

MassHire Bristol Workforce Board  
One Stop Career Center Operator Services RFP  
Bidders' Conference  
February 19, 2025 – 2:30 pm  
ZOOM

In Attendance: Holly Hill-Batista, Sally Pais, Melissa Rodgers, Christina Ortego, Susan Turner, Dr. Jessica Anduiza, Diane Nadeau, Abigail Gibbs-Holland

Staff: Thomas Perreira, Maria Frazier, Nick Church

Mr. Perreira informed everyone that this bidder's conference is to procure One Stop Career Center Operator Services for the Bristol Workforce Development Area. He noted that minutes and any questions asked today will be posted on the MHBWB website along with any other questions submitted after today. All questions submitted after the conference must be in writing to: Thomas Perreira at [tperreira@masshirebristol.org](mailto:tperreira@masshirebristol.org)

He noted that the One Stop Career Center brings together a wide variety of Federal, State, and local program partners to assist job seekers and employers under one roof. The MHBWB seeks grant funding from non-WIOA sources and the successful proposer is required to collaborate with these grants as needed. Mr. Perreira noted that services must be located within the Bristol Workforce Development Area. He noted that at minimum, the MH Bristol WB (MHBWB) is seeking the following number of One Stop Career Center within the Bristol Workforce Development Area:

One comprehensive career center located in Fall River and Taunton, and one affiliate or satellite career center located in Attleboro. While a proposal with minimum location requirements will be considered for funding, the MHBWB will give preference to proposals that include: In addition to comprehensive centers in Fall River and Taunton, One (1) affiliate One Stop Center in Fall River that serves WIOA eligible youth as well as other at-risk youth participating in potential non-WIOA funded grants, and one (1) comprehensive One Stop Center located in Attleboro instead of an affiliate or satellite center. Mr. Perreira noted that currently there are two comprehensive career centers, one satellite career center and one youth career center located in the Bristol Workforce area. Proposers may propose to use the existing locations or propose to operate at one or more different locations.

Mr. Perreira noted that the operation period will be July 1, 2025 through June 30, 2026, but reserves the right to renew the contract for up to three additional years. He noted that bidding is open to a wide variety of organizations with some exceptions like elementary schools and secondary schools. He noted that the career center operator must meet certain operating standards and provide certain services listed in the RFP.

The Career Center operator shall provide certain youth services. Mr. Perreira noted there are 14 youth elements that must be available to eligible youth. He noted that of the 14 youth elements, the career center operator is responsible for providing one of them: Youth Follow-up Services. The operator must also provide WIOA Youth Framework Services includes the following components: Objective Assessment, Development of

Individual Employment Plans, WIOA Enrollment, Case Management and Record Keeping. He noted that youth follow-up services must be provided for a minimum of 12 months after a youth exits WIOA services and are designed to provide continued assistance to youth. The Career center provider will also offer integrated services (listed in RFP) to employers to support economic and workforce development efforts. Mr. Perreira noted that all employers are different and that services should be tailored to meet their individual needs.

Mr. Perreira noted that it is important to read the submission instructions in "Submission of Proposals, II.A carefully to ensure that all requirements are met. He noted that mistakes made in the submission of a proposal could lead to having the proposal disqualified. He noted that instructions for submitting proposals are included in the RFP. The RFP is #25-10 and must be written on all envelopes submitted. The date, time and where to mail or deliver your proposal is listed in the RFP. The tentative schedule of procurement activities is also listed in the RFP. Also, all questions asked outside of this bidders' conference must be submitted in writing to Thomas Perreira (listed in RFP). All questions and answers during or received after the bidders' conference will be posted on the MHBWB website (listed in RFP). Any questions after the bidders' conference must be submitted in writing no later than April 10, 2025 by 4:30 pm (ET).

Mr. Perreira noted that the estimated funds available for FY' 26 is \$1,840,000. An explanation of estimate of funds available for contracting is listed in the RFP. Mr. Perreira noted that if there is a new career center operator, there might be transition and close-out costs.

Mr. Perreira noted that the proposals are evaluated by a review committee who will give their recommendations to the MHBWB executive committee and then it will go before the full board for final approval and selection.

Mr. Perreira reviewed the format requirements which are described in detail within the RFP. Mr. Perreira reviewed the appendices that are required to be submitted and attachments included in the RFP.

There were no questions asked during the bidders' conference.