

MassHire Bristol Workforce Board
FY' 26 School to Career Connecting Activities
Request for Proposals

Bidders Conference - December 5, 2025, 11:00m am

In Attendance: Sean Marshall (NEIT)

Staff: Thomas Perreira, Maria Frazier, Nick Church

Mr. Perreira welcomed those in attendance, noting that he will be reviewing pertinent sections of the youth RFP. He noted that any questions during the conference can be typed in chat or asked verbally. Any questions asked after the conference must be in an email and sent to Mr. Perreira. The minutes along with any questions will be available on the MHBWB website or upon request.

I. This RFP is seeking proposals to provide School to Career Connecting Activities to in-school youth in the greater Taunton and Attleboro areas. The grant is intended to enhance support for high schools and students in career immersion learning opportunities for career readiness. Mr. Perreira reviewed some of the priorities of the program listed on page 2 of the RFP.

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

III. The WIOA local partners are the MassHire Bristol Workforce Board (MHBWB), City of Fall River and the MassHire Bristol Career Centers. These three agencies work together with service providers to build an integrated youth delivery system.

IV. The service period for this procurement is January 1, 2026 through June 30, 2026. Primary program services must be provided in one or more of the communities within the local workforce development area (Taunton, Attleboro). Proposers can propose to serve youth in either one or both communities. A list of schools eligible in the Taunton and Attleboro areas is list on page 4 of the RFP. This RFP seeks primarily 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 unduplicated youth enrollments the program will serve, but the MHBWB does not prescribe a minimum or maximum number of youth to be served. Whether a participant receives one, or multiple services, that youth should be counted as one unduplicated enrollee. However, in compiling number of youth per per

service component, participants should be counted in every service component they will receive. Recruitment of participants is crucial to program success. Proposers must include any methods utilized to work with proposed partner school to recruit students. Proposed services shall support high school students to engage in career immersion learning for career readiness. These include the activities that fall within the allowable components is listed on page 5 of the RFP.

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 A is the current performance targets the MHBWB has established for January 1, 2026 to June 30, 2026 and are meant as guidelines only. Proposers should include performance numbers they will achieve based on proposed activities.

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 \$75,000 awarded through this RFP for FY' 26. The MHBWB has placed a cap on the cost per proposal and per community. The cost per proposal cannot exceed \$32,500 for the Taunton area and \$42,500 for the Attleboro area. If proposing to serve both communities, the maximum proposed amount is \$75,000. If you are proposing to serve one community, you must adhere to the budget caps for the respective community.

VIII. Proposers are advised to read the submission requirements carefully and must adhere to the submission requirements. Proposals must be submitted to the City of Fall River Purchasing Department at the address listed in the RFP. Mr. Perreira noted that there is more than one proposal due on the date/time of this RFP. As a result, Mr. Perreira urged proposers to not deliver at the last minute as there may be multiple proposers at the counter leading up to the deadline. Whether the proposer mails or hand delivers their hard copies, the proposals must be received by the date/time listed in the RFP to be considered.

The Proposal Specification Form must be in a separate envelope labeled RFP #26-06 Technical Proposal. Each envelope will include 1 original and 2 copies. The Budget Forms and Budget Narrative with one original and 2 copies shall be submitted in a separate envelope labeled RFP #26-06. 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 1/1/2026 through 6/30/2026. Proposals must be written for a 6 month period of service, but the MHBWB reserves the option of funding proposals for up to 1 additional year based on availability of funding.

X. Bid protests and appeal procedures are noted in the RFP. Any organization proposing under this RFP has the right to file an appeal.

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

Mr. Perreira reviewed the RFP attachments

Attachment A - includes current Performance Measures

Attachment B - includes additional Resource Materials that may assist in development of a program plan

Attachment C - Evaluation Criteria. This does not have to be filled out. This is the form that includes the rating criteria that will be used to evaluate 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. Please be sure to clearly explain your budget line items in the budget narrative form.

There were no questions during or after the bidders conference.