

**MASSHIRE BRISTOL WORKFORCE BOARD**

**WORKFORCE INNOVATION  
and  
OPPORTUNITY ACT  
(WIOA)**

**OUT-OF-SCHOOL YOUTH SERVICES**

**FISCAL YEAR 2025-2026**

**REQUEST FOR PROPOSALS**

**RFP # 25-06**

**MASSHIRE BRISTOL WORKFORCE BOARD - FY 2025-2026  
REQUEST FOR  
OUT-OF-SCHOOL YOUTH SERVICES  
WORKFORCE INNOVATION and OPPORTUNITY ACT**

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## 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 Workforce Innovation and Opportunity Act places emphasis on serving youth within a year-round comprehensive workforce development system.

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 fourteen elements must be present in any single program:

The full list of the 14 program elements under WIOA section 129(c)(2) includes the following:

1. Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies
2. Alternative secondary school services, as appropriate
3. 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
4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupation in the local area involved
5. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
6. Leadership development opportunities, which may include community service and peer centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate
7. Supportive services
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
9. Follow up services for not less than 12 months after the completion of participation, as appropriate
10. Financial literacy education
11. Entrepreneurial skills training
12. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
13. Activities that help youth prepare for and transition to postsecondary education and training
14. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster

**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

MHBWB:	MassHire Bristol Workforce Board
Basic Skills:	Defined by MHBWB as reading, writing and math skills
BCTC:	Bristol County Training Consortium, the Career Center Operator and Fiscal Agent for the MHBWB
Career Centers:	Bristol County Training Consortium, the Department of Career Services and other partners offer one-stop services at our three MassHire Bristol Career Centers, located at 446 N. Main Street in Fall River, 72 School Street, Taunton and 11 Field Road in Attleboro. Any reference to Career Centers may also include the YouthConnection office located at 139 S. Main St. in Fall River.
DCS:	Department of Career Services
GED:	General Education Development
HiSET:	High School Equivalency Test
LWDA:	Local Workforce Development Area: Includes the communities of Attleboro, Berkley, Dighton, Fall River, Mansfield, North Attleboro, Norton, Raynham, Rehoboth, Seekonk, Somerset, Swansea, Taunton, and Westport.
OSY:	Out of School Youth, ages 16 through 24, not enrolled in any school or alternative school
RFP:	Request for Proposals
WB:	Workforce Board
WIOA:	Workforce Innovation and Opportunity Act
Youth:	Workforce Innovation and Opportunity Act eligible youth

## III. LOCAL PARTNERS IN WIOA YOUTH SERVICES

1. **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. The MHBWB works with the CEO to:

- a. Develop a Plan that includes a description of how services, including those to youth, will be delivered in our region
- b. Select youth service providers
- c. Coordinate youth activities
- d. Conduct oversight and evaluation of program activities of funded youth service providers

2. **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. As such, the City oversees all procurement, contracting, and fund management responsibilities, ensuring that MHBWB policies are implemented through programs meeting administrative and financial regulations.

3. **MassHire Bristol Career Centers** - Our Career Centers perform several important tasks for youth, including the following:

- a. Outreach and recruitment services take place at the Career Centers. In addition, we utilize area youth serving agencies and funded subcontractors for outreach and intake purposes where needed.
- b. Eligibility determination is performed by Career Center staff to determine income status and need as required by the Workforce Innovation and Opportunity Act.
- c. Career Center staff performs assessment and the initiation of the Individual Service Strategies. The resultant documents provide youth with the tools to make decisions about service options. In addition, we utilize funded subcontractors for assistance in ensuring the Individual Service Strategies are up to date and complete. All youth vendors will be expected to cooperate with the Career Centers in meeting this vital legal requirement of data validation and Individual Service Strategy completion.
- d. The Career Center staff refers youth to providers based upon the above steps.

These entities work together in close cooperation with service providers selected through the MHBWB to build a comprehensive, integrated youth delivery system.

#### IV. SCOPE OF WORK

To be considered, the RFP response must contain the information listed below, submitted on the corresponding section of the Proposal Specification Form.

**Location of Services:** Primary program services must be provided in one or more of the communities within the Local Workforce Development Area (LWDA). A complete list of cities and towns within the LWDA is included in Section II., Key Terms, under LWDA. Please note that there are three communities within the MassHire Bristol Workforce Development 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 Development Area's three cities (Attleboro, Fall River, and Taunton).

If a proposer wishes to propose services for more than one community in the LWDA, proposer may choose to submit separate proposals for each community or one proposal for multiple communities. However, due to significant transportation barriers and other issues that often prevent youth from attending education and training activities far from their city or town, 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 LWDA (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. All in-person programming must be able to support and adhere to current Massachusetts COVID-19 Guidance and Directives (see <https://www.mass.gov/info-details/covid-19-public-health-guidance-and-directives>).

Please note that the MHBWB may elect to split awards based on geographic distribution and funding factors. For example, if a proposer proposes to serve youth in two communities within the LWDA, the MHBWB may elect to award the proposer a contract for only one of the communities.

**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. The MHBWB reserves the right to negotiate final contracted enrollment numbers.

Proposers shall specify the number of youth they propose to serve in the appropriate section of the specification form. Please do not provide a range of youth to be served. Please enter the **exact number** of youth you propose to serve. In determining the number of youth served, please keep in mind that cost effectiveness will be an important consideration in the award decision.

**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 beyond accepting referrals from the MassHire Bristol Career Centers. Proposed recruitment plans shall be designed to achieve the proposed targeted enrollment numbers as early as possible in the program cycle. Please note that for all youth recruited, Career Center staff will be responsible for eligibility determination, assessment, the initiation of an Individual Service Strategy, and referral to programs. It is expected that WIOA service providers work collaboratively with the Career Center to complete eligibility on youth they refer.

**Overview of program and service strategy:** 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.

### **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 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**.

More detailed descriptions of all WIOA Youth Elements are provided below.

### **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** 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.

More detailed descriptions of all WIOA Youth Elements are provided below.

For both Models I and II, 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. Collaborations among stakeholders who serve youth can be an important means to leverage additional resources for youth service provision. Such partners may include, but are not necessarily limited to Government agencies such as the MassHire Career Centers, Department of Youth Services and Department of Transitional Assistance, employers, School to Career Partnerships, Community-Based Organizations, social service organizations and others. 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.** The support letter or MOU must clearly define how the partnership will strengthen services to participating youth.

**WIOA Elements:** Proposers must provide WIOA youth elements cited in Section I. of this RFP.



At a minimum, the proposed program must provide the following four elements for Model I: 1) Tutoring, study skills training, and instruction, 2) Paid and unpaid work experiences, 3) Comprehensive guidance and counseling, 4) Supportive Services. The remaining nine elements are optional\*.

At a minimum, the proposed program must provide the following five elements for Model II: 1) Occupational Training, 2) Tutoring, study skills training and instruction, 3) Paid and unpaid work experience, 4) Supportive Services, 5) Financial Literacy Education. The remaining eight elements are optional\*.

While the above cites minimum requirements, provision of additional elements beyond the minimum requirement will be viewed favorably in evaluation of proposals, particularly if the WIOA element provision is accomplished through partnerships among employers, youth serving agencies and/or other partners. Proposers shall define which elements they will provide and how each will be provided.

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

**Description of Youth Elements Procured Under This RFP:** Proposers must describe their service delivery strategy for each program element that will be provided as part of the proposed program.

- Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential: This element is designed to enhance the basic skills of eligible youth. Tutoring and/or study skills training shall be structured to ensure that participating out-of-school youth achieve measurable gains in Test of Adult Basic Education (TABE) reading and math levels. The program's remediation component shall also be designed to maximize the ability of participating in-school youth to meet the requirements for high school graduation, and out-of-school youth to pass the Massachusetts High School Equivalency Test (HiSET), or the General Education Development or General Education Diploma (GED).
- Alternative secondary school services, or dropout recovery services, as appropriate: Participants may be referred to alternative educational opportunities that are designed to lead to a high school diploma. Contractor will be required to document the service received and progress level of participants referred to any such activity.
- Paid and unpaid work experiences: Work experiences are planned, structured learning experiences that take place in a workplace for a fixed duration. Work experiences may include employment opportunities that are directly linked to academic and occupational learning; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. Work experiences shall be designed to introduce youth to the world of work, provide opportunities for career exploration and provide opportunities for youth to develop

occupational skills. Community projects are encouraged within this category. Youth wages for paid work experiences at non-profit or public employer worksites may be requested under this RFP and should be included in the "Other" Category of the budget. For any paid work experience with private, for-profit employers, youth wages must be paid by the employer, unless the work experience falls within a priority or critical cluster identified in the *Southeast Regional Labor Market Blueprint* (see Attachment D), and supports participants' progression toward career ladder opportunities in those industries. **Please note that youth wages count against the program cap as defined in Section VII.** Also included within the paid and unpaid work experience element are job readiness activities which include the development of those skills that will help youth successfully engage in effective job search. Activities such as resume writing, developing interviewing skills, and filling out employment applications are skills that many youth have not developed or even attempted. Finally, this element also can include job development activities which include direct assistance to in-school youth in attaining full time unsubsidized employment. If proposed, please clearly describe how the program will impact this critical WIOA Performance Measure for participating youth.

- Occupational skills training, shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupation in the local area. Occupational training includes short-term employment focused skills training, for occupations included within any of the critical and/or emerging industry clusters as defined in the Southeast Regional Labor Market Blueprint. Please see Attachment D for a list of these industry clusters. Training that leads to an industry recognized credential is strongly preferred. If you wish to provide occupational training in a category other than those listed in Attachment D, please include labor market and other data that supports your selection.
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate: This element is meant to provide youth with support/counseling to positively impact each participant's retention in program activities and pursuit of goals established at program entry. Counseling activities under this element can include, but are not necessarily limited to, crisis intervention counseling, motivational counseling, career exploration, goal setting, and substance abuse counseling.
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate: Program design may include the development of leadership competencies among participating youth. Developing leadership among youth can be achieved through numerous activities including, but not necessarily limited to, community and service-learning projects, team oriented activities, peer-centered activities, and work simulation projects.
- Supportive services: This includes those services that address youth participants' barriers to achieving their program and career goals. Supportive services may be directly provided by the proposer or by partnerships with existing community resource providers. Supportive services may include, but are not necessarily limited to, assistance with transportation, assistance with child care costs, assistance with uniforms or other appropriate work attire, and referrals to community services.
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months: The primary goal of adult mentors is to help participating youth

overcome barriers and assist them in achieving their goals. Adult mentors help youth further develop their goals, motivate youth to keep them involved in self-improvement activities such as training and education programs, help youth understand the boundaries between acceptable and unacceptable behavior, assist youth in coping with inevitable frustrations and problems, and provide youth with positive reinforcement of their progress and achievements.

- Financial literacy education: Youth financial literacy activities should be designed to educate participants on the value of managing personal finances, the value of saving, healthy credit practices and other relevant aspects of the overall impact of financial management.
- Entrepreneurial skills training: As noted by the United States Department of Labor, self-employment can be a valuable option for populations who wish to work, but have the desire to own their own business. Entrepreneurial components can include but are not necessarily limited to such topics/activities as the challenges of entrepreneurship, the skills that make an individual a good candidate for starting a business, developing a business plan, market research, marketing, financing, hiring, and legal issues.
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
- Activities that help youth prepare for and transition to postsecondary education and training: While WIOA youth activities often provide a significant level of service to participating youth, it is likely that youth might well benefit from additional WIOA or non-WIOA components. For example, this can include transitions to advanced training, post-secondary education, employment or other targeted activities. Each program provider should provide assistance, in conjunction with Career Center Youth Counselors, to youth looking for the next logical step in their continuum of services. Please indicate how your program will transition participants at the end of their participation in your program.
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster: Proposals may include the provision of occupational training, as defined above under the element titled "Occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupation in the local area involved," in combination with education services. Education services shall be structured to ensure that participating out-of-school youth achieve measurable gains in reading and math skills as well as achievement of GED/HISET for youth without a high school diploma.

**Please complete the following sections related to qualifications and services, goals and performance standards on the appropriate sections of the RFP Proposal Specification Form.**

**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). MHBWB will require acceptable performance standards for all of its programs and will establish formal performance requirements in any awarded contract.

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

To be considered for funding, the proposed services must meet the following minimum program threshold requirements:

**Characteristics of Youth:** All participants served must be out-of-school youth who meet WIOA characteristics as set forth in Attachment A. Proposers must serve entirely out of school youth.

**Location of Services:** Primary program services must be provided in one or more of the three communities of the MassHire Bristol Workforce Development Area. These are the Greater Attleboro, Fall River and Taunton Areas.

**Youth Elements:** Inclusion of required Youth Elements for each Model as listed above is required in the program design. Provision of additional elements beyond the minimum requirement is encouraged and given preference in proposal rating. Please note that the Youth Follow-Up element is not being procured within this Request for Proposals.

**Scope of Work:** Proposal must follow the requirements set forth in Section IV Scope of Work which describes the requirements for each section of the Proposal Specification Form.

## 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. Proposals that represent joint efforts on the part of public, private, and educational organizations will be given priority consideration for funding. Organizations may submit one or more proposals in response to this solicitation.

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) and Section 504 of the Rehabilitation Act of 1973, as well as other applicable Federal and State Laws.

Applicants may subcontract with subgroups(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. The contract document with any subgroups must be approved by the City of Fall River prior to the final contract execution and are subject to all conditions and stipulations of the WIOA, as well as, the Commonwealth of Massachusetts.

## **VII. FUNDS AVAILABLE**

While final budget information may cause variation to available funding amounts, it is estimated that there will be a maximum amount of approximately \$360,000 awarded through this RFP for services to out-of-school youth throughout the region over the entirety of calendar year 2025. Please noted that programming procured through this Request for Proposals is 100 percent federally funded by the U.S. Department of Labor through the Workforce Innovation and Opportunity Act Title I Youth program.

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 \$120,000 per community. Important note: As noted in Section IV – "Location of Services" section, there are three communities within the MassHire Bristol Workforce Development 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. If you propose to serve youth at a location in one community, your maximum proposed amount is \$120,000. If you propose to serve youth in two or three communities, the maximum proposed amount is \$240,000 or \$360,000 respectively. An organization may also choose to submit multiple proposals for one or more communities. If separate proposals are submitted, the maximum for each is \$120,000. The MHBWB will negotiate final contract budget amounts with awardees based on final allocations received. The MHBWB anticipates funding at least one Model I and one Model II proposal in FY'25-26. However, the MHBWB reserved the right to alter final program model mix based on number and types of proposals received, proposal ratings, regional distribution and other factors.

The MHBWB will also require that bidders provide documentation of cash and/or in-kind matching resources to leverage the WIOA funds. All WIOA reimbursed costs at the contract level will be defined as program dollars.

## **VIII. PROPOSAL SUBMISSION, REVIEW, AND SELECTION**

Only those legible proposals submitted in the quantity requested and in accordance with the requirements of this RFP will be considered. Proposers are required to submit proposals using the forms provided by the MHBWB. Those wishing to receive the Proposal Specification and Budget forms in electronic format may contact Thomas Perreira at the address/phone number listed in Section XI of this RFP. RFP documents are also available via download at [www.masshirebristolwb.org](http://www.masshirebristolwb.org). Proposals must be typed with a font size of at least twelve (12).

To be considered for funding, proposers must adhere to the following submission requirements:

**A. Proposal Specification Form:**

Proposers shall submit a clearly marked original and five (5) copies of the Proposal Specification Form, excluding any cost information. These forms must be submitted in an envelope, labeled RFP #25-06 Technical Proposal, separate from the Budget Form and Budget Narrative; if these forms are attached to or in the same packet with the Budget Form(s) and Budget Narrative(s), your proposal will be disqualified from consideration.

**B. Budget and Budget Narrative:**

Proposers shall also submit an original and five (5) copies of all completed Budget Forms and Budget Narratives. The Budget Forms and Budget Narrative shall be submitted in an envelope, labeled RFP #25-06 Price Proposal, separate from the Proposal Specification Form. If the Budget Forms and Budget Narrative are attached to or in the same packet with the Proposal Specification Form, your proposal will be disqualified from consideration.

**C. 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 "Price Proposal" envelope.

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).

The City of Fall River Purchasing Department has defined this RFP as #25-06. Write RFP #25-06 on the envelopes you submit.

**PROPOSAL SUBMISSION DEADLINE:**

Sealed proposals must be received no later than 2:00pm, October 24, 2024 at the office of the Purchasing Agent, One Government Center, Room 324, Fall River, MA 02722. Proposals will be opened and read at this time.

Responses may be hand-delivered or mailed to the Purchasing Department,  
Monday thru Thursday: 8:00am – 4:00pm Friday: 8:00am – 3:00pm  
Proposals received after the above time and date will be rejected and returned unopened. Submissions envelopes should be clearly labeled: "RFP #25-06" Responses should include one (1) original, five (5) copies. No faxes or emails submissions accepted. Price and

**Technical proposal must be submitted in separate sealed envelopes and clearly marked: RFP #25-06 Price Proposal and RFP #25-06 Technical Proposal**

**A BIDDERS' CONFERENCE WILL BE HELD September 20, 2024, 10:00 AM (Eastern Time) via Zoom.** Meeting access: <https://us02web.zoom.us/j/84955728850>  
Meeting ID: 849 5572 8850  
Phone: 1-309-205-3325

Access information will also be available at [www.masshirebristolwb.org](http://www.masshirebristolwb.org). Attendance at this conference is not a requirement for submission. Minutes of the bidders conference will be posted at [www.masshirebristolwb.org](http://www.masshirebristolwb.org) and will also be available from Thomas Perreira, MassHire Bristol Workforce Board, One Government Center, 5<sup>th</sup> Floor, Fall River, MA 02722, P: (508) 675-1165, email: [tperreira@masshirebristol.org](mailto:tperreira@masshirebristol.org).

Bidders must refer to and complete the proposal checklist of this RFP to ensure that the proposal is complete and meets minimum threshold requirements.

Complete proposals received by the submission deadline and that meet all minimum program threshold requirements listed in Section V of this RFP will be reviewed by a committee of the MassHire Bristol Workforce Board using the evaluation criteria noted in Attachment E. Final funding decisions will take into consideration the results of this review and an adequate mix of the various types of services to be made available.

The evaluation form to be utilized by the MHBWB Review Committee is attached for reference purposes. This is not to be filled out by proposer.

The MHBWB reserves the right to reject any or all proposals, to not fund any or all proposals, and/or to partially fund any or all proposals as submitted in response to this RFP. All proposals become the property of the MHBWB.

Below is a tentative schedule of Youth Services procurement activities (the actual schedule may vary):

September 9, 2024:	Issuance of Request for Proposals (RFP)
September 18, 2024:	Bidders' Conference held
October 24, 2024:	Due Date for Request for Proposals (RFP)
Week of November 18, 2024:	Final award decision
Week of December 2, 2024:	Contract(s) negotiated
Week of December 23, 2024:	Contract(s) executed
January 1, 2025:	Youth Services begin on or about

## **IX. CONTRACT INFORMATION**

### **1. Type of Contract:**

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. Although the City of Fall River makes every effort to reimburse invoiced contractor expenses monthly upon receipt of required reports, selected bidders must be financially capable of covering costs when necessary. All contracts written with vendors will include required compliance language regarding EEO/AA, workplace safety, discrimination, participant grievance procedures, etc.

## **2. Program Duration:**

Proposals should reflect costs and program outcomes for the period covering January 1, 2025 through December 31, 2025. No expenditures may extend beyond December 31, 2025. 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. Any activity which is funded for more than one year must meet its contracted level of performance for the first year of services operation prior to being approved for the entirety or portion of the second year. At the end of the first year, costs will be re-evaluated for reasonableness; should the costs then be deemed to be excessive, costs for the second year of operation will be re-negotiated. If you would like to propose two years of service, please note this on the relevant section of the Proposal Specification Form. However, please write your proposal and budget for a one-year service delivery period or 12 months.

## **3. Award of Contract:**

Award of any contract arising out of this RFP is entirely predicated upon receipt of a grant award to the City of Fall River/MassHire Bristol Workforce Board from the Department of Career Services, and final contract negotiations between the bidder and the MHBWB. Final contracts will include measurable performance requirements, covering elements described in the USDOL Employment and Training Guidance Letter No. 3-99.

The solicitation of proposals does not commit the MassHire Bristol Workforce Board, or any other organization associated with the MHBWB to award any contract based on this Request For Proposal. The right to accept or reject any or all proposals submitted as a result of this solicitation is reserved by the MassHire Bristol Workforce Board. Expenses incurred by bidders in responding to this RFP are in no way the obligation of the City/MHBWB.

## **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. This would include provisions under Massachusetts General Laws Chapter 30B which allows for bid protests in instances in which there is a complaint or allegation that bid laws have been violated.



In addition, any organization proposing under this RFP has the right to file an appeal. Appeals must include the name, address, and telephone number of the appellant along with a detailed statement of legal and factual grounds for the appeal, including copies of any relevant documents. Appeals must be filed no later than 3:00 pm on December 2, 2024. All appeals must be filed with Thomas Perreira, Executive Director, MassHire Bristol Workforce Board, One Government Center, 5<sup>th</sup> Floor, Fall River, MA 02722.

**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, 5<sup>th</sup> Floor  
Fall River, MA 02722  
(508) 675-1165 ext. 114  
tperreira@masshirebristol.org

## ATTACHMENT A:

### ELIGIBILITY GUIDELINES FOR WORKFORCE INNOVATION and OPPORTUNITY ACT OUT-OF-SCHOOL YOUTH

WIOA section 129(a)(1) provides new eligibility criteria for the WIOA youth program. To be eligible to participate in this program, an individual must be an IOSY.

#### Out-Of-School-Youth Eligibility

Under WIOA, an out-of-school youth is an individual who is:

- (a) Not attending any school (as defined under State law);
- (b) Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- (c) One or more of the following:
  - (1) A school dropout;
  - (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters;
  - (3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
  - (4) An individual who is subject to the juvenile or adult justice system;
  - (5) A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement;
  - (6) An individual who is pregnant or parenting;
  - (7) An individual with a disability;
  - (8) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1)(B).)

## ATTACHMENT B:

### YOUTH PERFORMANCE MEASURES

The Department of Career Services has issued statewide performance standards based on the performance guidelines under WIOA, but will permit the local Workforce Board to negotiate local performance standards. Please note that the standards represent the **minimum** performance goals that you can propose under this Request for Proposals.

- Employment/Education Rate: The percentage of program participants who are in education, or training activities or employment after program exit. Standard: 71%
- Credential Attainment Rate: The percentage of program participants enrolled in education or training who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during or upon exit from the program. Standard: 63%
- Measurable Skills Gains: The percentage of program participants who are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment. Standard: 43%

**ATTACHMENT C:**  
**RESOURCE MATERIALS**

Resource materials that may assist in preparing Request for Proposals are available on the internet as follows:

- A copy of the Workforce Innovation and Opportunity Act  
<http://www.doleta.gov/wioa/>
- Workforce Innovation and Opportunity Act Overview  
<https://www.dol.gov/agencies/eta/wioa>
- Training and Employment Guidance Letter WIOA No. 23-14 “Workforce Innovation and Opportunity Act (WIOA) Youth Program Transition  
<http://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-23-14>
- Training and Employment Notice –No. 5-14 “Workforce Innovation and Opportunity Act Announcement and Initial Informational Resources”  
<http://www.dol.gov/agencies/eta/advisories/training-and-employment-notice-no-05-14>
- Training and Employment Guidance Letter- No. 13-09 “Contracting Strategies That Facilitate Serving the Youth Most in Need”  
<http://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-13-09>
- MA Department of Elementary and Secondary Education High School Equivalency Testing Program  
<http://www.doe.mass.edu/hse/>
- Southeast Regional Labor Market Blueprint  
<http://www.mass.gov/doc/southeast-regional-workforce-skills-planning-initiative-regional-blueprint>

## ATTACHMENT D

### CLASSIFICATIONS IN SOUTHEAST REGIONAL PLANNING BLUEPRINT of PRIORITY and CRITICAL INDUSTRY CLUSTERS

<u>Priority:</u>	NAICS* Code
Health Care and Social Assistance	62
Professional and Technical Services	54
Manufacturing	31-33

<u>Critical:</u>	NAICS* Code
Financial Services	52
Construction	23

Occupations included within these codes can be found at the following location:

<https://www.census.gov/naics/>

\*North American Industry Classification System

**(FOR INFORMATIONAL PURPOSES ONLY – NOT TO BE FILLED OUT BY PROPOSER)**

**ATTACHMENT E**

**OUT-OF-SCHOOL YOUTH SERVICES - EVALUATION CRITERIA**

**MASSHIRE BRISTOL WORKFORCE BOARD**

**YOUTH REQUEST FOR PROPOSAL REVIEW FORM**

Below are the criteria which will be used to evaluate the Request for Proposals. Please review each Proposal Specification Form, Budget and Budget Narrative, considering these criteria. There is space after each to record your comments, which will assist the review committee in determining which proposal merits funding. After deliberations, the review committee will reach consensus and make funding recommendations to the MassHire Bristol Workforce Board. Please sign the Certification on the final page of this form and turn it in to the MHBWB Executive Director or designee.

Proposer \_\_\_\_\_  
Name of Program \_\_\_\_\_  
Proposal # \_\_\_\_\_  
Reviewed By \_\_\_\_\_

**(1) Are the proposed services offered in the city of Fall River, Taunton and /or the city of Attleboro?**

\_\_\_ **HIGHLY ADVANTAGEOUS:** In-Person service location(s) identified. Services are offered in one or more cities and are easily accessible to youth participating in the program.

\_\_\_ **ADVANTAGEOUS:** In-Person service location(s) identified. Services are offered in one or more cities but may not be easily accessible for participating youth.

\_\_\_ **NOT ADVANTAGEOUS:** In-Person service location(s) identified. Services are not located in the LWDA but not in one or more cities. However, services are accessible by public transportation.

\_\_\_ **UNACCEPTABLE:** Services are not located in the Bristol WDA or are not easily accessible for youth.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(2) Has the proposer demonstrated knowledge of the needs of the target population; out-of-school/at risk youth?**

\_\_\_ **HIGHLY ADVANTAGEOUS:** The proposed program has demonstrated a high level of knowledge of the target population and their needs, and has proposed an effective program design to meet those needs and achieve the required outcomes.

**ADVANTAGEOUS:** The proposed program shows some knowledge of the target population and program design will address significant needs of the population. It is likely the program will produce the desired outcomes.

**NOT ADVANTAGEOUS:** The proposed program lacks knowledge regarding the characteristics of the target population, program lacks specifics on services, and how they will achieve the desired outcomes.

**UNACCEPTABLE:** Does not serve target population; services proposed are inappropriate or unlikely to achieve significant outcomes for youth.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(3) Does the proposer have a recruitment plan?**

**HIGHLY ADVANTAGEOUS:** Strong recruitment plan that is highly likely to achieve proposed enrollment numbers early in the program operational period.

**ADVANTAGEOUS:** Acceptable recruitment plan that is likely to result in proposer achieving proposed enrollment numbers.

**NOT ADVANTAGEOUS:** No recruitment plan or limited recruitment plan that may not result in the attainment of proposed enrollment numbers.

**UNACCEPTABLE:** Proposal does not include recruitment plan.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(4) Does the overview of services in the proposal demonstrate effective program design meeting the specifications of the RFP?**

**HIGHLY ADVANTAGEOUS:** Program design demonstrates proposer's approach would offer a very effective method of providing youth services as requested in the MassHire Bristol Workforce Development Area. The level of service is designed to achieve education and other outcomes for youth.

**ADVANTAGEOUS:** Program design demonstrates proposer's approach would offer an acceptable method of providing youth services as required in the MassHire Bristol Workforce Development Area. The level of service will encourage youth participants to achieve educational and other outcomes.

**NOT ADVANTAGEOUS:** Program design appears to show that the proposer's approach may not achieve the youth program objectives as set forth in this RFP. The level of service is not sufficient to attain an effective number of outcomes.

\_\_\_ **UNACCEPTABLE:** Program design appears to show a program that would be unlikely to provide adequate youth services in the MassHire Bristol Workforce Development Area.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(5a & 5b) Does the proposer effectively address the provision of WIOA youth program elements?**

**For Model I Proposals:**

\_\_\_ **HIGHLY ADVANTAGEOUS:** Proposer’s approach would result in a program that effectively delivers a strong array of WIOA youth program elements. Provides the four required elements for the model proposed and at least four optional elements in a comprehensive and effective way.

\_\_\_ **ADVANTAGEOUS:** Proposer’s approach would result in a program that adequately delivers an array of WIOA youth program elements. Provides the minimum four required elements for the model proposed and at least three optional elements in a comprehensive, effective way.

\_\_\_ **NOT ADVANTAGEOUS:** Proposal demonstrates limited delivery of WIOA youth program elements. Provides the four required elements for the model proposed but only in limited fashion.

\_\_\_ **UNACCEPTABLE:** Proposal does not provide the four required program elements as set forth in the RFP.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Model II Proposals:**

\_\_\_ **HIGHLY ADVANTAGEOUS:** Proposer’s approach would result in a program that effectively delivers a strong array of WIOA youth program elements. Provides the five required elements for the model proposed and at least three optional elements in a comprehensive and effective way.

\_\_\_ **ADVANTAGEOUS:** Proposer’s approach would result in a program that adequately delivers an array of WIOA youth program elements. Provides the minimum five required elements for the model proposed and at least two optional elements in a comprehensive, effective way.

\_\_\_ **NOT ADVANTAGEOUS:** Proposal demonstrates limited delivery of WIOA youth program elements. Provides the four required elements for the model proposed but only in limited fashion.

\_\_\_ **UNACCEPTABLE:** Proposal does not provide the four required program elements as set forth in the RFP.



Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(6) Does the proposer demonstrate linkages or collaborations that improve services and/or reduce costs?**

\_\_\_ **HIGHLY ADVANTAGEOUS:** Proposal shows a strong and effective use of linkages and/or collaborations to improve services and reduce costs. Letter(s) of support or MOUs from partner(s) included. MOU(s) document significant contribution from partner(s)

\_\_\_ **ADVANTAGEOUS:** Proposal shows some use of linkages and/or collaborations to improve services and reduce costs. Meets minimum requirement of one partner with letter of support or MOU present.

\_\_\_ **NOT ADVANTAGEOUS:** Proposal demonstrates very limited linkages or collaborations designed to improve services and reduce costs. The identified partnership is limited.

\_\_\_ **UNACCEPTABLE:** Proposal does not meet the minimum requirement of collaboration with one other organization.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(7) Has the applicant previously been engaged in providing workforce development services to out-of-school youth?**

\_\_\_ **HIGHLY ADVANTAGEOUS:** Extensive experience (5+ years) with programs providing similar services to that requested for the MassHire Bristol Workforce Development Area. Shows evidence of meeting or exceeding performance goals.

\_\_\_ **ADVANTAGEOUS:** Moderate experience (1-4 years) in providing similar services to that requested for MassHire Bristol Workforce Development Area. Positive performance results of 60% or more.

\_\_\_ **NOT ADVANTAGEOUS:** Limited experience (Less than 1 year) with in offering similar services to that requested for MassHire Bristol Workforce Development Area or evidence of not meeting past contract performance goals.

\_\_\_ **UNACCEPTABLE:** No relevant experience providing a similar program.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(8 & 9) Does the program effectively address the issue of Services, Goals and Performance outcomes? This section addresses questions 8 and 9.**

**HIGHLY ADVANTAGEOUS:** The proposal demonstrates the applicant will effectively reach all proposed performance goals. Clearly defined performance outcomes are evident in accordance with RFP Attachment B. Proposer shows a clear understanding of WIOA performance requirements and demonstrates how the program will help positively impact those requirements.

**ADVANTAGEOUS:** The proposal demonstrates the applicant will adequately reach proposed performance goals and/or other appropriate outcomes for youth.

**NOT ADVANTAGEOUS:** The proposal shows that the applicant may not reach performance goals. Performance areas as noted in RFP Attachment B are not clearly cited. Proposer does not demonstrate how program will positively impact WIOA performance measures.

**UNACCEPTABLE:** The proposal does not discuss performance goals and/or it does not appear that the applicant will reach proposed performance goals appropriate for out-of-school youth.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OVERALL TECHNICAL PROGRAM RATING**

**HIGHLY ADVANTAGEOUS**

**ADVANTAGEOUS**

**NOT ADVANTAGEOUS**

**UNACCEPTABLE**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OVERALL BUDGET RATING**

**Does the proposer demonstrate cost effectiveness? (Budget & Budget Narrative)**

**HIGHLY ADVANTAGEOUS:** Proposal demonstrates strong level of cost effectiveness. All budget items are necessary and reasonable for successful program operation. Significant in-kind contributions and value added services evident. Proposal documents leveraged non-WIOA youth resources to augment services to youth.

**ADVANTAGEOUS:** Proposal demonstrates adequate level of cost effectiveness. Costs are reasonable for program operation. Some additional, leveraged resources are evident.

\_\_\_NOT ADVANTAGEOUS: Proposal's budget does fully demonstrate cost effectiveness. Limited or no additional, leveraged resources evident.

\_\_\_UNACCEPTABLE: Proposal does not demonstrate cost effectiveness.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I Certify That:**

I have reviewed the Proposal; I understand that if I have any conflicts of interest in the review of this Proposal that I should not have participated in the review process. To the best of my knowledge and belief, I do not have a conflict of interest affecting the review process; and my ratings and subsequent decisions are not affected by any conflict of interest.

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer's Name: \_\_\_\_\_

MASSHIRE BRISTOL WORKFORCE BOARD  
FY 2025-2026 Out-of School Youth Services

Proposal Specification Form

RFP #25-06

The RFP and Proposal Specification Form this year have been designed to facilitate the process of proposing programs. It has also been designed to provide those who will be evaluating proposals with uniform, clear and comprehensive data.

Please supply all information requested, in the format and Section requested. Failure to follow directions will make the evaluative process difficult for the members of the MassHire Bristol Workforce Board and may result in disqualification of your proposal.

Proposers are encouraged to re-read all materials in the Request for Proposal prior to completing the 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.

PLEASE REFER TO THE REQUEST FOR PROPOSALS (RFP), TO ENSURE THAT YOU ARE ADDRESSING ALL PROPOSAL SPECIFICATION FORM REQUIREMENTS:

You are also required to submit a copy of your agency's most recent independent audited financial report with your Proposal Specification Form.

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.

Please see the Request For Proposal Section VIII for complete submission instructions.

**MassHire Bristol Workforce Board Fiscal Year 2025-2026**  
**Workforce Innovation and Opportunity Act**  
**Out-of-School Youth Services**  
**PROPOSAL SPECIFICATION FORM**

**ALL PROPOSERS MUST COMPLETE ALL ITEMS ON THIS FORM:** If an item does not apply to your services, write "N/A."

Company/Organization: \_\_\_\_\_  
Street \_\_\_\_\_ Suite/Room/Floor \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Area Code/Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-Mail \_\_\_\_\_

**Indicate the Organizational Structure of the Above Named Proposer:**

(check below)

\_\_\_\_\_ Corporation                      \_\_\_\_\_ Individual Employer                      \_\_\_\_\_ Educational Institution  
\_\_\_\_\_ Partnership                      \_\_\_\_\_ Non-profit Organization  
\_\_\_\_\_ Other: Please describe: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Which Program Model are You Proposing? Model I \_\_\_\_ Model II \_\_\_\_

Schedule of Program:                      Start Date: \_\_\_\_\_                      End Date: 12-31-25

Is your Program Cohort Based or Open Enrollment? Cohort Based \_\_\_\_ Open Enrollment \_\_\_\_

In addition to Fiscal Year 2025, would you be interested in providing a second year of services? (Y/N) \_\_\_\_\_

Even if proposing for two years, please construct your proposal based on a one year operational period.

**Planned Enrollments**

Total out-f-school youth enrollments: \_\_\_\_\_

Area(s) to be served (check all that apply) \_\_\_\_ Attleboro    \_\_\_\_ Fall River    \_\_\_\_ Taunton

Location(s) of Proposed Youth Services:

If site is not located in Attleboro, Taunton or Fall River, is it accessible via public transportation? Y/N \_\_\_\_\_

Are these sites in compliance with the Americans With Disabilities Act? Y/N \_\_\_\_\_

1. Please describe the communities from which youth will be served.

2. Please describe the characteristics of the youth (including ages) targeted for service (please note that all youth must be out-of-school).

3. Please describe your proposed youth recruitment plan:

4. Please provide an overview of your program and service strategy:

5a. Please check which of the following WIOA program elements will be offered to youth and who will provide these elements (If another organization will be providing services under this program, please include a letter of support or memorandum of agreement with your proposal):

	Provided	Provider
Tutoring, study skills training and instruction	_____	_____
Alternative education	_____	_____
Paid and unpaid work experiences	_____	_____
Occupational skill training	_____	_____
Comprehensive guidance and counseling (required)	_____	_____
Leadership development	_____	_____
Supportive services	_____	_____
Adult mentoring	_____	_____
Financial literacy education	_____	_____
Entrepreneurial skills training	_____	_____
Labor market and employment information	_____	_____
Transition to postsecondary education and training	_____	_____
Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster	_____	_____

5 b. Please describe your program services in each of the applicable program elements. At a minimum, the proposed program must provide the following four elements for Model I: 1) Tutoring, study skills training, and instruction, 2) Paid and unpaid work experiences, 3) Comprehensive guidance and counseling, 4) Supportive Services. The remaining nine elements are optional. At a minimum, the proposed program must provide the following five elements for Model II: 1) Occupational Training, 2) Tutoring, study skills training and instruction, 3) Paid and Unpaid Work Experience, 4) Supportive Services, 5) Financial Literacy Education. The remaining eight elements are optional\*.

In each proposed youth element, please indicate if the element will be provided in-person or virtually.

a) Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential:

- b) Alternative secondary school services, or dropout recovery services, as appropriate:
  
- c) Paid and unpaid work experiences:
  
- d) Occupational skills training shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupation in the local area. Indicate if your occupational training component will lead to an Industry Recognized Credential. If occupation(s) chosen do not fall within identified priority industry clusters (Attachment D) include labor market justification and other data that supports your selection:
  
- e) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate:
  
- f) Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate:
  
- g) Supportive services:
  
- h) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months:
  
- i) Financial literacy education:
  
- j) Entrepreneurial skills training:
  
- k) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services;

l) Activities that help youth prepare for and transition to postsecondary education and training:

m) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster:

6. Please describe any partnerships, linkages or collaborations with other organizations that will improve services to program participants and/or reduce cost: (Evidence of a minimum of one partnership/collaboration must be provided)

7. **Proposer Qualifications:** Please attach the resumes and credentials (if applicable) of your program staff or job descriptions for proposed program staff.

Have you had previous youth program funding by MHBWB? Y/N \_\_\_\_\_ If yes, describe the programs, including the dates of services:

Please note your qualifications to provide the proposed services. Describe any previous experience running this or similar types of services for at-risk youth, including any prior activities funded by the Bristol WB. Please include whether you met performance requirements for prior MassHire Bristol Workforce Board funded programming and if not, provide an explanation of the reasons for not meeting performance requirements.

Staffing: Please describe your proposed staffing pattern:

Please List Your Service Staff for each applicable category: (If staff has been identified please **attach resumes**. If staff have not yet been identified please list them as "to be determined" and **attach job description** of proposed staff position)

Administrator(s):

Financial Staff:

Coordinator:

Instructor(s):

Counselor(s):

Job Developer(s):

Recruitment Specialist:

Other Staff:



8. **Goals To Be Provided By Program:** Please describe your overall program objectives:

9. **Performance Outcomes:**

a. The following represent the performance goals for Title I funded workforce development projects. What percentage of youth participating in your program will achieve the following outcomes? Please include this information for all categories that apply to your program design. (See Attachment B for definitions of performance measures and minimum requirements for each)

	Percentage of youth
1) Employment/Education Rate	_____
2) Credential Attainment Rate	_____
3) Measurable Skills Gains	_____

b. Please specify how these goals will be achieved through your program design. Please see Attachment B for additional description of performance measures.

In addition to the above, will program participants achieve any additional credentials as a result of participation in the program?

Additional Comments - If there is any additional information you wish to provide that was not included in any of the previous questions, please do so here:

**ASSURANCES, CERTIFICATIONS, TERMS & CONDITIONS:**

I certify that the information provided in this proposal is accurate and constitutes a firm offer to conduct services for the MassHire Bristol Workforce Board. I also certify that this proposal constitutes a binding offer on the part of the proposer and that I am authorized to sign contracts on behalf of this Agency/Employer/ Proposer.

The undersigned certifies under penalties of perjury that this proposal has been submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union committee, club or other organization, entity, or group of individuals.

I also understand that acceptance of this proposal on the part of the MassHire Bristol Workforce Board does not constitute a promise to fund the proposed activity, and that the final terms of any contract for services will be subject to negotiations with the MassHire Bristol Workforce Board. I also agree that the submittal of this proposal commits the proposer to compliance with all BCTC Contractual terms and conditions and required certifications (including Americans With Disabilities Act compliance) should a contract be negotiated and executed.

_____ Signature	_____ Name (Type or Print)
_____ Title/Position	_____ Date

City of Fall River  
NON-COLLUSION FORM

Applicants submitting a bid or proposal to provide supplies or services to the City or to purchase supplies from the City must complete and submit the following certification of non-collusion for with the bid or proposal.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

---

Signature of individual submitting bid or proposal

---

Print name of individual submitting bid or proposal

---

Name of Business

---

Date

**City of Fall River - AB Form**

**Section A**

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

\_\_\_\_\_  
\*\* Social Security Number or  
Federal Identification Number  
(Voluntary)\*\*\*

\_\_\_\_\_  
\* Signature of Individual or Corporate Name

\_\_\_\_\_  
\* Corporate Officer (if applicable)

Date: \_\_\_\_\_

**(Please Print)**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Section B**

I also certify that I have, to the best of my knowledge and belief, paid all accounts receivable owed to the City of Fall River, including, but not limited to real and personal property taxes, motor vehicle excise taxes, parking fines, water and sewer user charges and other license/permit fees, emergency medical service charges or other charges or fees.

\_\_\_\_\_  
\* Signature of Individual or Corporate Officer

\* Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

\*\* Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L.C. 62C s. 49A.

\*\*\* If you do not supply a social security number you **MUST** supply an employer identification number.

CLERK'S CERTIFICATE

I hereby certify that I am the duly elected Clerk of \_\_\_\_\_

That \_\_\_\_\_, is the duly elected \_\_\_\_\_

That at a meeting of the Board of Directors of said corporation held  
on \_\_\_\_\_,

At which meeting all directors present and voting the following vote was passed.

VOTED THAT \_\_\_\_\_ be hereby authorized in his/her capacity  
as \_\_\_\_\_, to enter into and sign on behalf of this corporation, and  
seal with the corporate seal, any and all contracts with the CITY of FALL RIVER and Bonds in  
connections therewith.

I further certify that said vote has never been rescinded, remains in force and effect and that  
the charter and bylaws of said corporation authorize and permit said vote.

DATED the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Corporate Seal:

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Clerk's Signature

**ATTACHMENTS**

**IF YOU WISH TO PROVIDE ANY ATTACHMENTS FOR REVIEW PLEASE INSERT THEM  
HERE. PLEASE BE SURE TO INCLUDE PROPOSAL CHECKLIST.**

**MASSHIRE BRISTOL WORKFORCE BOARD**  
**Fiscal Year 2025-2026 Out-of School Youth Services RFP Proposal Specification Form**  
**Proposal Check List**

Please be sure to include all of the following with your proposal:

- \_\_\_\_\_ 1. Proposal Specifications Form with all questions answered
- \_\_\_\_\_ 2. Completed Budget Forms and Budget Narrative
- \_\_\_\_\_ 3. Most recent independent audited financial statement (if not already on file with MHBWB)
- \_\_\_\_\_ 4. Resumes, credentials of all program staff and job descriptions for proposed program staff
- \_\_\_\_\_ 5. Signed certifications, in the “Assurances, Certification, Terms & Conditions” Section of Proposal Specifications and City of Fall River Certificate of Non-Collusion, City of Fall River AB Form and Clerk’s Certificate (Applicable to Incorporated Entities)
- \_\_\_\_\_ 6. Proof of state overhead rate, if applicable
- \_\_\_\_\_ 7. Narrative justification for “fee for service” or “profit percentage” (profit making groups only), if applicable
- \_\_\_\_\_ 8. Letter(s) of Support from partnering organization(s) providing services.

MassHire Bristol Workforce Board (MHBWB)  
FY 2025-2026 BUDGET FORMS

Fiscal Year: **FY 2025-2026**

Funding: **WIOA Title I**

Name of Program: **Out-of-School Youth Services**

Proposer's Agency Name:

Street:

City/Zip:

Budget Item	Total \$	Agency In-Kind \$
I. Staff Salaries		
II. Fringe Benefits		
III. Travel & Transportation		
IV (1) Equipment: Rented		
IV (2) Equipment: Purchased		
V. Premises		
VI. Communications		
VII(1) Supplies: Office		
VII(2) Supplies: Study		
VIII. Insurance/Bonding		
IX. Staff Develop./Training		
X. Other		
<b>TOTALS</b>		



I. STAFF SALARY BREAKDOWN

Name & Title	Total Annual Salary	Total WIB Portion of Salary in \$	WIB Hours/Week	# Weeks
TOTALS:				

**II. STAFF FRINGE BENEFIT BREAKDOWN**

Name & Title	Total Portion of Fringes in \$	Unemp %	Work Comp. %	FICA %	Group Insurance %	Medicare %	Additional Benefits in \$	Total Fringes in \$
<b>TOTAL:</b>								

**III. TRAVEL BREAKDOWN**

Position(s) of Traveler(s)	Total Annual Travel \$	Total Miles	Rate Per Mile
<b>TOTALS:</b>			

IV (1) EQUIPMENT RENTAL BREAKDOWN			
Equipment Rental Item	Total Equip't in \$	# Items	Cost Per Item \$
TOTALS:			

IV (2) EQUIPMENT PURCHASES BREAKDOWN			
EQUIPMENT PURCHASE ITEM	Total Equip't in \$	# Items	Cost Per Item \$
TOTALS:			

V PREMISES BREAKDOWN				
ITEM	Total Cost in \$	# Months	Cost/ Sq. Foot. in \$	Cost Per Month in \$
Rental Location				
Utilities				
Custodial				
TOTALS:				

VI COMMUNICATION BREAKDOWN			
ITEM	Total Cost in \$	# months	Cost Per Month in \$
Phone			
Fax			
Printing/Copying			
Advertising			
Postage			
TOTALS:			

**VII (1) OFFICE SUPPLY BREAKDOWN**

OFFICE SUPPLY ITEM	Total Cost of Supply Item(s) in \$	# Items	Cost Per Item \$
<b>TOTALS:</b>			

**VII (2) STUDY SUPPLY BREAKDOWN**

STUDY SUPPLY ITEM	Total Cost of Supply Item(s) in \$	# Items	Cost Per Item \$
<b>TOTALS:</b>			

**VIII INSURANCE/BONDING BREAKDOWN**

ITEM	Total Cost in \$
<b>TOTALS:</b>	

IX STAFF DEVELOPMENT & TRAINING BREAKDOWN		
Position	Type	Total Cost in \$
TOTALS:		

X OTHER EXPENSES BREAKDOWN*	
ITEM	Total Cost in \$
TOTALS:	

\*Please note that food is not an allowable cost under WIOA.

**MASSHIRE BRISTOL WORKFORCE BOARD**  
**FY 2025-2026 WIOA Out-of-School Youth Services - Budget Narrative Form**

**Cost & Budget Considerations:**

Total Amount of Proposed Budget \_\_\_\_\_

Are you proposing facility funding at an approved state overhead rate? Y/N \_\_\_\_\_  
If Yes, attach documentation of your current rate.

Are you proposing a profit fee or percentage (profit making entities only)? Y/N \_\_\_\_\_  
If Yes, what is your rationale?

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Please use this section to provide a narrative explanation and justification of all items that you will list in the attached Budget Forms.

Explain/Justify Salaries and Wages:

Explain/Justify Fringe Benefits:

Explain/Justify Travel Expenses:

Explain/Justify Equipment Expenses:

Explain/Justify Premises Expenses:

Explain/Justify Communication Expenses:

Explain/Justify Supply Expenses:



Explain/Justify Insurance/Bonding Expenses:

Explain/Justify Staff Development & Training Expenses:

Explain/Justify Other Expenses:

Please explain any in-kind contributions or value-added features that you will provide:

Has any income been generated under the Workforce Innovation and Opportunity Act, from previous BCTC/MHBWB contract(s)? Y/N \_\_\_\_ If Yes, the Amount: \$ \_\_\_\_\_