

MassHire Bristol Workforce Board
FY' 25-26 Out of School Youth RFP
Bidders Conference
September 20, 2024 – 10:00 am
ZOOM

In Attendance: Paul Cloutier, Peter Daley, Milissa Langham, Maria Ferreira-Bedard, Mimi Larivee, M. Kelton

Staff: Thomas Perreira, Maria Frazier, Nick Church

Mr. Perreira welcomed everyone and noted that he will be reviewing pertinent sections of the youth RFP. He noted that any questions during the conference can be asked in chat or verbally. Any questions asked after the conference must be in an email and sent to Mr. Perreira. He also noted that any questions received will be posted on our website at: www.MassHireBristolWB.org

I. This RFP is soliciting services for WIOA eligible out-of-school youth, ages 16-24 who are not attending school at the present time.

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

III. The WIOA local partners are the MassHire Bristol Workforce Board (MHBWB), City of Fall River and the MH Bristol Career Centers. They work together with service providers to build an integrated youth delivery system. It was noted that the Career Centers were responsible for determining eligibility for WIOA services.

IV. Primary program services must be provided in one or more of the communities within the local workforce area (Fall River, Taunton, Attleboro). Proposers can propose to serve youth in one, two or all three of these communities. If proposal is to serve youth in all three communities, there must be a service location in each of the three communities. A proposer may include multiple service locations in one proposal or may submit separate proposals for each community served. This RFP seeks in-person services. However, this does not preclude proposals from including virtual service provisions in the program design. Mr. Perreira noted that access to technology can be challenging for the targeted population, so it must be considered if any virtual services will be provided.

Proposers must note the number of youth enrollments the program will serve, but the MHBWB does not prescribe a minimum or maximum number of youth to be served. Some

youth will be referred by the MassHire Career Centers, However, proposers must include any methods that will be utilized to recruit eligible youth.

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. Model 1 places focus on achievement of high school equivalency through attainment of the HiSET or GED. Model 1 has four mandatory youth elements. Model 2 focuses on attainment of occupational skills within regional priority and critical industry clusters, with favorable consideration for programs that lead to industry recognized credential. This model has five mandatory youth elements. Neither model has restrictions on the number of maximum elements that can be provided. Proposals that provide more elements than the minimum requirements will receive favorable consideration in their proposal rating. One youth element, follow-up services, is not being procured in this RFP.

Collaboration among service providers and employers is strongly recommended. Proposers must demonstrate commitment to this principle by developing a partnership with at least one organization. A letter of support or 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, similar programs serving youth, and/or any other relevant qualifications. If staff have been identified, resumes must be attached to the Specification Form, or submit job descriptions if staff have not been identified yet. Proposals must clearly define goals and objectives of the program and how this will be measured. Attachment B defines the current performance standards and 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 list of who is eligible to apply is available in the RFP. Facilities providing services shall be accessible to persons with disabilities, and be in full compliance with the Americans with Disabilities Act (ADA). Applicants may subcontract, and all subcontracting arrangements must be articulated in the proposal and be included in the budget.

VII. It is estimated that there will be approximately \$360,000 awarded through this RFP for FY' 25-26. Final budget information may cause variation from these estimates. The MHBWB has placed a cap on proposals, not to exceed \$120,000 per community. A proposal with service locations in three communities may propose up to \$360,000.

VIII. Proposers are advised to read the submission requirements carefully and must adhere to the submission requirements. The Technical Proposal and the Price Proposal must be submitted in separate envelopes and each labeled RFP #25-06 Technical Proposal, and RFP #25-06 Price Proposal. Each envelope will include 1 original and 5 copies. Proposers must submit one complete copy of their most recent audited financial statement, included with their budget. The Specification Form must be signed by the individual who can legally bind the proposer in contracts. 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. The program period will cover 1/1/2025 through 12/31/2025. No expenditures will extend beyond 12/31/2025. Proposals must be written for a 12 month period of service, but the MHBWB reserves the option of funding proposals for up to 2 years based on availability of funding.

X. All questions regarding the RFP must be through email and addressed to Thomas Perreira. Contact information is listed in the RFP. Mr. Perreira reviewed the attachments in the RFP.

Attachment A - Eligibility guidelines for WIOA out-of-school youth

Attachment B - Youth Performance Measures. These have been approved by the state.

Attachment C - Resource Materials. These are websites that proposers can reference.

Attachment D - Critical & Emerging Industry Clusters.

Attachment E - Evaluation Criteria. This does not have to be filled out. This is the form used to review the proposals and is only for reference.

All proposers are required to use the Proposal Specification Form and are required to supply all requested, applicable information. The Budget is in excel format with multiple tabs and formulas. If you wish to overwrite the formulas, you may unprotect the sheets. No password is required.

Question: If the program is run out of Taunton, but one of the youth is from Fall River, do we need to have a location in Fall River too?

Answer: A youth from outside of your proposed service location area can attend if they have transportation and can get to the service location. In this case, you would not need to have a separate location. However, if you have only one service location, you must adhere to the budget cap of \$120,000.

Question: Can you partner with someone to run a program?

Answer: The proposer is allowed to partner with another organization, but one of them must be the lead. Proposers are also allowed to subcontract but the subcontracted arrangement must be clearly described in the proposal and included in the budget.

Question: Can you serve a youth even if the youth has already graduated from high school?

Answer: If they meet the eligibility requirements for out-of-school youth, a youth that has graduated could potentially be served. Mr. Perreira noted that 'Attachment A' in the RFP explains any additional requirements for a high school graduate.

Question: Since this program will run from 1/1/2025 to 12/31/2025, will there be a Youth RFP issued in the spring of 2025 as usual?

Answer: While there is no guarantee of an RFP issued in the spring of 2025, it is the Board's expectation that an RFP for FY'26 WIOA Youth Services will be issued in the spring if WIOA allocations are authorized and not substantially reduced.

Question: Is there a cutoff date for questions on the RFP?

Answer: No. Questions can be submitted up until the date of submission.

Question: What do you mean by 'match'?

Answer: A 'match' is a contribution of cash or in-kind services that is provided to the program from sources other than the WIOA grant award. It's not required, but is favorably considered in budget rating.

Question: If we have a question, can we contact you or Nick Church?

Answer: All questions must be directed to Tom Perreia in writing.