



**METRO NORTH
WORKFORCE BOARD**

**REQUEST FOR PROPOSALS FOR
WIOA YOUTH PROGRAM PROVIDERS
IN-SCHOOL AND OUT-OF-SCHOOL PROGRAMS**

**FOR FISCAL YEAR 2027
July 1, 2026-June 30, 2027**

(with potential renewal of one additional year)

**MASSHIRE METRO NORTH WORKFORCE BOARD
350 MAIN STREET, SUITE 620
MALDEN
MA 02148**

**RESPONSE DUE:
Friday, March 27, 2026, 5:00 p.m. EST**

Please submit all questions to RFP@masshiremetronorth.org

Table of Contents

1.	INTRODUCTION AND SCHEDULE.....	3
	A. Introduction	3
	B. Schedule.....	3
2.	BACKGROUND AND GOVERNANCE.....	5
	A. Metro North Region.....	5
	B. Workforce Innovation and Opportunity Act Overview.....	5
3.	METRO NORTH WIOA YOUTH VISION AND PRIORITIES.....	6
	A. Metro North WIOA Youth Vision.....	6
	B. Metro North Priority Areas	6
	C. Resources.....	6
4.	FUNDING AND PERFORMANCE PERIOD.....	8
	A. Funding Levels.....	8
	B. Availability of Funds.....	8
	C. Performance Period.....	8
	D. Contract Type	9
	E. Eligible Respondents.....	9
5.	SCOPE OF SERVICES.....	11
	A. Target Population	11
	B. Program Design Guidelines.....	13
6.	PERFORMANCE OUTCOMES, REPORTING AND TRACKING.....	20
	A. WIOA Youth Performance Measures.....	20
	B. File Records, Retention and Ownership	22
	C. Oversight, Evaluation and Planning.....	22
	D. Accessibility and Equal Opportunity	22
7.	SOLICITATION, PROCESS AND TERMS	23
	A. Period of Solicitation.....	23
	B. RFP Inquires, Questions and Answers	23
	C. Bidder’s Conference	23
	D. Letter of Intent	23
	E. Proposal Review and Evaluation Process.....	24
	F. Evaluation Criteria	24
8.	SUBMISSION REQUIREMENTS AND INSTRUCTIONS.....	26
	A. Submittal Procedure and Format	26
	B. General Instructions	26
	C. Narrative Questions.....	27
	D. Budget Instructions	31
9.	LIMITATIONS, DISCLAIMERS, AND ASSURANCES	33
	A. Limitations.....	33
	B. Disclaimers.....	33
	C. Right to File an Appeal.....	33
	D. Disallowed Costs and Cancellations	37
	E. Contracting.....	37
	F. Cost and Negotiations.....	37
	G. Modification of Contracts	37
	H. Assurances and Certifications	38
10.	APPENDIX.....	43
	A. Metro North Regional Map.....	43
11.	ATTACHMENTS	44

1. **INTRODUCTION AND SCHEDULE**

A. **Introduction**

The Metro North Regional Employment Board, Inc. (Metro North REB), d/b/a MassHire Metro North Workforce Board (MNWB), seeks qualified organizations to deliver In-School Youth (ISY) and Out-of-School Youth (OSY) programs under the Workforce Innovation and Opportunity Act (WIOA), collectively referred to as the WIOA Youth Program Providers (YPPs). Providers must deliver high-quality, year-round education, training, and employment services to youth with barriers to employment.

MNWB seeks proposals with innovative approaches to service delivery that meet the specifications outlined in this RFP. The organization should demonstrate that it can offer a range of training and employment services for youth based on individual need and employer demand; resources to deliver comprehensive youth services that focus on assisting out-of-school youth and in-school youth, with one or more barriers to employment, prepare for employment and postsecondary education opportunities; attain educational and/or skills training credentials; and secure employment with career/promotional opportunities. Successful applications will describe in detail the organization’s plan to implement the activities described in this RFP; demonstrate ability to innovate; design and develop work experience opportunities and training programs; achieve, track, and report outcomes; demonstrate ability to secure additional funding to supplement existing funding streams; and meet government accounting and expense requirements.

MNWB will evaluate all proposals submitted by the deadline and will competitively award contracts to bidders whose submissions are most responsive to the need for services described herein.

Applicants may propose to serve In-School Youth (ISY), Out-of-School youth (OSY), or both. The selected providers will provide education, employment, and training services to economically disadvantaged youth in the twenty-community region known as the Metro North workforce development area (see Appendix A for regional map). The Metro North region has a culturally diverse youth population that includes the following service groups: public assistance recipients, limited English speakers, individuals with disabilities, youth without a high school diploma, immigrant youth, foster care youth, runaway and homeless youth, and court involved youth.

The selected providers’ contracts will start July 1, 2026 and end June 30, 2027. Contracts may be renewed for one additional fiscal year depending on performance.

A copy of the WIOA regulations is available at [HTTPS://www.doleta.gov/WIOA/](https://www.doleta.gov/WIOA/)

B. **Schedule**

Date	Activity
------	----------

February 2, 2026	Request for Proposals released
February 12, 2026 at 2:00 PM	Bidder's Conference Webinar Register here: https://tinyurl.com/MNWBwioa
March 4, 2026 by 5:00 PM	Letters of Intent due Submit to RFP@masshiremetronorth.org
March 18, 2026	Deadline for submission of written questions
March 27, 2026 by 5:00 PM	Proposals due
(Anticipated) May 15, 2026	Bidders notified of outcome
Contract start date	July 1, 2026

2. BACKGROUND AND GOVERNANCE

A. MassHire Metro North Workforce Board

The MassHire Metro North Workforce Board (MNWB) workforce development area comprises twenty cities and towns in Middlesex and Suffolk Counties including Arlington, Belmont, Burlington, Cambridge, Chelsea, Everett, Malden, Medford, Melrose, North Reading, Reading, Revere, Somerville, Stoneham, Wakefield, Watertown, Wilmington, Winchester, Winthrop, and Woburn. Incorporated as a 501(c)(3), the MassHire Metro North Workforce Board's mission is to develop partnerships, generate resources, and advocate for workforce solutions that result in a skilled workforce, prospering businesses, and equitable access to meaningful career pathways and quality employment for residents. The MassHire Metro North Workforce Board is the fiscal agent for Workforce Innovation Opportunity Act (WIOA) funds and provides Board staffing pursuant to WIOA.

B. Workforce Innovation and Opportunity Act Overview

On July 22, 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law. WIOA is a federal program funded through the U.S. Department of Labor and is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

For youth programs, WIOA emphasizes

- Out of School youth (minimum of 75% of youth funds)
- Work experience (minimum 20% of total youth funds)
- Comprehensive year-round services
- Strong employer engagement

The WIOA Youth program requires providers to make all fourteen program elements available to participants. These elements ensure that youth receive comprehensive, developmentally appropriate services that support their educational advancement, career readiness, and long-term employment success. Required elements include: tutoring; alternative secondary school services; paid and unpaid work experiences, which include: summer and year round employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training; occupational skill training; education offered concurrently with workforce preparation and training; leadership development opportunities; supportive services; mentoring; follow-up services; comprehensive guidance and counseling; financial literacy education; entrepreneurial skills training; services that provide labor market and employment information; and postsecondary education and training preparation activities.

3. METRO NORTH WIOA YOUTH VISION AND PRIORITIES

Metro North WIOA Youth Vision

The vision of MassHire Metro North Workforce Board is a thriving, inclusive, and resilient regional economy where businesses and residents have equitable access to workforce development resources and to quality employment opportunities. This vision encompasses collaboration with schools and community partners to ensure that youth achieve significant advancements in their career pathways through the implementation of an integrated and coordinated career service delivery system.

A. Metro North Priority Areas

MNWB has outlined the following priority areas for WIOA youth programs:

- Programs are easily accessible by public transportation, especially for residents living in high poverty communities.
- Occupational training and employer partnerships within the Metro North Priority Sectors: Healthcare and Professional, Scientific, and Technical Services including Information Technology and Computer Science
- Program services for priority populations:
 - Public assistance recipients
 - Limited English speakers
 - Youth with disabilities
 - Youth without a high school diploma
 - Foster care youth, runaway and homeless youth and court involved youth.
- Strong employer partnerships that provide high quality work experiences
- Sustainable career pathways that help bridge the gap between existing youth career-related services and work experience opportunities that lead to employment.
- Wide range of community partnerships to provide supportive services particularly in the areas of mental health, childcare, and housing.
- Technology-based programs including entrepreneurial training and innovative sector-based initiatives

Proposals that are able to incorporate any or all of these initiatives into their program will be given priority for funding consideration.

B. Resources

MNWB has developed a Local Plan that contains labor market information about the Metro North area. Since the information is readily available to bidders, it will not be repeated in this RFP. The Local WIOA plan may be accessed directly at: <https://masshiremetronorth.org/regionaldata/>

MWNB's Strategic Plan for Impact is its roadmap for addressing joblessness and creating quality career pathways in the Metro North region of greater Boston over the next five years. This Strategic Plan contains significant information about MNWB's goals and objectives. Since the information is readily

available to bidders, it will not be repeated in this RFP. The July 1, 2022 to June 30, 2026 Local Strategic Plan may be accessed here: https://masshiremetronorth.org/wp-content/uploads/MassHire_StrategicFramework-FY22-FY26-Final.pdf

MNWB, in partnership with workforce development, education, and economic development representatives in Boston and Metro South West workforce regions in addition to those in Metro North, developed a Greater Boston Regional Planning Blueprint which outlines key priority industries and occupations in the Greater Boston area. The Blueprint can be found here: <https://masshiremetronorth.org/regionaldata/>

The Commonwealth of Massachusetts WIOA information may be found at <http://www.mass.gov/massworkforce/>. Proposers must be knowledgeable regarding the statutes, regulations, rules and policies for the funding streams. A copy of the Workforce Innovation and Opportunity Act and regulations may be found on the U.S. Department of Labor web page at <https://www.doleta.gov/WIOA/>. Workforce Innovation and Opportunity Act Final Rules Resources can be found at: <https://www.doleta.gov/wioa/about/final-rules/>.

4. FUNDING AND PERFORMANCE PERIOD

A. Funding Levels

The WIOA Youth allocation for FY27, the period covered by this RFP, has not yet been determined. Applicants must clearly identify in their proposal whether they are serving youth who are In-School, Out-of-School, or both, the number of proposed slots, and the budget required to deliver services at the proposed service level.

Federal regulations require that:

- At least 75% of MNWB's total WIOA Youth allocation must be spent on OSY programs.
- At least 20% of the total allocation must be spent on work experience activities for both ISY and OSY.

MNWB does not predetermine the number of WIOA Youth Program Providers (YPPs) to be funded. The number of awards will depend on various factors, including, but not limited to, number of applicants, quality of proposals submitted, and amount of funding available.

To provide a general sense of existing funding levels, the FY26 WIOA Youth allocation were:

- In-School Programs: 1 program funded at \$ 55,200.00. Average per slot cost= \$4,600.00.
- Out-of-School Programs: 3 programs funded at \$656,148.68. Average per slot cost = \$10,252.323

These figures are provided for planning purposes only and do not guarantee future funding levels.

B. Availability of Funds

For planning purposes, the respondent to this RFP should assume no more than level funding for each program year. As described above, Fiscal Year 2027 amounts are yet to be determined and are subject to change. The materials in this RFP are designed to give the bidder a general scope of funding available.

It is understood that funds will fluctuate from year-to-year. The contract agreement shall be modified to increase or decrease funding as needed to reflect actual funds received during the contract period. Successful YPPs will be awarded a cost-reimbursement contract for work performed pursuant to this RFP. The MNWB may expand the scope of the contract to include other programs, funding or requirements that the MNWB deems necessary and appropriate.

All agreements are subject to the availability of funds from the MassHire Metro North Workforce Board Local Workforce Area.

C. Performance Period

The MassHire Metro North Workforce Board will award WIOA Youth Program Provider contracts to entities that demonstrate an ability to effectively deliver and manage services as described herein. It is the expectation of the MNWB that respondents will become proficient in their understanding of the

WIOA Youth services, subsequent regulations, and other funding sources. All proposals must be comprehensive and address the full scope of services or demonstrate a relationship with other entities that together will deliver the full scope of services identified within this RFP.

The MassHire Metro North Workforce Board anticipates funding grant agreements effective July 1, 2026– June 30, 2027. The proposer(s) selected will be awarded a twelve-month subaward contract for the fiscal year 2027, renewable for an additional twelve months for the fiscal year 2028 depending on a performance review and availability of funds. Proposals should reflect costs and program outcomes for the twelve-month period starting on July 1, 2026.

D. Contract Type

Contracts executed as a result of this RFP process will be paid through cost-reimbursement. Contracts may be renewable for one additional year based on performance and funding. Final contracts will also be subject to any changes in legislation, regulations or policies promulgated by the funding sources. The MNWB reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, scope of services, performance standards, referral sources and contract term, as it deems necessary.

E. Eligible Respondents

The respondent may be a private, for profit or non-profit company or a government agency. Eligible bidders include:

- An Institution of higher education;
- Community-based organization, nonprofit organization, or workforce intermediary;
- Non-traditional public secondary schools, e.g., night or adult school, career or technical education school;
- Business organizations, including chambers of commerce;
- Labor organizations;
- A consortium of organizations;
- A private for-profit entity; or
- A government agency (i.e. Municipality).

Respondents may submit proposals in which subcontractors are identified to provide program components. Respondents may also identify organizations with which they will collaborate to enhance the project design. However, any proposal submissions from a collaboration of two or more entities should clearly provide the following information in the narrative portions of the proposal:

- Identify the lead agency for the collaborative partnership
- State the roles and responsibilities of each collaborator
- Include an organizational chart for each organization and for the collaborative
- Describe how funds will flow within the collaborative
- Identify the percentage of each partner's fiscal responsibility
- Identify the qualified fiscal agent for the collaborative partnership.

Applicants that offer specific services may subcontract with sub-group(s) to provide those services. All subcontracting arrangements must be articulated in detail in the proposal and be included as a separate line item in the budget.

Successful respondents must demonstrate past experience with similar programs and achievement of successful outcomes; demonstrate ability to innovate; design and develop complex programs with multiple sources of funding; achieve, track, and report outcomes; meet government accounting and expense requirements; and offer a high quality of services to a diverse range of customers.

Any private for-profit entity considering responding to this RFP must understand that they are required to adhere to the Uniform Guidance at 2 CFR part 200. Department of Labor's (DOL) adoption of the Uniform Guidance at 2 CFR 2900.2 expands the definition of 'non-Federal entity' to include 'for-profit' and 'foreign' entities. As such, any private for-profit entity that is a direct grant recipient or sub-recipient of a DOL award must adhere to the Uniform Guidance. Procurement standards under the Uniform Guidance at 2 CFR 200.323(b), require that profit be negotiated separately from the price in addition to a cost analysis and/or price analysis. The MNWB will conduct such negotiations should a for-profit entity be selected. Records documenting or detailing the procurement history, including the negotiation and analysis of profit, will be maintained by all entities (2 CFR 300.318(h)(i)).

5. SCOPE OF SERVICES

A. **Eligibility**

Eligibility requirements for WIOA Youth programs are established by federal law to ensure that services are directed toward young people who face significant barriers to education and employment. All applicants must meet specific criteria related to age, school status, income, and the presence of one or more qualifying barriers. Providers are responsible for verifying and documenting each eligibility element prior to enrollment and must maintain complete, accurate records in accordance with WIOA regulations and MNWB policies.

The following sections outline the full eligibility requirements for Out-of-School Youth (OSY) and In-School Youth (ISY).

Out-of-School Youth

Out-of-School Youth programs funded through this RFP must provide a comprehensive blend of education and training services, exposure to employment, quality work experience to provide each youth participant with a recognized credential, personal stability, and an understanding of the requirements of the modern workplace. Metro North residents must be granted priority for enrollment.

WIOA establishes specific eligibility criteria for Out-Of-School Youth to ensure that services are directed toward young adults who face significant barriers to employment and education. Providers must verify and document all eligibility criteria prior to enrollment. The following table summarizes the federal OSY requirements, including age, school status, income considerations, and qualifying barriers. All eligible youth must be between the ages of 16-24 years of age and face barriers to school completion or employment.

An Out-Of-School Youth is defined as an individual who is:

- a. Not attending any school (see definition in Attachment A);
- b. Not younger than 16 or older than 24 at the time of enrollment (participants may continue to receive services beyond the age of 24 once they are enrolled in the program); **and**
- c. Meets one or more of the following conditions:
 1. School Dropout;
 2. 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 is based on how a local school district defines its school year quarters;
 3. Recipient of a secondary school diploma or its recognized equivalent who is low-income and basic skills deficient or an English language learner;
 4. An offender (subject to the juvenile or adult justice system);
 5. A homeless individual, aged 16 to-24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994, a homeless child or youth aged 16 to 24 who meets the criteria defined in sec. 725(2) of the McKinney Vento Homeless Assistance Act, or a runaway;
 6. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care of kinship, guardianship or adoption, a child

eligible for assistance under sec. 477 of the Social Security Act (42 USC 677), or in an out-of-home placement.

7. Pregnant or parenting;
8. An individual with a disability;
9. 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))

***Low-Income**

A low-income individual is one who:

- 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, assistance through the supplemental nutrition assistance program (SNAP), or the supplemental security income program established under Title XVI of the Social Security Act, or State or local income-based public assistance;
- Is in a family with total income that does not exceed the higher of –
 - (I) The poverty line; or;
 - (II) 70 percent of the lower living standard income level
- A homeless individual;
- A foster child on behalf of whom State or local government payments are made;
- An individual with a disability whose own income meets the low-income level for eligibility purposes;
- Youth who reside in a High Poverty Area (defined as at least 25% poverty rate).

Additional Eligibility criteria:

- Eligible youth must be a citizen of the United States, lawfully admitted permanent resident alien, refugee, asylee, and parolee, or other immigrant authorized by the Attorney General to work in the U.S.
- As per federal law, all males age 18 and above must be registered as required with the Selective Service.
 - For Female to Male Individuals – People who were assigned female at birth are not required to register with the Selective Service regardless of their current gender or transition status.
 - For Male to Female Individuals – People who were assigned male at birth are required to register with the Selective Service regardless of current gender or transition status.

In-School Youth

In-School Youth programs funded through this RFP must provide a combination of education and training services, exposure to employment, and additional supportive services in order to provide each youth participant with a recognized credential, personal stability, and an understanding of the requirements of the modern workplace. In-School Youth eligibility under WIOA is designed to support young people who are still enrolled in secondary education but require additional assistance to complete school, transition to postsecondary education, or enter the workforce. ISY participants must meet federal requirements related to age, school status, low-income status, and the presence of at least

one qualifying barrier. Providers are responsible for verifying and documenting each eligibility element prior to enrollment.

In School Youth programs must work directly with or have representation at schools in the Metro North region.

An In-School Youth is defined as “a youth who has not attained a high school diploma or equivalent and is attending school on a full-time basis.”

Eligibility criteria for In-School youth:

- a. Citizenship/Work Eligible and Selective Service Compliant (see definitions on previous page)
AND
- b. In School AND 14-21 years old
- c. Low Income*
- d. Attending School
- e. One or more of the following:
 - Basic skills deficient
 - English language learner
 - An offender
 - A homeless individual, a runaway
 - In foster care (or aged out of foster care), a child eligible for assistance under Sec. 477 of the Social Security Act, or a youth in an out-of-home placement.
 - Pregnant or parenting
 - A youth who is an individual with a disability
 - An individual who requires additional assistance to complete an educational program or to secure or hold employment (not more than 5% allowed using this item)

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

- They are receiving 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
- They are *in school* and qualify for a free or reduced lunch program
- The Metro North Workforce Board does not place residency restrictions for eligibility for WIOA Youth participants. However, providers must prioritize youth from the Metro North Region for enrollment.

B. Program Design Guidelines

1) Program Design Framework and Related Services/MNWB Role

MassHire Metro North Workforce Board (MNWB) supports the implementation and evaluation of WIOA Youth services. MNWB will provide training for YPPs staff regarding the enrollment and career planning policies and procedures including MOSES data entries. MNWB will review applicant case files in MOSES and review eligibility documentation to authorize enrollment in the MOSES database. *YPPs can enroll youth in career planning and the WIOA Youth program only after written approval by MNWB.*

MNWB will support YPPs with labor market information including regional data and growth industries. MNWB will also connect YPPs to employer and community partnerships to enhance the work experiences and supportive services offered to Metro North youth. MNWB will work with the YPPs to develop technical assistance with the YPPs on required program elements including, but not limited to, program design clinics and partnership development, including employer engagement. MNWB will also regularly review and discuss key performance measures. MNWB will conduct an annual review of provider performance including, but not limited to, participant file reviews, observations of in-person and virtual services, participant and staff interviews, and an administrative review.

YPPs are charged with providing “program design framework” and related services to the WIOA Youth programs. For the purposes of this programming, “program design framework management” involves the delivery of program elements including eligibility verification and program enrollment for each applicant; assessments and career planning, including the compilation of test results and grade levels and assistance in the development of Individual Service Strategy (ISS) plans; delivery of the required program elements, the maintenance of case files; and the compilation of all pertinent participant data. YPPs will be responsible for career planning, case management, support service administration, and data entry into the statewide MOSES system.

Agencies that receive awards via this RFP will be expected to develop interactive working relationships with the MassHire Metro North Workforce Board staff through weekly/bi-weekly check ins. YPPs will be required to meet regularly with MNWB staff, at least quarterly, to review the progress/status of their combined efforts at delivering youth services. YPPs are responsible for the submission of monthly deliverables including reports, updated ISS forms, supportive service requests, invoices, credentials, and placement data. When problems or issues arise, YPPs and MNWB staff will alert and involve agency directors as well as program staff to resolve them.

2) Program Hours

Out-of-School Programs must operate for at least 15 hours per week, not including work experiences.

In-School programs should be scheduled for no more than 20 hours per week during the summer. During the school year, the schedule of program activities must be appropriate to the target group, but generally should not exceed 15 hours per week.

3) Start/End Dates and Program Length

Programs should be designed to start on or after July 1, 2026 and to provide at least twelve (12) months of continuous programming. Both In-School and Out-of-School programs must operate year-round including, at minimum, monthly. Enrollees may remain in the program for more than twelve months, if they continue to require assistance and support.

4) Recruitment and Outreach

The Metro North region is a mix of urban and suburban areas, with varied public transportation access. YPPs under this RFP must be able to market their services and attract WIOA eligible youth in the Metro North Region. The outreach and recruitment efforts of program providers should include, but not be limited to, identifying potentially eligible youth, working with parents and guardians to secure necessary documentation, and communicating with community organizations regarding recruitment efforts. Metro North residents must be given priority for enrollment.

5) **Service Delivery System**

YPPs must have a comprehensive assessment and service delivery strategy that includes an inventory of participant strengths, challenges, and career interests.

Below is the service delivery structure for WIOA youth programs in the Metro North region:

- a) **Eligibility determination** – YPPs will conduct outreach, intake, initial assessment, and gathering of documentation. *Youth who are determined eligible will have their information entered into the MOSES database by the designated YPP staff.*
- b) **Objective assessment** – YPPs will assess participant strengths, challenges, skill levels, work history, and career interest using objective tools. The objective assessment may include but is not limited to academic and occupational skills, work history, and service needs and will be reflected in initial case note. Participants must also purchase and administer Reading and Math assessments using the CASAS or TABE exams. The objective assessment will be conducted by staff from the selected youth provider(s) and recorded in both the individual service strategy and MOSES database. Qualified YPPs staff may also administer mental health screenings to determine participant support needs.
- c) **Development of an individual service strategy** - an individual service strategy for each youth will be done by staff from the selected youth provider(s). In general, the service strategy will include identification of a career goal based on the results of the youth’s objective assessment and layout of the planned service path for the youth with an identification of which of the fourteen program elements will be needed by the youth to achieve their educational, training or employment goal. MNWB requires the use of labor market information to inform the development of the individual service strategy and the selected career pathway. Youth with disabilities must have reasonable accommodations included as a part of the individual service strategy. Designated YPPs staff must enter and regularly update ISS goals in the MOSES database.

6) **Program Elements**

WIOA Youth program elements may be provided by the selected WIOA Youth Program Provider, a subcontractor, or a partner agency. 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. Most, if not all, program elements must be offered in the Metro North Region, particularly in High Poverty areas. Services that are offered outside of the Metro North area must be justifiable and unique opportunities only available outside of the Metro North Region. Metro North participants must be provided transportation assistance to travel to program services located outside of the Metro North area. **Note that (a), (c), (i) and (m), bolded, are required elements for every Metro North WIOA Youth enrollee.**

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. This is a Metro North requirement for all in-school and out-of-school WIOA youth. Programs must provide academic support to youth who tested at or below an 8th grade level at the time of enrollment or English Language Learners.

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. YPPs are expected to develop, monitor, and evaluate work experiences. Programs may partner with YouthWorks funded organizations or other subsidized work opportunities.

The work experience component outlined in the required program activities may include summer employment and other employment opportunities available throughout the year, on-the-job training, job shadowing, pre-apprenticeship, or paid/unpaid internships. **Applicants for this RFP are encouraged to make connections with the private sector and local YouthWorks programs.** If the proposed design requires subsidized wages, it is expected that wages and fringe benefits (Worker's Compensation and FICA) will be paid directly by the vendor.

In accordance with 20 CFR §618.610, YPPs must track program funds spent on paid and unpaid work experiences, including wages, mandated fringe benefits related to youth wages, and staff costs for the development and management of work experiences, and report such expenditures as part of the local WIOA youth financial reporting. The proposed budget should specify work experience expenses, which must, at minimum, total 20% of the total budget.

Allowable program expenditures for the work experience include:

- Wages/stipends paid to youth in the work experience;
- Incentive payments directly tied to the completion of work experience;
- Employability skill/job readiness training to prepare youth for work experience;
- Staff time working to identify and develop a work experience opportunity, including staff time spent work with employers to identify and develop the work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;
- Classroom training or the required academic component directly related to the work experience;
- and
- Orientations for employer

WORK EXPERIENCE and SUMMER PROGRAMMING FOR IN-SCHOOL YOUTH:

In-School YPPs under this RFP should provide Driver's Education, or other relevant training to all participants as a part of work readiness training and/or work experience. Work experience may be delivered in the summer or year- round but all In-School YPPs must offer year-round services to program enrollees.

In-School YPPs must present a program of summer activities that will effectively provide a “bridge” between school years; provide enrollees with exposure to the world of work; and connect with school to work and/or tech prep programs.

Elements of the summer component may include areas for utilizing work readiness skills, improving academic performance and employability skills.

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. All Metro North Out of School Youth participants with a high school diploma or equivalent must be enrolled in an occupational skills training leading to an industry recognized credential. WIOA Youth may be granted an Individual Training Account funds to enroll in a Metro North approved training course available on the Eligible Training Provider List.

e. Education concurrently w/workforce preparation: Integrated education and training that occur concurrently and contextually with workforce for a specific occupation or occupational cluster. This element refers to the concurrent delivery of workforce preparation activities, basic academic skills, and hands-on occupational skills training in a specific occupation, occupational cluster, or career pathway.

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. Supportive services may be provided through the MNWB Supportive Services policy and do not need to be included in the proposed budget.

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 must be provided to **all participating youth** for a **minimum of twelve (12) months after exit** from program unless the participant declines to receive follow-up services or cannot be located or contacted. *Follow-up* and *Retention* are both categories for services that are provided to an enrollee **after the enrollee has been officially exited from the Metro North WIOA Youth grant**. Each category comprises two sub-divisions, 1) contact, and 2) the provision of services.

Follow-up is the overall category that comprises communication with and services to a former enrollee that may assist that enrollee to excel in the world of work. Ideally, YPPs should contact follow up participants, at minimum, on a monthly basis, and the results should be recorded in the MOSES database. Follow up services may include but are not limited to career planning, counseling, job development, job search, needs assessment, outcome enhancement services, support services, and support service referrals.

Retention also is comprised of communication and services but is focused on assisting the former enrollee to retain his/her employment, schooling, or other related outcome. Once a placement has been made, monthly follow up notes should provide an update on the status of the placement.

For both, contact must be documented in the statewide MOSES system as well as in the former enrollee's program case file. These two post-graduate categories emerge from the overall emphasis on a customer's learning self-reliance and the life-long skills to perform his/her own job searches and maintain his/her employment. Programs should provide a link to career/employment assistance.

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 for starting a small business. This training does not count towards measurable skills training or an industry recognized training based on this training alone.

m. Labor Market Services: Participants receive access to career counseling, career exploration, career awareness, and the use of labor market tools. Labor Market Information must be utilized in the initial Individualized Service Strategy to determine the career plan at the time of enrollment.

n. Transition to Postsecondary Education: Participants receive access to job exploration counseling, work-based learning experiences, instruction in self-advocacy, work readiness training, and assistance with college applications.

o. Post-secondary preparation and transition activities: Activities that prepare youth for postsecondary education after attaining a high school diploma or its recognized equivalent.

7) Data Management

The Massachusetts One-Stop Employment System (MOSES) is a web-based, state-managed database system that supports statewide employment programs including WIOA Youth. The MOSES system records and tracks all participant information including enrollment, career plans, case notes, activities, services rendered and outcomes achieved.

Funded providers will be responsible for the management of MOSES data entry. MNWB will assist in the onboarding of new users including the completion of required forms and registration in required MOSES trainings. MNWB will also provide ongoing technical assistance in the maintenance of participant information in the MOSES database.

YPPs must be able to access the MOSES database securely and through reliable internet connections. In addition, the YPP may be asked to provide additional data not accessible through MOSES to evaluate performance outcomes. For those managing data entry internally, contracting agencies must be able to access the MOSES database securely. Access to the MOSES database utilizes Amazon AppStream and requires Microsoft two-step authentication. Each YPP is also expected to provide its own anti-virus protection.

Consistent with [100 DCS 19.107](#): WIOA Youth Individual Service Strategy policy, the following required elements of the ISS must be entered into the appropriate tabs in the state database MOSES by the youth program provider. This includes documenting the following sections of the Youth ISS in MOSES:

- Participant identifying information, including name, and contact information
- Participant assessments administered, including assessment dates and results
- Educational and work experience background
- Identification of immediate participant needs with documented recommendations for solution
- Participant education goals
- Identification of an initial career goal, as well as employment goals, as applicable
- Strengths and Challenges
- Participants supportive service needs
- Participant personal goals
- Case Notes

8) Career Pathways

WIOA places a strong emphasis on career pathways. YPPs should apply a career pathway approach throughout their service delivery model. Career Pathways are defined as a combination of rigorous and high-quality education, training and other services that:

- Align with the skill needs of industries in the state or regional economy;
- Prepare an individual to be successful in any of a full range of secondary or postsecondary education options;
- Include counseling to support an individual in achieving the individual's education and career goals;
- Include, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organize education, training and other services to meet particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable.
- Enable an individual to attain secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- Help an individual enter or advance within a specific occupation or occupational cluster.

9) Limits on Proposed Enrollments & Student-Teacher Ratio

Applicants may propose any slot number, and programs should be designed for the maximum number of slots that can be served with the available funding. However, depending upon assessed labor market demand and proposals submitted, a final award may fund programs at higher or lower enrollment levels than those proposed.

Student-teacher ratios should not exceed 15 to 1. Volunteers to assist regular instructional staff may be utilized to achieve this ratio, if a volunteer program exists which provides training and supervision to volunteers. **Designs that ensure more than one staff person is always available in a classroom are preferred.**

Please note also that the MNWB will give positive consideration to program designs that provide comprehensive supports to fewer students in order to maximize the likelihood of student success.

6. PERFORMANCE OUTCOMES, REPORTING AND TRACKING

A. WIOA Youth Performance Measures

Under WIOA, achievement of measurable performance outcomes is a critical expectation of the YPPs. The chart below lists the current FY26 WIOA Youth performance measures for the region. Performance measures for FY27, the period covered by this RFP, are subject to change. WIOA Youth funded in-school and out-of-school YPPs work together with the Youth Services Operator staff to ensure regional goals are met.

WIOA Performance Measure	Definition	FY26 Goal
Entered Employment/Edu/Training	Placement in Employment, Education or Training (2 nd quarter after exit)	75.0%
Employment/Edu/Training Retention	Placement in Employment, Education, or Training (4 th quarter after exit)	72.0%
Credential Rate	Credential Rate (within 1 year after exit)	55.7%
Measurable Skills Gain	Measurable Skills Gain (real Time measure)	50.2.0%
Median Earnings	Median Earnings (2 nd quarter after exit)	\$4,750

Descriptions of each performance measure:

<p>Youth Employment and Education rate 2nd quarter after exit</p>	<p>The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.</p>
<p>Youth Employment and Education rate 4th quarter after exit</p>	<p>The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.</p>
<p>Median earnings 2nd quarter after exit</p>	<p>The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.</p>
<p>Credential Attainment</p>	<p>The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program</p>
<p>Measurable Skill Gains</p>	<p>The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:</p> <ol style="list-style-type: none"> 1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level; 2. Documented attainment of a secondary school diploma or its recognized equivalent; 3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards; 4. 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; or 5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

B. File Records, Retention and Ownership

Selected YPPs must retain, secure and ensure the accuracy of all program files and records, whether related to businesses or participants, in compliance with federal, state, and WIOA requirements. Records must be retained for at least three (3) years after the submittal of the final closeout expenditure report for that funding period. Case files must contain a variety of documentation including, but not limited to: program eligibility, suitability, assessment data; regular updates (minimally every 30 days); progress reports, and case notes. Selected respondents must allow local, state, and federal representatives access to all records, program materials, staff, and participants.

C. Oversight, Evaluation and Planning

The MassHire Metro North Workforce Board will monitor and evaluate selected respondents to determine if youth participants are receiving the most comprehensive, high caliber services. Monitoring is also used to ensure program compliance and evaluate the quality and effectiveness of the service strategies. **The MNWB is also required under WIOA to monitor the WIOA YPPs' annually.** Therefore, all program and fiscal records must be maintained locally. External monitoring and evaluation may also be conducted periodically by the U.S. Department of Labor, Massachusetts Department of Career Services and any other agencies that provides funds used by the MassHire Metro North Workforce Board to contract for services in the area's workforce system.

D. Accessibility and Equal Opportunity

The MassHire Metro North Workforce Board is committed to equal programmatic and physical access to services for all customers. All awardees must ensure equal opportunity to all individuals. No individual in the MassHire Metro North Workforce Board regional area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any Workforce Innovation and Opportunity Act or other funded programs or activities because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. All successful bidders are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws.

7. **SOLICITATION, PROCESS AND TERMS**

A. **Period of Solicitation**

This RFP is being released on February 2, 2026. The deadline to submit a response(s) to the RFP is Wednesday, March 27th no later than 5:00 p.m. (EST).

B. **RFP Inquires, Questions and Answers**

The primary mode of communication between the MassHire Metro North Workforce Board and potential bidders will occur via <https://masshiremetronorth.org/about/funding-opportunities/>. Questions and Answers and any RFP amendments will be posted on the website. It is the bidder's responsibility to check the website page frequently to stay apprised throughout the process.

MNWB Staff members are unable to provide technical assistance during the application process. Please do not contact staff directly with any questions. All questions pertaining to the RFP must be received in writing via email at RFP@masshiremetronorth.org. Please include "WIOA YOUTH RFP" in the subject line. Only those questions directed to this email will be answered. All questions must be received by March 19, 2024. Questions will not be answered over the phone or in person.

C. **Bidder's Conference**

MNWB will host a Bidders Conference, via webinar, for all prospective respondents to this RFP. At this session MNWB staff will review program information, key proposal requirements, contract terms and conditions and respond to questions.

The Bidders Conference will be held:

February 12, 2026
2:00 PM – 3:30 PM
Via ZOOM

A brief period will be reserved at the Bidders Conference for additional questions to be submitted in writing. Every effort will be made at the conference to answer questions submitted that day; however, all questions will be answered and posted on the website. No answers are final until posted on the website.

You can register for the **Bidder's Conference** here: <https://tinyurl.com/MNWBwioa>. Attendance at the bidder's conference is recommended but not required.

D. **Letter of Intent**

Please submit a letter of intent (Attachment A) to the MassHire Metro North Workforce Board by 5:00 pm EST on March 4, 2026 to RFP@masshiremetronorth.org. **Submission of a letter of intent is required.** A bidder that fails to submit a letter of intent will not be considered.

E. Proposal Review and Evaluation Process

Applications will be evaluated by a team of reviewers, which may include MassHire Metro North Workforce Board members, WIOA mandated partners, outside experts, and staff. An entity's failure to submit a complete proposal or to respond in whole or in part to RFP requirements may cause the MassHire Metro North Workforce Board to deem the proposal non-responsive and thus ineligible for review.

The MassHire Metro North Workforce Board review team will conduct an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, the MassHire Metro North Workforce Board may also: 1) meet with representatives of the responding entity to discuss the proposed program and budget; 2) identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) identify other documentation the entity must provide as a condition of funding.

After analyzing all of the above data, the review team will select the successful respondent. Entities that fail to meet the evaluation criteria specified herein, or proposals that do not meet the service needs of youth in this region will not receive further consideration for funding. Failure to meet evaluation criteria can include, but is not limited to, non-responsive language in the submission, failure to clearly address all areas in the project narrative as required, lack of required documentation, and proposing programs which do not address the specific needs of the population(s) being targeted.

Potential applicants should consider their capacity and program concept in relation to all requirements. It is the applicant's responsibility to thoroughly review all grant regulations and guidance before preparing an application for funding to ensure they have the ability to comply with all federal requirements and grant regulations.

Guidance on Generative Artificial Intelligence (Gen AI)

Gen AI models can be useful in some cases but may produce errors or result in text that is overly generic and inauthentic; these could put your application at a disadvantage during review.

If you choose to use Gen AI tools, we strongly encourage you to review the text to ensure that the application reflects your local context, is specific about your proposed project activities, and is feasible for the budget and period of performance.

Right to Contact Applicants for Clarification

MassHire Metro North Workforce Board reserves the right to contact applicants for clarification or negotiation, to extend or revise any deadline, and to reject or accept any proposals in whole or part, if deemed to be in the best interest of the WIOA Youth program. MassHire Metro North Workforce Board may negotiate the terms of the contract before issuing the award.

F. Evaluation Criteria

Proposals that do not meet minimum standards will be considered non-responsive. The MassHire Metro North Workforce Board is not required to contract with the entity receiving the highest score as a result of the proposal review process, as more particularly described below.

All proposals will be scored according to the evaluation criteria set forth below. Additional information may be considered by reviewers when scoring proposals such as interviews and questions and answers subsequent to the written proposal.

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

8. SUBMISSION REQUIREMENTS AND INSTRUCTIONS

A. Submittal Procedure and Format

To be considered for funding, applicants must submit their Letter of Intent and proposal via email to RFP@masshiremetronorth.org. All applicants will receive an email response verifying receipt of the proposal.

Letters of Intent must be submitted by Wednesday, March 4, 2026 by 5:00 p. m. (EST). Completed RFP responses must be submitted by Wednesday, March 27, 2026 by 5:00 p.m. (EST).

PROPOSALS RECEIVED AFTER THIS DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED. It is the bidder's responsibility to ensure responses are received by the date and time listed above. "Technical issues" will not be a sufficient reason for late responses.

All proposals must be organized and assembled as described in this Section. Please submit proposal in this order:

1. Attachment B: Cover Page
2. Attachment C: Proposal Summary Sheet
3. Attachment D: Partnership Chart (if a partnership application)
4. Memorandum of Understanding (MOU) with partners (if a partnership application)
5. Narrative Response (No more than 14 pages)
6. Budget and Budget Narrative (Excel document)
7. Organization Chart- showing how the proposed program fits in with the larger organization
8. Resumes or Summaries/Job Descriptions of Key Personnel
9. Attachment E: Fiscal Questionnaire
10. If applicable, list of Board Members (names, business mailing address, affiliation, e-mail and phone numbers)
11. IRS W-9 Request for Taxpayer Identification Number and Certifications
12. If applicable, current Determination Letter from IRS verifying the organization is exempt from federal income tax under section 501(c)(3)
13. Certificate of Good Standing (from the Massachusetts Department of Revenue at www.mass.gov/dor)
 - a. 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.
14. Copy of most recent audited financial statement
 - a. including audits under Uniform Guidance, if applicable
15. Attachment F: Signed Statement of Compliance and Disclaimer
16. Attachment G: Certificate of Lobbying Activities- if applying for \$100,000 or more (Link to pdf included)

B. General Instructions

Application must be signed by the President, CEO or equivalent person with legal signature authority of the organization. Applicants must follow these general instructions when preparing and submitting their responses:

- Submit response as a single PDF document, except for Budget and Budget Narrative, which should be submitted in EXCEL format.
- 8 1/2 x 11 letter size paper
- Numbered pages
- One-inch margins
- Single-spaced
- Minimum 11-point font

C. Narrative Questions

The narrative response section of the proposal should be no more than **15 pages**. If applying for both In-School and Out-of-School, please complete separate narratives for each. The narrative(s) should address the following questions:

1) Organizational Structure/Capacity, and Background (20 points)

- a. Briefly describe your organization and its experience with the provision of education and/or training services to the eligible youth population.
- b. Indicate the particular youth service backgrounds and qualifications of staff that your agency will assign to provide the services under this RFP.
- c. Describe how your agency's staff development policies and activities will ensure that the staff working on this project have the necessary qualifications to meet youth enrollee needs.
- d. MNWB strives to support organizations that place a high value on employee retention; please provide your organization's turnover rates, salary bands, and a summary of benefits.
- e. Explain how your mission and other programs align with this funding opportunity.
- f. Describe program strategies or approaches that demonstrate innovative, flexible, or creative in-service delivery.
- g. Describe your experience in working with special populations (i.e., individuals with disabilities, individuals with basic skills deficiency, limited English speakers, highly educated immigrants, veterans, individuals with criminal backgrounds, and recipients of public assistance). Describe your experience working with youth with barriers to employment and other community partners to ensure access to and provide services in a timely manner. Describe your organization's experience in delivering trauma informed practices to youth in a workforce setting.

2) Service Strategy (40 points)

Program Structure

- a. Identify the number and targeted population of youth for your program. Provide specific background information to demonstrate that there are sufficient numbers in this target population to achieve your program's proposed enrollment goal.
- b. For In-School programs, please indicate what grade(s) the program will be focused on. Include hours of program activities and staffing structure.
- c. For Out-of-School programs, identify the staffing structure and the weekly schedule for the project.
- d. Will the proposed services be in a new program or will they be integrated into an existing program that your agency is already operating?
- e. Identify the specific locations where each component will be provided including accessibility by public transportation. Describe the program space(s). Indicate whether summer activities will be different from year-round activities and if so, how.

Recruitment and Outreach (Marketing)

- a. Describe your recruitment and outreach plan to recruit the eligible youth population, including what transportation assistance will be provided for specialized services outside of the Metro North area, if necessary, the organizations and audiences with which you will communicate, and the tools and methods you will use. Describe potential challenges that may arise in engaging and enrolling youth population.
- b. Indicate how your project will incorporate any of the Metro North priority areas initiatives outlined at the beginning of the RFP.

Comprehensive Assessment

- a. Explain your approach to providing customer-centered services including your organization's trauma-informed practices.
- b. Describe how participant strengths and needs will be assessed including formal and informal assessments.
- c. Describe how your assessment process provides an objective assessment of each youth participant and includes a review of academic and occupational skills levels and service needs and strengths to build individual service strategies for each youth.
- d. Describe the target population's barriers in accessing employment and education services. How will the proposed program address those barriers? Describe how supportive service needs will be identified and administered throughout the program duration.

Career Planning, and Case Management

- a. Describe the process for developing and managing an individual service strategy plan, including goal progress tracking and how modifications will be made when necessary. The individual service strategy plan should include short term and long term employment, educational, and personal goals.
- b. Discuss your methods of instructions for job readiness and soft skills development. Discuss how you will develop goals and measure individual achievements in each area.
- c. Describe your approach to developing work experience opportunities that would align with the youth participants' career goals and aspirations outlined in individual service strategy plan.
- d. How will the program educate participants about a range of occupations and career pathways in a target industry and the required experience, education, and training necessary for such occupations?

Data Management

- a. Describe how your organization securely manages participant information including participant documents and electronic files.
- b. Identify the staff involved in the management of participant data in the MOSES database.
- c. What is the organization's capacity to enter participant information in the MOSES database including participant basic information, enrollment, career plans, case notes, activities, services rendered, and outcomes achieved? Describe your organization's quality assurance process to ensure the accuracy and timeliness of data entered into the MOSES database.

Employer and Sector Based Partnerships

- a. Describe your employer engagement strategies including current relationships with businesses and how it will be leveraged to create work experience opportunities for youth.
- b. Describe how your employer engagement strategies will align with businesses' workforce needs and priorities in the Metro North region.

Career Pathways:

- a. Describe your proposed career pathway(s) in Metro North region.
- b. Identify the occupation(s) at the center of the proposed career pathway. Include contextualized education or occupational training including partnerships, tools, or resources will be utilized in Metro North.
- c. Describe the labor market information that supports the selected career pathway(s)
- d. Describe sector-based partnerships that include a wide range of stakeholders, including but not limited to employers, education partners, and community-based organizations.

Required WIOA Program Elements:

In order to provide youth with access to a broad range of services, or the required 14 WIOA Youth elements, WIOA necessitates forming a robust system of services and providers. Please describe how the program will provide, either in-house, through collaboration, or through referral mechanisms, access to each of the 14 WIOA service elements, including how the program will support participants in achieving skills gain.

Please answer the following questions regarding your organization's approach in delivering the required WIOA program elements:

- a. Tutoring, study skills training, instruction and dropout preventions: Describe how participants will be supported to completing academic and occupational credentials.
- b. Alternative secondary school services or dropout recovery services: Describe academic services that will be made available to youth who have not attained a High School diploma or equivalent.
- c. Paid and unpaid work experience: Describe what paid and unpaid work experiences will be offered through the program. Proposed work experiences should consider the range of skills and interests of the participants.
- d. Occupational skills training: Identify the main Industry Recognized Credential(s) and the corresponding occupational skills training including any occupational skills training partners.
- e. Education concurrently w/workforce preparation: Describe any integrated education programming that occurs concurrently and contextually with workforce preparation.
- f. Leadership development: Describe leadership opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors.
- g. Supportive Services: Describe the supportive services that your organization is able to provide participants in order to participate in the program. Supportive service may include but are not

limited to transportation, training supplies, digital resources, clothing. Describe the capacity of the organization to administer meaningful supportive services in a timely manner to support identified customer needs.

- h. Adult Mentoring (12 month min): Describe your approach to mentor recruitment, especially in Metro North Priority Areas.
- i. Follow Up Services (12 Months): How will you maintain follow-up contact and assist the youth who leave your program, both the youth who drop out of the program as well as the successful program graduates?
- j. Comprehensive Guidance and Counseling: Describe how youth participants will be connected to specialized individual counseling including drug and alcohol abuse and mental health counseling.
- k. Financial Literacy Education: Describe the financial literacy services provided to participants including but not limited to budgeting, setting financial goals, savings, credit and overcoming debt.
- l. Entrepreneurial Skills Training: Describe the entrepreneurial program services available related to the basics of starting a small business. Services may include but is not limited to the entrepreneurial mindset, critical problem solving, business plan development, project management and marketing.
- m. Labor market Services: Explain how Metro North and Massachusetts labor market data will be utilized in the development of career plans. Explain your approach to working with industry sectors including Metro North Priority areas and STEM related fields.
- n. Post-secondary preparation and transition activities: Describe the transition support that will be provided to the participants upon training or school graduation. Describe the post-secondary preparation activities that will be provided.

3) Past Performance & Outcomes (20 points)

WIOA has specific outcomes designated for its Youth programs, primarily placement into employment or post-secondary education or training, enhanced by educational attainments. These have been outlined on preceding pages of this RFP.

For organizations that **have** previously received WIOA Youth funds:

- a. Referring to these performance measures, describe your agency's previous performance, over the past two years, with the target youth group.
- b. Share what changes or improvements your organization would implement if selected to received WIOA youth funds again.

For organizations that **have NOT** previously received WIOA Youth funds:

- a. Describe your agency's performance managing similar youth programming as closely as possible to these measures – education, employment, and work readiness preparation. Include supporting data that demonstrates your organization's success and ability to deliver results.

For all applicants:

- a. Describe your organization's previous experience administering federal, state and private grants.
- b. Explain your organization's approach to meeting deadlines and addressing any past compliance challenges, if applicable

- c. Detail the steps your organization has taken to enhance program efficiency, ensure compliance, and support continuous improvement

4) Financial Structure and Fiscal Plan (20 points)

- a. Provide a description of the administrative and financial management capabilities of the organization. What are the qualifications of the organization's key program management and financial staff, and to what extent will they be involved with this project?
- b. Provide the organization's total annual budget amount and list the top five funding sources for the current fiscal year including funder, amount, and project funded. Estimate what percentage of your overall organization's work would be represented by this contract?
- c. If you are proposing a subcontracting model, do you have experience in managing subcontracts for services including monitoring of subcontractors? How do you ensure proper fiscal oversight and accountability of subcontractors?
- d. Describe your experience with cost reimbursement contracts. Describe how you will financially support the costs of doing business until an invoice can be submitted and paid. How will you provide and fund the start-up costs of the program? (Start-up costs are allowable with WIOA funds although additional funds may be provided by the bidder.)
- e. Describe the agency's payroll system and accounting software including internal controls for accuracy and validity. What is the method for documenting employee time and expenses?
- f. If the entity is for-profit, identify the profit percentage built into the proposed budget, and describe the risk and other factors taken into consideration to arrive at this percentage.
 - a. *Profits earned will be subject to negotiations as detailed under Section 3.D.*
- g. Leveraged funds are **not required**. However, we are interested in if the bidder has ideas for securing additional funds to support WIOA Youth services or has additional funds internally that can be utilized for these services. If so, please describe it here. These funds can include cash contributions, staff effort, space, fee-for-service or other revenue generation and in-kind contributions. In answering, list each source of leveraged resources, the dollar value, and the function of each leveraged resource and whether the funds are secured, pending, anticipated, or ideas.
- h. Describe respondent's resource development experience and capacity to access various sources of funding in order to operate high-quality programs.

D. Budget Instructions

The budget should be submitted in Excel format utilizing the provided template. If you are applying for both In-School and Out-of-School programs, please fill out a separate budget form for each.

General instructions for completing the budget form:

- 1) "BUDGET SUMMARY" tab- This tab summarizes the figures from the other tabs.
 - a. Fill in organization name in cell B/C/D/E (5).
 - b. Check whether you are applying as an In-School or Out-of-School program in either cell C8 or C9.
 - c. All other fields auto-populate.

- 2) “NON WORK EXPERIENCE” tab- This tab is the program budget for all activities NOT INCLUDING work experience. The budget may include incentive payments directly tied to the attainment of program goals.
 - a. Salary and Fringe- list each individual staff person and their rate of pay and hours budgeted to the project. Reimbursable rate cap for fringe benefits for staff is up to maximum **30%**.
 - b. Other Program Costs- fill in each line item as necessary.
 - c. Contracted Services- list each third-party contractor and the services they will be providing.
 - d. Indirect Costs- indirect costs cannot exceed **10%** of Budget Sub-total.

- 3) “WORK EXPERIENCE” tab- Repeat steps 2a-2d for Work Experience expenses including wages/stipends paid to youth in the work experience, incentive payments directly tied to the completion of work experience, employability skill/job readiness training to prepare youth for work experience, staff time working to identify and develop a work experience opportunity, including staff time spent work with employers to identify and develop the work experience, staff time working with employers to ensure a successful work experience, (including staff time spent managing the work experience), staff time spent evaluating the work experience, participant work experience orientation sessions, classroom training or the required academic component directly related to the work experience, and orientations for employer.

- 4) “FOLLOW UP” tab- Repeat steps 2a-2d for expenses related to Follow Up Services. These funds will be reserved until the following fiscal year.

9. LIMITATIONS, DISCLAIMERS, AND ASSURANCES

A. Limitations

Metro North Regional Employment Board d/b/a MassHire Metro North Workforce Board (MNWB) shall not pay for any costs incurred by the applicant agencies in the completion of this RFP. Submission of an RFP does not in any way obligate the MassHire Metro North Workforce Board to award a contract. The MassHire Metro North Workforce Board reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP. The MassHire Metro North Workforce Board reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary. The MassHire Metro North Workforce Board may require successful applicants to participate in contract negotiations prior to contract finalization. The MassHire Metro North Workforce Board shall reserve the right to withdraw or reduce the amount of an award or to terminate, with or without cause, any contract entered into as a result of this RFP process.

B. Disclaimers

All contract awards by the MassHire Metro North Workforce Board, pursuant to this RFP, are contingent upon availability of funds. Respondents are liable for any and all costs incurred prior to final authorization by the MassHire Metro North Workforce Board and the execution of a contract with the MassHire Metro North Workforce Board.

The MNWB also reserves the right to:

- Rescind an award and/or reallocate the funding to another applicant should the successful respondent fail to execute its grant agreement in a timely fashion;
- Increase funding levels for any or all agencies selected pursuant to this RFP, if additional funds become available, based on agency performance, effectiveness and other details;
- Change and amend as necessary its policies or procedures governing the delivery or scope of services described herein;
- Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event might have on an organization's ability to operate a proposed program.

C. Right to File an Appeal

After the MassHire Metro North Workforce Board completes its review of all proposals submitted in response to this RFP, the MNWB will notify all applicants in writing of the status of their proposal and whether or not they have been selected as a proposed Youth Services Operator. Parties who submit proposals that are not selected as proposed Youth Services Operators may appeal the decision of the MNWB in accordance with the applicable provisions of this RFP. Appeals may only be based upon a claim that the MNWB has failed in any material respect to follow the selection process outlined in this RFP. As stated in the RFP, the MNWB is not obligated to select a proposed YPP's proposal that receives the highest score based upon the application of the proposal review scoring criteria. Proposed YPPs may be selected based upon a more comprehensive review and analysis that shall take into account the

results of the proposal review scoring criteria, interviews, if conducted, geographic access, and the overall qualifications of the party submitting the proposal. Generalized allegations of impropriety or dissatisfaction with the results of the process are not grounds for appeal.

An unsuccessful bidder who wishes to appeal a decision must file an appeal in writing within 10 business days of the date of MassHire Metro North Workforce Board's notice to unsuccessful proposers. The appeal statement must fully state in writing the grounds for the appeal in detail and shall be based solely upon the alleged failure of the MNWB to follow in any material respect the selection process outlined in this RFP. Appeal request statements must be sent by overnight mail or delivered in person. Appeals of the funding decision may be filed with Chris Albrizio-Lee, MassHire Metro North Workforce Board, 350 Main Street, Suite 620, Malden MA 02148

If an appeal is filed in accordance with the requirements of this RFP, the Complaint Officer shall proceed as follows:

- The Complaint Officer shall make a written determination within twenty (20) days of receipt of the appeal.
- The Complaint Officer may choose to make a determination based solely on the information included in the case file or conduct further investigation before issuing a written determination.
- If the Complaint Officer has made a written request to the appellant (or the appellant's authorized representative) for additional information, the twenty (20) day period does not begin until the requested information has been received by the Complaint Officer. If the Complaint Officer is unable to contact the appellant for the purposes of obtaining additional information needed to resolve an appeal, a written request for information must be sent via certified mail or through some other form of communication where receipt can be verified. If an appellant does not respond, the Complaint Officer must inform the appellant in writing that the matter is considered resolved and the appeal denied.
- The Complaint Officer may also choose to resolve the appeal by convening a local hearing. Only the Complaint Officer or the authorized Complaint Officer backup may preside at a local complaint hearing. If the Complaint Officer deems that a hearing is necessary, the Complaint Officer will notify the parties (in writing) that the matter has been scheduled for a formal hearing. The notice must inform the parties of certain conditions of the hearing process that include:
 - The date, time and location of the hearing;
 - Instruction that the Complaint Officer will conduct and regulate the course of the hearing to assure full consideration of all relevant issues and that actions necessary in order to ensure an orderly hearing are followed; and
 - Instruction that the Complaint Officer must rule on the introduction of evidence* and afford the parties to present, examine and cross-examine witnesses.

* For clarity, any hearing conducted by the Complaint Officer is an administrative hearing that is not conducted in the same manner as a judicial hearing.

Technical rules of evidence do not apply. It is up to the Complaint Officer to follow principles and procedures that are designed to assure credible evidence that can be tested through cross-examination.

- The Complaint Officer's written determination shall include a specific reference to the appellant's right to appeal the written determination, including the requirement that any appeal by the appellant of the Complaint Officer's written determination must be submitted for a state

level appeal and/or hearing in writing within ten (10) business days **of receipt of the local determination made by the Complaint Officer.**

Decision of the Board

If the Complaint Officer decides in favor of the appellant, the Department of Career Services, in the exercise of its authority pursuant to the Uniform Circular 2.CFR 200 and as designated State Work Force Agency and overseer of the Massachusetts Workforce Development System, designates the following options as sole remedies in the event an appeal is decided in favor of the appellant:

- Rebid the procurement of the Youth Services Operator in compliance with the requirements of WIOA, the Metro North Procurement Rules, and Department of Career Services policy (101.DCS 03-105); or
- Re-panel an entirely new group of raters and bid reviewers representative of the MassHire Metro North Workforce Board and business partners as new reviewers of the original bid proposals/documents (only) and render a decision accompanying by full supporting documentation.

Right to State-Level Appeal

If the local Complaint Officers determination issued to the appellant *does not* resolve the complaint to the satisfaction of the appellant, the appellant may request a state-level appeal and/or formal appeal hearing in writing within 10 business days of the date of the denial. The request for appeal and/or formal appeal hearing must be sent to:

Office of Director Massachusetts Workforce Development Board
100 Cambridge Street
5th Floor
Boston, MA 0211

If the appellant chooses to request an appeal without specifically requesting an appeal hearing, the State Board, or its designee (Authorized State Official - ASO), may decide to either make a determination based solely on the information included in the case file or conduct further investigation and issue a written determination without scheduling a formal hearing.

In either case, the State Board/ASO must submit a written determination to the appellant within 30 days of receipt of the original appeal request or 30 days after having received additional information from further investigation or 30 days after a formal hearing request. If the State Board/ASO has made a written request for information to the appellant or the appellant's authorized representative, and they do not respond within the given time frame, the appeal is considered resolved.

If the State Board/ASO deems that a formal hearing is necessary or if the appellant specifically requests such a hearing, the State Board/ASO will notify the parties in writing that the matter has been scheduled for a formal hearing. The notice must inform the parties of the following conditions of the hearing process:

Formal Hearing Process

The notice must inform the parties of the following conditions of the hearing process:

- The date, time and location of the hearing.
- Instruction that the State Board/ASO will conduct and regulate the course of the hearing to assure full consideration of all relevant issues and that actions necessary to ensure an orderly hearing are followed.
- Instruction that the State Board/ASO must rule on the introduction of evidence* and afford the parties the opportunity to present, examine, and cross-examine witnesses.

* For clarity it must be noted that an administrative hearing is not the same as a Court of Law. Technical rules of evidence *do not apply*. It is up to the State Board/ASO to follow principles and procedures that are designed to assure credible evidence that can be tested through cross-examination.

In conjunction with the hearing process the State Board/ASO:

- May decide to make a determination based on the information included in the case file or investigate further prior to the formal hearing.
- May decide to conduct a hearing on more than one appellant if the issues are related.
- May permit (at his/her discretion) the participation of interested parties (amicus curae) with respect to specific legal or factual issues relevant to the complaint/appeal.
- May choose to conduct the hearing at a single location convenient to all parties (preferred) or, if that would represent a hardship for one or more parties, the State Hearing Official may elect to conduct the hearing by telephone conference call.
- Must conduct the hearing *and* issue a written determination to the appellant, the respondent and any other participating interested parties within 30 days from the date the hearing was requested. The State Board/ASO's written determination must include:
 - the results of the State level investigation;
 - conclusions reached on the appeal;
 - an explanation as to why the decision was upheld or not upheld;

Decision of State Board

Should the state board decide in favor of the appellant, in the exercise of its authority, the Massachusetts Workforce Development Board (MWDB) will remand decisions on appeals of the Lead Operator of Youth Services selections to the Department of Career Services for further action as the overseer of the Massachusetts Workforce Development System.

The Department of Career Services (DCS), in the exercise of its authority pursuant to the Uniform Circular 2.CFR 200 and as designated State Workforce Agency (SWA) and overseer of the Massachusetts Workforce Development System, designates the following local options as remedies to appeal orders remanded by the Massachusetts Workforce Development Board to DCS for Action:

- Re-bid the procurement of the Youth Services operator in compliance with the requirements of WIOA and MNWB's procurement rules.
- Re-panel an entirely new group of rates and bid reviewers representative of the WIOA MNWB and business partners as new reviewers of the original bid proposals/documents and render a decision accompanied by full supporting documentation.

A decision under this state appeal process is final and may not be appealed to the U.S. Secretary of Labor. In the absence of a timely and properly submitted written protest, no party responding to this RFP shall be eligible for any remedy.

D. Disallowed Costs and Cancellations

Successful bidders must accept liability for all aspects of any Workforce Innovation and Opportunity Act program and other state and federal programs conducted under contract with the MassHire Metro North Workforce Board. Successful bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted. The MassHire Metro North Workforce Board reserves the right to cancel or alter an award if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.

E. Contracting

The contract award will not be final until the MassHire Metro North Workforce Board and the bidder have executed a mutually satisfactory contractual agreement. No program activity may begin prior to the MassHire Metro North Workforce Board approval of the award and execution of an award letter and/or contractual agreement between the successful bidder and the MassHire Metro North Workforce Board. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from federal or state governments. The MNWB reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process.

F. Cost and Negotiations

The MassHire Metro North Workforce Board reserves the right to reject any or all proposals received and to negotiate with any and all offers on modifications to proposals. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.

G. Modification of Contracts

Any contract awarded pursuant to this RFP may be unilaterally modified by the MassHire Metro North Workforce Board upon written notice to the Youth Program Providers under the following circumstances:

1. Youth Program Provider fails to meet performance and service expectations set forth in the contract, or
2. The federal or state government increases, reduces or withdraws funds allocated to the MassHire Metro North Workforce Board, which impact services solicited under this RFP, or
3. There is a change in federal or state legislation and/or their regulations, local laws, or applicable policies and procedures.

H. Assurances and Certifications

By signing the Statement of Compliance and Disclaimer Form in Attachment F, the applicant agrees to the following assurances and certifications:

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Local Workforce Development Boards, and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal. A resolution, motion or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.

In addition, the authorized representative assures, certifies and understands that: Workforce Innovation and Opportunity Act (WIOA) recipients are obligated to maintain the following assurance for the period during which WIOA Title I financial assistance is extended. Each request for proposal, proposal and application for financial assistance under WIOA Title I shall contain the following assurances.

"As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs."

The recipient also assures that it will comply with WIOA implementing regulations and all other regulations implementing the laws listed above. This assurance applies to the recipient's operation of the WIOA Title I financially assisted program or activity, and to all agreements the recipient makes to carry out the WIOA Title I financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85), Department of Health and Human Services (45 CFR Part 76).

By signing the Statement of Compliance and Disclaimer Form the applicant certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

Nondiscrimination: By signing the Statement of Compliance and Disclaimer Form the applicant certifies that it shall comply with the nondiscrimination provisions outlined in the WIOA of 2014 including Title I, Sec. 188.

Conflict of Interest: All applicants will disclose to the MassHire Metro North Workforce Board if there is a:

- (1) Manager, employee or paid consultant of the Respondent is a member or employee of the MNWB;
- (2) Manager or paid consultant of the Respondent is married to a member or employee of the MNWB;
- (3) Member of the MNWB, or an employee of the MNWB, owns or has any control in the Respondent's organization;
- (4) A spouse of a member of the MNWB, or employee of the MNWB receives compensation from Respondent for lobbying activities;
- (5) Respondent has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
- (6) Should Respondent fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Respondent shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with the MNWB and shall immediately refund the MNWB any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the MNWB relating to that contract.

Lobbying: This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

Drug-Free Workplace: This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

By signing the Statement of Compliance and Disclaimer Form the applicant certifies that it shall provide a drug-free workplace by:

- (1) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (2) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (2) Providing each employee with a copy of the Contractor's policy statement;
- (4) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (5) Notifying the MNWB within ten (10) days of Contractor's receipt of a notice of a conviction of an employee; and,
- (6) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

These certifications are material representations of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

WIOA Sec. 188 29 CFR Part 38 Discrimination Against Participants: If the Secretary determines that any recipient under WIOA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIOA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIOA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

WIOA Sec.188 (a):

- (1) **Federal financial assistance.** For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681et seq.), or on the basis of race, color or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- (2) **Prohibition of discrimination regarding participation, benefits and employment.**
No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.
- (3) **Prohibition on assistance for facilities for sectarian instruction or religious worship.**
Participants shall not be employed under WIOA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).
- (4) **Prohibition on discrimination on basis of participant status.** No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIOA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- (5) **Prohibition on discrimination against certain non-citizens.** Participation in programs and activities or receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylum seekers, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

Section 188 (3) WIOA Title I funds may not be spent on the employment or training of participation sectarian activities. Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).

With regard to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the provider agrees to comply with the implementing regulations that require that each program of training services, when funded in all or in part with federal funds, shall be accessible to qualified individuals with disabilities. The provider further agrees to meet all applicable requirements regarding facility access.

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIOA Title I financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIOA Title I financially assisted program or activity.

Documentation of Financial Stability:

Signing the Statement of Compliance and Disclaimer Form certifies that the applicant shall comply with the provisions of Sec. 122 of the Workforce Innovation and Opportunity Act of 2014.

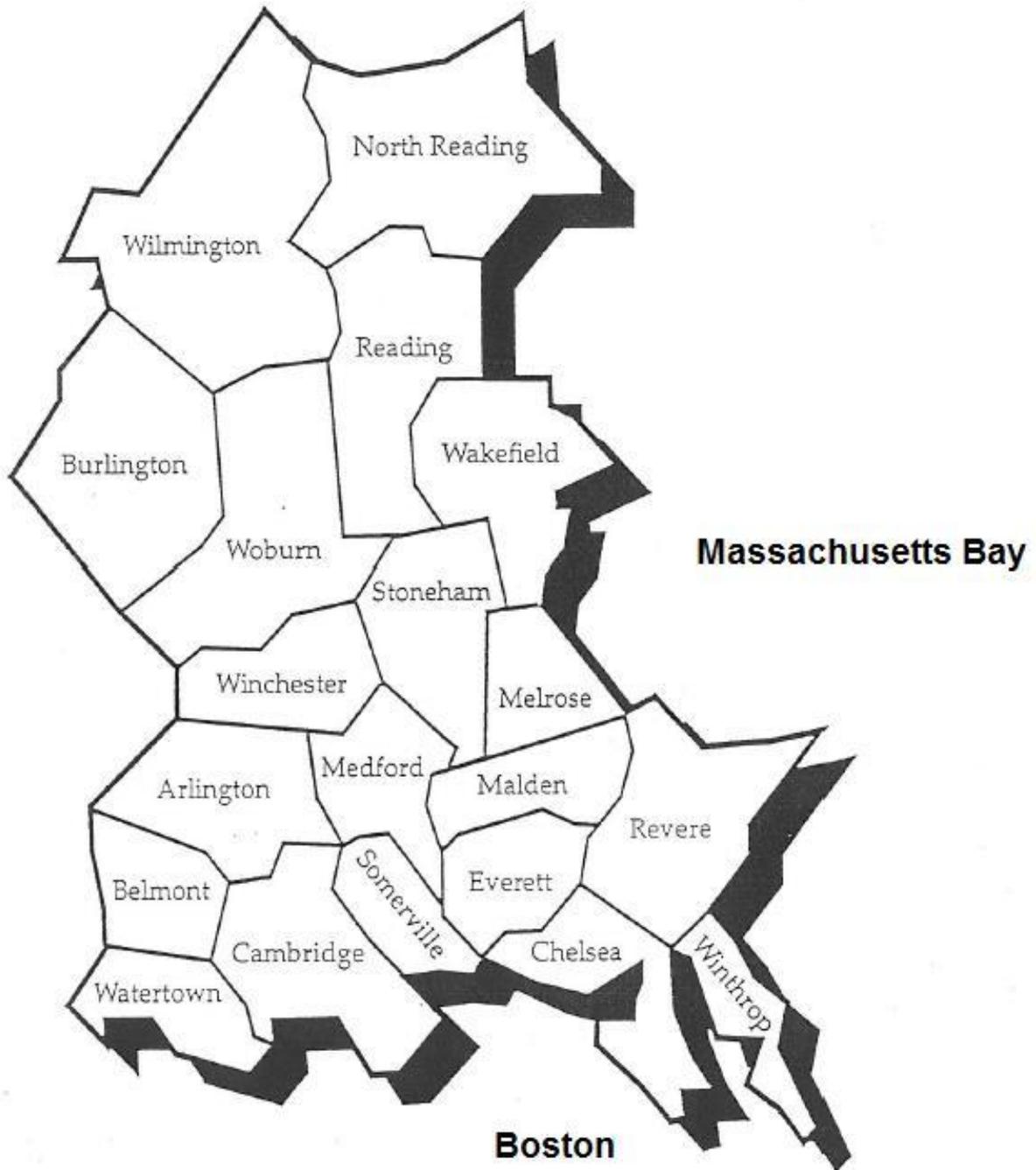
Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

Signing the Statement of Compliance and Disclaimer Form certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Nondiscrimination; Conflict of Interest; Education Standards and Procedures; Documentation of Financial Stability and Reporting Requirements are true and correct as of the date of submission. This does not preclude the MassHire Metro North Workforce Board from requiring additional assurances as part of the local application requirements.

Further, the Authorized Representative acknowledges that if the information given to the MNWB by the applicant causes harm to a third party, then applicant will be held liable for any MNWB action resulting from reliance on that information.

10. APPENDIX

A. Metro North Regional Map



11. ATTACHMENTS

- A. Letter of Intent**
- B. Cover Page**
- C. Proposal Summary Forms**
- D. Partnership Form**
- E. Fiscal Questionnaire**
- F. Statement of Compliance and Disclaimer Form**
- G. Certificate of Lobbying Activities**

Attachment A: Letter of Intent to Bid on Metro North WIOA Youth Provider Request for Proposals

Submit this letter to the MassHire Metro North Workforce Board by 5:00pm EST on March 4, 2026, to RFP@masshiremetronorth.org. **Submission of a letter of intent is mandatory for a proposal to be considered.**

Date Submitted: _____

Submitting for (Please Check):

In School Out of School BOTH (In School and Out of School)

Name of Lead Organization: _____

Address: _____

Contact Person: _____

Telephone: _____ E-mail: _____

Collaborating Organizations (if any):

Organization Name: _____

Attachment B: Cover Page

Legal Name of Applicant Agency			
Number of Years in Business			
FEIN Number			
DUNS Number			
Type of Organization (check all that apply)	<input type="checkbox"/> Institution of higher education <input type="checkbox"/> Non-traditional public school <input type="checkbox"/> Consortium of public agencies <input type="checkbox"/> Community organization <input type="checkbox"/> Labor organization	<input type="checkbox"/> Private for Profit <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Government Agency <input type="checkbox"/> Business <input type="checkbox"/> Business association	
Addresses of Service Location – This is the location where the services described in this application will be provided.	Addresses:		
Principal of Agency – CEO/Executive Director/President	Name		
	Title		
	Address		
	Email Address		
	Phone		
Programmatic Contact Person	Name		
	Title		
	Address		
	Email Address		
	Phone		
Fiscal Contact Person	Name		
	Title		
	Email Address		
	Phone		
Total Amount Requested	\$		

Attachment C1: In-School Proposal Summary Sheet

RFP TITLE: WIOA IN SCHOOL Youth -- Metro North

Fiscal Year 2027

▪ PROPOSAL SUMMARY SHEET ▪

NAME OF ORGANIZATION: _____

LOCATION OF TRAINING: _____

PROGRAM DESCRIPTION: _____

<u>EDUCATION CLASSES</u>	<u>HOURS/WEEK</u>	<u>WORK EXP. & OTHER SRVCS.</u>	<u>HOURS/WEEK</u>
--------------------------	-------------------	-------------------------------------	-------------------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

OTHER SERVICES ACTIVITIES

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

TOTAL CLASS HOURS PER WEEK PER PARTICIPANT: _____

TOTAL WEEKS OF PROGRAMMING: _____

NUMBER OF PARTICIPANTS: _____

SCHEDULE: (Please provide both Summer Schedule and Year-Round Schedule Below - if different)

Full Year Schedule:

START DATE: _____ END DATE: _____ DAYS (Circle): M T W Th F TIME: _____

Summer Schedule: (If different from above)

START DATE: _____ END DATE: _____ DAYS (Circle): M T W Th F TIME: _____

<u>PROPOSED ENROLLMENTS and COMPLETIONS</u>	<u>TOTAL</u>	<u>PERCENT OF TOTAL</u>
TOTAL PROJECTED ENROLLMENTS:	_____	<u>100%</u>
TOTAL PROJECTED COMPLETERS BY 6/30/27 :	_____	_____
<u>PROPOSED OUTCOMES</u>		<u>PERCENT OF TOTAL</u>
(Graduates may count in more than one category)		<u>COMPLETERS</u>
A) Entered Employment/Edu/Training	_____	_____
B) Employment/Edu/Training/Retention	_____	_____
C) Credential Rate	_____	_____
D) OTHER (None of the above)	_____	_____

Attachment C2: Out-of-School Proposal Summary Sheet

RFP TITLE: WIOA OUT OF SCHOOL Youth -- Metro North

Fiscal Year 2027

▪ PROPOSAL SUMMARY SHEET ▪

NAME OF ORGANIZATION: _____

LOCATION OF TRAINING: _____

PROGRAM DESCRIPTION: _____

<u>EDUCATION CLASSES</u>	<u>HOURS/WEEK</u>	<u>WORK EXP. & OTHER SRVCS.</u>	<u>HOURS/WEEK</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OTHER SERVICES ACTIVITIES

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL CLASS HOURS PER WEEK PER PARTICIPANT: _____

TOTAL WEEKS OF PROGRAMMING: _____

NUMBER OF PARTICIPANTS: _____

SCHEDULE: (Please provide both Summer Schedule and Year-Round Schedule Below – if different)

Full Year Schedule:

START DATE: _____ END DATE: _____ DAYS (Circle): M T W Th F TIME: _____

Summer Schedule: (If different from above)

START DATE: _____ END DATE: _____ DAYS (Circle): M T W Th F TIME: _____

<u>PROPOSED ENROLLMENTS and COMPLETIONS</u>	<u>TOTAL</u>	<u>PERCENT OF TOTAL</u>

TOTAL PROJECTED ENROLLMENTS: TOTAL PROJECTED COMPLETERS BY 6/30/27 :	_____ _____	<u>100%</u> _____
<u>PROPOSED OUTCOMES</u>		<u>PERCENT OF TOTAL COMPLETERS</u>
(Graduates may count in more than one category)		
E) Entered Employment/Edu/Training	_____	_____
F) Employment/Edu/Training/Retention	_____	_____
G) Credential Rate	_____	_____
H) OTHER (None of the above)	_____	_____

Attachment E: Fiscal Questionnaire

Is the agency a not-for-profit entity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the agency subject to the A-133 Single Audit requirement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency do its own accounting? If no, indicate the name and address of the accounting firm below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name:		
Address:		
Contact Person:		
Phone Number:		
Does the agency have a current financial procedures manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how often is it reviewed and updated?		
Does the agency have a written cost allocation plan? If yes, please submit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency have an approved Indirect Cost Rate by a cognizant agency? If yes, please submit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency have a conflict of interest policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How often is a trial balance prepared?		
Accounting System Disbursements/Reconciliation		
Are all disbursements made by check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all checks pre-numbered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Who is authorized to sign checks? Please indicate name and title(s).		
How often is the bank reconciliation prepared?		
Please provide the name and length of engagement.		
Name:		
Length of Engagement:		

Attachment F: Statement of Compliance and Disclaimer Form

As the authorized signatory official for: _____

I hereby certify:

- That the above-named respondent is legally authorized to submit this application requesting funding under the Workforce Innovation and Opportunity Act and all other funding sources;
- That the above-named respondent does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, U.S. Department of Labor, Massachusetts Department of Career Services, Local Workforce Development Board policies and guidelines, and other administrative requirements issued by the State of Massachusetts; and
- That the above-named respondent will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation, and improper conduct which may or may not be fraudulent in nature; and
- That the above named respondent will abide to all limitations, assurances, and disclaimers listed in the RFP including in Section XI.H.; and
- That the contents of the application are truthful and accurate and the above named respondent agrees to comply with the policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named respondent is in agreement that the MassHire Metro North Workforce Board reserves the right to accept or reject any proposal for funding; and that the above-named respondent has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named respondent waives any right to claims against the members and staff of the MassHire Metro North Workforce Board.

Typed Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

Attachment G: Certificate of Lobbying Activities

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal entity. Such disclosures are forwarded from tier to tier up to the grantee or sub-grantee/non-Federal entity.

Complete and attach the Certificate of Lobbying Activities (SF-LLL):

https://apply07.grants.gov/apply/forms/readonly/SFLLL_2_0-V2.0.pdf

AMENDMENT TO THE FY'27 WIOA YOUTH RFP