

**Bidder's Conference:
Out of School Program Providers
in the Metro North Region**

Presented by the:
MassHire Metro North Workforce Board
May 4, 2022 3:00PM

Agenda

- Overview MassHire Metro North Workforce Board
- WIOA Youth Services Overview
- Resources
- Purpose of RFP
- Funds Available
- Budget
- Submission Process & Review Process
- Proposal Content
- Other Next Steps & Questions

Overview Metro North Workforce Board

- 1 of 16 Workforce Development Boards in the Commonwealth
- Promote programs and policies that enable residents to maximize economic self-sufficiency and businesses to have access to a productive workforce
- Set local workforce policy
- Determine how to best utilize funds and state workforce development funds
- Develop partnerships to align the needs of employers to residents and maximize resources in the region
- Oversee Metro North One-Stop Career Centers

Workforce Innovation and Opportunity Act (WIOA)

- Signed into law July 2014
- First legislative reform of the public workforce system in 16 years
- Funded through the U.S. Department of Labor to help job seekers access employment, education, training, and match employers with skilled workers
- Requires each Workforce Board to competitively procure One-Stop Career Center Operator(s) to provide career, training, and employer services

Resources

- **Local:** Strategic Plan & Regional: Greater Boston Regional Labor Market Blueprint (<https://masshiremetronorth.org/regionaldata>)
- **State:** Policies (<https://www.mass.gov/service-details/massworkforce-wioa-youth-policy-issuances>)
- **Federal:** WIOA Law and Regulations (<https://www.doleta.gov/WIOA/>) WIOA Youth Formula: (<https://www.dol.gov/agencies/eta/youth/wioa-formula>)

Purpose of the RFP

- To select qualified WIOA Youth Program provider(s) to provide education, career, training, and employer services to the region's youth.
- Innovative service delivery to provide services to out of school youth.

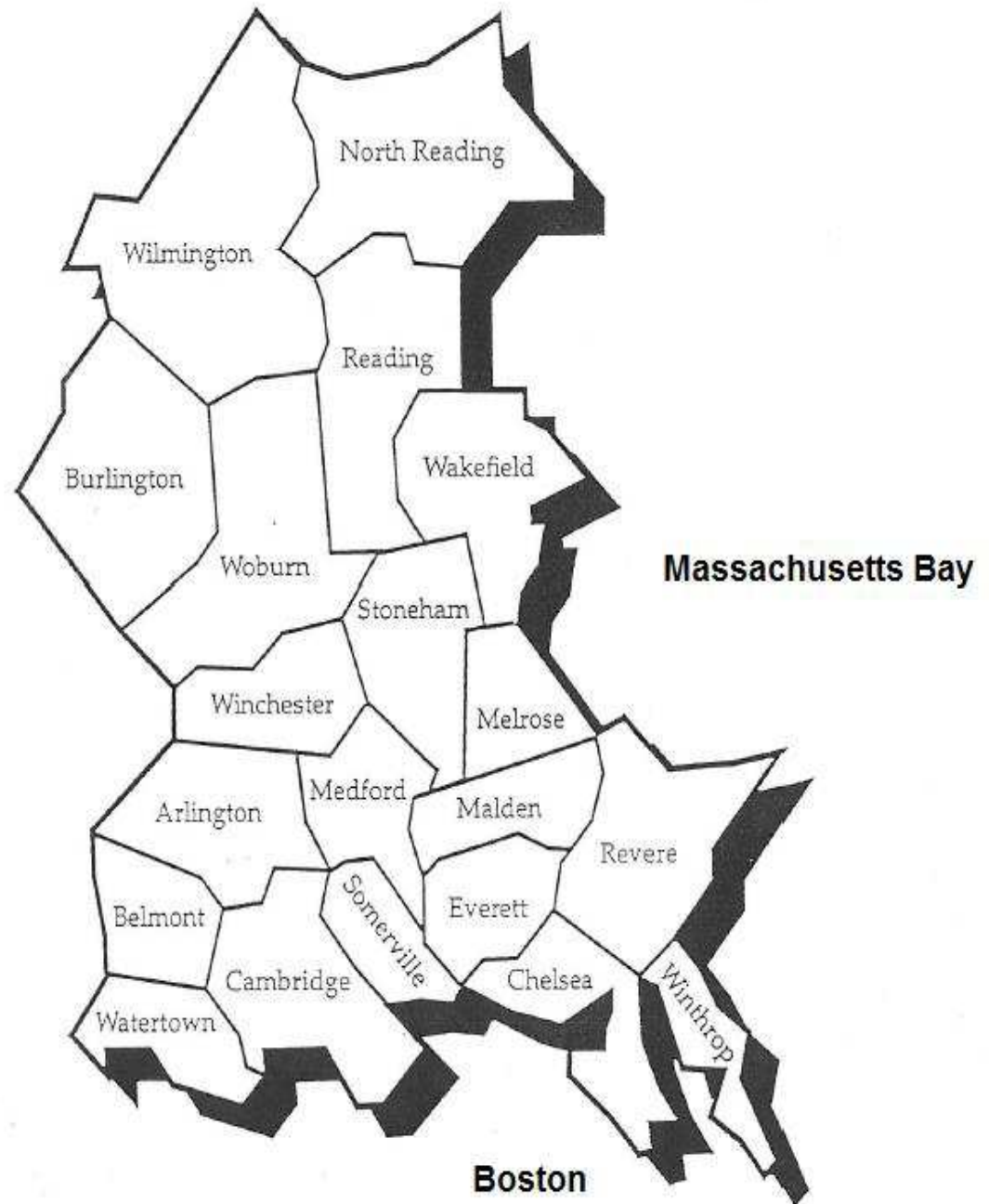
RFP Overview

- Introduction and Purpose
- WIOA Youth Program Provider Roles and Responsibilities
- Response Content and Instructions
- Disclaimers

Metro North Region

North: Burlington, Melrose, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, and Woburn.

South: Arlington, Belmont, Cambridge, Chelsea, Everett, Malden, Medford, Revere, Somerville, Watertown, and Winthrop



WIOA Framework Services

- For FY23, in the Metro North region, there will be an agency, referred to as the Youth Services Operator, separate from the WIOA Youth Program Providers, who will be charged with providing “program design framework” and related services to the WIOA Youth programs. The MassHire Metro North Workforce Board serves as the Youth Services Operator
- For the purposes of this programming, “program design framework management” involves eligibility determination for each applicant; technical assistance for program providers on services such as assessments, Individual Service Strategies (ISS) and more, the maintenance of case files on enrollees; and the compilation of all pertinent data regarding participants, activities, and follow-up for entry into a centralized database. Those services should be coordinated with YPPs throughout the fiscal year.

WIOA Youth Services

- Support the education and employment related goals of the region's WIOA Youth enrollees, while working closely with the Youth Services Operator to ensure participant WIOA eligibility and participant outcomes.
- Also provide general service support including career awareness, work readiness activities, internships, and connections to employment opportunities.

WIOA Out-of-School Youth Eligibility Criteria

- Citizenship/Work Eligible and Selective Service Compliant AND
- Not attending any school (as defined under State law)
- Are age 16 through 24 at the time of enrollment AND
- Are one or more of the following:
 - School dropout;
 - Youth within the age of compulsory school attendance, but has not attended for at least the most recent complete school year calendar quarter;
 - An offender;
 - A homeless individual, child, or youth, a runaway, in foster care or aged out of foster care, eligible for assistance under SSA section 477, or in an out-of-home placement;
 - Pregnant or parenting;
 - A youth who is an individual with a disability;
 - HS Grad/HiSet who is a **low-income*** individual and is basic skills deficient or an English language learner;
 - A **low-income*** individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

WIOA Definition of Low-Income

*A WIOA Youth participant will be considered Low Income if any of the following is true:

- Receives, or in the past 6 months received, or is a member of a family that is receiving or in the past 6 months has received, public assistance (TAFDC, EAEDC, SNAP, SSI)
- Their family income is at or below 70% of the Lower Living Standard (LLS), or below the poverty line for a family of one
- They reside in a *High Poverty Area*- The Census Bureau defines a “poverty area” as a census tract where at least 25% of the residents are economically disadvantaged
- They have any of the following barriers:
 - Homeless/Runaway (as defined in the McKinney Act)
 - Foster Care
- An individual with a disability whose own income meets the low-income level

WIOA Required 14 Elements

- Respondents to this Request for Proposals should plan to present a program concept that includes each of the following program elements, either directly provided by the applicant or indirectly through referrals to other organizations/resources. **Note that (c) and (i), bolded, are required elements of every WIOA Youth program.**
 - a) Tutoring, study skills training, instruction and dropout preventions: Development of educational achievement skills that leads to the completion of the requirements for a secondary or postsecondary diploma/credential.
 - b) Alternative secondary school services or dropout recovery services: Alternative secondary school services, or drop out recovery services.
 - c) **Paid and unpaid work experience**: Work experiences which include summer employment, year-round employment, pre-apprenticeship, internships/job shadow and on-the-job training opportunities.
 - d) Occupational skills training: An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields.
 - e) Education concurrently w/workforce preparation: Integrated education and training that occur concurrently and contextually with workforce.
 - f) Leadership development: Opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors.
 - g) Supportive Services: Services that enable youth to participate in program activities such as assistance with books, fees, school supplies, transportation, and legal aid.

14 Elements (continued)

- h) Adult Mentoring (12 month min): Participants receive adult mentoring for a period of not less than 12 months that connects to the youth's goals.
- i) Follow Up Services (12 Months): Follow-up services are provided for 12 months unless the participant declines to receive follow-up services or cannot be located or contacted.
- j) Comprehensive Guidance and Counseling: Individualized counseling which includes drug and alcohol abuse, and mental health counseling, and referrals to partner programs.
- k) Financial Literacy Education: Supports the ability of participants to create budgets, learn how to manage spending, credit and debt.
- l) Entrepreneurial Skills Training: Provides the basics of starting a small business.
- m) Labor market Services: Participants receive access to career counseling, career exploration, career awareness, and the use of labor market tools.
- n) Post-secondary preparation and transition activities: Activities that prepares youth for postsecondary education after attaining a high school diploma or its recognized equivalent

WIOA Youth Work Experience

- The Workforce Innovation and Opportunity Act places a priority on work-based learning by providing that at least 20 percent of local youth formula funds be used for work experiences
- Paid and unpaid work experience is one of the 14 program elements for the WIOA youth program. Work experience is a planned, structured learning experience that takes place in a workplace and provides youth with opportunities for career exploration and skill development. A work experience may take place in the private for-profit section, the non-profit sector, or the public sector.
- WIOA identifies four types of work experience for youth: summer employment and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training.

Local WIOA Youth Performance Measures

WIOA Performance Measure	Definition	FY22 Goal
Entered Employment/Edu/Training	Placement in Employment, Education or Training (2 nd quarter after exit)	81%
Employment/Edu/Training Retention	Placement in Employment, Education, or Training (4 th quarter after exit)	74%
Credential Rate	Credential Rate (within 1 year after exit)	70.5%
Skills Gain	Measurable Skills Gain (real Time measure)	50%
Median Earnings	Median Earnings (2 nd quarter after exit)	\$3,600

Measurable Skill Gains (one or more)

WIOA Positive MSG (Type #1)	WIOA Positive MSG (Type #2)	WIOA Positive MSG (Type #3)	WIOA Positive MSG (Type #4)	WIOA Positive MSG (Type #5)
<i>Educational Achievement</i>	<i>Secondary School Diploma</i>	<i>Transcript/Report Card</i>	<i>Training Milestone</i>	<i>Skills Progression</i>
# of participants who are receiving instruction below the post secondary education level, who achieve a gain of one or more educational functioning levels.	# of participants that do not have a secondary education diploma at program entry and who attain a high school diploma or equivalent.	# of participants enrolled in either secondary or post secondary whose transcript/report card, for a sufficient number of credit hours, is achieving the state unit's policies for academic standards.	# of participants with a satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training	# of participants successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks (e.g. knowledge based exams) e.g. tests for

Assessments

WIOA requires all participants to undergo an Education Functioning Level test that measures their mathematics and reading skills. Providers are certified to administer CASAS (Comprehensive Adult Student Assessment Systems) test for:

- Can be used as a barrier to enroll a youth for basic skill deficient (if score on either math or reading is at an 8th grade level or below)
- Can be used for Measurable Skill Gain
- Aids in filling out the Individual Service Strategy (ISS) long- and short-term goal setting.

Assessments

An Individual Service Strategy (ISS) plan must be developed for each youth participant and is based on an objective assessments that include review of participants:

- skill levels
- service needs
- strengths

The ISS must:

- Include career planning and the results of objective assessments (CASAS scores, MyNextMove CIS results)
- Include education and employment goals
- Include achievement objectives and services
- Directly link to one or more performance indicators
- Identify an appropriate career pathway

Funding Availability

- In FY'22:
 - A total of \$325,328 was available for Out-of-School Programs
- FY'23 funding amounts are subject to change and are approximated based on FY'22 actual funding.
- Local areas are required to expend a minimum of 75% of WIOA youth funds on out-of-school programs
- Contracts executed as a result of the RFP will be paid through cost-reimbursement.

Submission Process

Date	Action
April 29, 2022	Letters of Intent due by 4:00 pm EST*
May 6, 2022	Deadline for submission of written questions (4PM) RFP@masshiremetronorth.org)
May 13, 2022	Proposals due by 2:00 PM EST
June 8, 2022	Bidders notified of outcome
July 1, 2022	Contract start date

RFP Documents can be accessed here:
<https://masshiremetronorth.org/about/funding-opportunities/>

*A Letter of Intent is optional, but strongly encouraged.
Submit to RFP@masshiremetronorth.org

Evaluation Criteria

Criteria	Point Value
Organizational Structure/Capacity/Background	20
Service Strategy	40
Past Performance and Planned Outcomes	20
Budget/Budget Narrative	20
Total Points Available	100

Proposal Contents

Please submit proposal in this order:

- **Cover Page**
- **Proposal Summary Sheet**
- **Partnership Chart (if a partnership application)**
- Memorandum of Understanding (MOU) with partners (if a partnership application)
- Narrative Response (No more than 8 pages)
- **Budget and Budget Narrative (Excel document)**
- Organization Chart- showing how the proposed program fits in with the larger organization
- Resumes or Summaries/Job Descriptions of Key Personnel
- **Fiscal Questionnaire**

Proposal Contents Continued

- List of Board Members (names, business mailing address, affiliation, e-mail and phone numbers)
- IRS W-9 Request for Taxpayer Identification Number and Certifications
- If applicable, current Determination Letter from IRS verifying the organization is exempt from federal income tax under section 501(c)(3)
- Certificate of Good Standing (from the Massachusetts Department of Revenue at www.mass.gov/dor)
 - Bidders who do not pay taxes in Massachusetts shall submit a certificate of good standing or other similar documentation from a state regulatory agency indicating that the bidder is current on tax payments and filings.
- Copy of most recent audited financial statement
 - including audits under Uniform Guidance, if applicable
- **Signed Statement of Compliance and Disclaimer**
- **Certificate of Lobbying Activities- if applying for \$100,000 or more (Link to pdf included)**

Questions?

