if a program wishes to include an indirect or overhead rate, it must be justified with an appropriate rationale. For example, if the proposer has an approved indirect rate with an appropriate agency that could be an acceptable rationale.

There were no questions asked during the bidders conference.