

## TRANSMITTAL #2

### MEMORANDUM

January 6, 2016

**TO:** Workforce Development Council Youth Committee

**FROM:** Susan Simmons, Deputy Director 

**SUBJECT:** Develop Procurement Guidelines for Workforce Innovation and Opportunity Act (WIOA) Youth Elements PY2016

#### **ACTION REQUESTED:**

State staff recommend the Youth Committee review how the Workforce Development Council's decisions will be incorporated into a Request for Proposal (RFP) document, and provide staff with further guidance regarding the RFP's organization and narrative. The draft RFP outline below incorporates the Council's decisions, includes related WIOA federal regulations and highlights major discussion items for the Committee.

#### **BACKGROUND:**

As requested by the Workforce Development Council, the Youth Committee has undertaken the effort to finalize the procurement processes for WIOA youth projects with funding to begin July 1, 2016.

WIOA Youth Program Design decisions, recommended by the Youth Committee and approved by the Workforce Development Council, will guide the procurement process and are summarized below.

- Competitively procure delivery of four WIOA youth program elements for out-of-school youth – Work Experiences, Adult Mentoring, Leadership Development Opportunities and Supportive Services in each of the six service delivery areas (SDAs) identified by the Council for allocation of WIOA resources
- Require each area's allocation to reflect the Council's policy of a minimum 50/50 staff/participant planned expenditure rate, allowing a higher rate only for participant expenditures. Require all Youth activities support development of occupational skills in demand by high growth industries that feed into specific high growth industry pipelines
- Require respondents to compete for delivery of all four of the procured WIOA youth program elements; allow respondents to compete for delivery of these elements in one or more of the six service delivery areas. Leadership Development Opportunities must be incorporated into each of the work-based activities rather than delivered as a stand-alone activity.

- Priority of services will be given to low-income individuals from juvenile justice, low-income individuals aging out of foster care, low-income pregnant and parenting youth and low-income individuals with disabilities

***Draft Outline for Youth Program Design RFP***

- The State will competitively procure four elements for out-of-school youth for WIOA funds set aside on a SDA basis.

RFP will provide a narrative description of the state’s six SDAs and a visual map of Idaho with regions clearly marked. The RFP will clarify that each response to the RFP must describe types of services the respondent proposes to offer. The applicant may submit more than one proposal within one SDA or may submit proposals for more than one SDA. Required federal guidelines regarding identification of the applicant (name of business, type of business, etc.) will be included in the RFP. Proposals will be accepted for 30 days after official release and public announcement of the RFP.

*Proposal should include:*

- Name of business, type of business, address, contact person*
- Specific area of application*

**Discussion Item** – Historically, WIA youth services have been procured for one year, with the option to extend additional years, up to three years total, if annual performance is met. With committee approval, state staff will include this process in this RFP for WIOA services.

- Respondents will be allowed to compete for each SDA’s full set aside amount, or any portion thereof.

The RFP will provide an amount of funds available for all four of the elements to be procured, based on 30 percent of each SDA’s estimated program allocation for PY2016. These estimates, shown below, incorporate the Consolidated Appropriations Act, 2016, funding level for WIOA youth activities. The State anticipates that its PY2016 funding may actually be less than PY2015 levels. The RFP will include federal and state policies regarding allowable expenses, as well as State policies and processes regarding reimbursement to the provider and to vendors for participant services.

Area One	\$195,956
Area Two	\$71,864
Area Three	\$236,443
Area Four	\$46,357
Area Five	\$2,633
Area Six	\$71,527

*Proposal should include:*

- a. Amount of funds requested and estimated number of participants to be served*
- b. Budget which reflects a minimum of 66 percent of the award applied toward work-based activities (wages, stipends, supportive services) exclusive of staffing charges. Matching funds may not be included in this equation*
- c. Budget narrative for each line item*
- d. Anticipated quarterly expenditures for 12 months of project*
- e. Assurance that applicant will comply with the State's billing and support service processes*

**Discussion Item** – If only one proposal is received for an SDA, the Committee may determine that since competition is no longer a concern, the proposal will not be ranked. The Committee would review the proposal to determine if the RFP requirements are met, and if so, award the contract.

**Discussion Item** – If no proposals are received for a specific SDA of the state, or if those reviewed are determined to be non-responsive, the Committee may reserve the right to revert the set aside funds and responsibility for delivery of the four elements to the grant recipient, the Idaho Department of Labor, for ongoing youth program delivery in that SDA.

**Discussion Item** – The Committee will consider the relative weight of project costs vs. other project selection criteria. The Committee may consider awarding additional points for the effectiveness of the proposal in the number and quality of services provided for the money expended.

- Providers must serve only those out-of-school youth referred by the State's grant recipient, the Idaho Department of Labor (IDOL). Priority of services must be given to low-income individuals from juvenile justice, those aging out of foster care, pregnant and parenting youth and individuals with disabilities.

*Proposal should include:*

- a. Description of who will be served; description of applicant's planned coordination with IDOL within the SDA to access referred individuals and their planned service strategies in a timely manner;;*
  - b. Description of staff location and accessibility to potential participants and IDOL staff;*
  - c. Description of staff/system process to provide feedback to IDOL staff regarding individual youth participation;*
  - d. Assurance that the applicant will comply with requirements to provide participation records necessary to meet federal reporting guidelines*
- Respondents must compete for all four allowable program elements. RFP will provide full descriptions of design framework and allowable program elements. RFP will provide federal regulations regarding the four elements, noting that WIOA funds may not be used to acquire those elements commonly available in the area to low income youth. Since tutoring, alternative school, guidance and counseling, financial literacy education, entrepreneurial skills, labor market information and transition activities are commonly available to youth in Idaho, these elements will

be coordinated with other providers in the communities rather than purchased with WIOA funds. The elements may be provided in combination or alone at different times during a youth's development, as determined appropriate for each individual youth based on each participant's objective assessment and individual service strategy.

*Proposal should include:*

- a. *Narrative of the four allowable elements the applicant will provide. Narrative of coordination with other community providers to access remaining required program elements, rather than purchasing with WIOA funds;*
- b. *Description of processes that will ensure participant-based provision of element(s) for each referral as delineated by IDOL in the participant's planned service strategy;*
- c. *Staff and/or organization experience in providing element service, particularly with youth*

**Discussion Item** – The Committee may consider awarding additional points for experience, such as experience serving youth, experience with WIOA case management staff and having working relationships already established with local businesses and other community resources.

- Require providers to develop work-based learning opportunities that develop occupational skills that are in demand with the area's high growth industries as identified by the Workforce Development Council, while also meeting the occupational interests of each participant as delineated in the individual's service plan; provide each participant with personalized connections to employment in the area's high growth industries.

*Proposal should include:*

- a. *Description of the respondent's knowledge, connections and/or work experience with high growth industries in the area and developing skills to meet the workforce needs of business*
- b. *Description of how the provider's activities will rapidly train workers for and connect them to high growth jobs*
- c. *The role of the WIOA funded staff and any partner staff in delivering and/or supporting these activities*
- d. *Description of existing pipeline, or pipeline that will be developed, to feed participants into high growth employment opportunities.*
- e. *The respondent's capacity and/or experience developing work-based training opportunities whether an OJT, internship or work experience, and structuring work-based training to develop skills quickly and efficiently.*

**Discussion Item** – The Committee may consider awarding additional points for thorough analyses of labor market information in support of selected occupations/industries and their pipeline and/or selection of critical occupations.

- WIOA performance measures for these youth projects will be focused on placement in unsubsidized employment.

The RFP will provide details regarding work-based activity exit and documentation processes and will clearly define “entered employment”.

*Proposal should include:*

- a. Description of connection to employer community, especially those in high growth industries targeted in the project*
- b. For the twelve month contract, provide planned number for:*
  - 1) Participants active in each work-based activity*
  - 2) Exiters*
    - a) Number exited to unsubsidized employment,*
    - 3) Number remaining active in the project*

**FURTHER ACTION:**

Based on input and decisions made by the Youth Committee today, state staff will develop a draft RFP document. State staff recommend the committee establish an RFP review schedule prior to adjournment of the January 6, 2016 meeting.

Contacts:	Primary:	Rico Barrera	(208) 332-3570, ext. 3316
	Secondary:	Cheryl Foster	(208) 332-3570, ext. 3213