



**REQUEST FOR PROPOSAL (RFP)
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
YOUTH PROGRAMS**

Issued February 17, 2021

**Proposal must be received no later than
12:00 P.M. Pacific Standard Time (PST)**

**March 19, 2021
ABSOLUTELY NO EXCEPTIONS**

Procurement #21-01

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Auxiliary Aids and Services are Available upon Request to Individuals with Disabilities

WIOA Title I Youth Services

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1. REQUEST FOR PROPOSALS INTRODUCTION

The Workforce Investment Board of Tulare County (WIB) releases this Request for Proposals (RFP) to identify and fund organizations that have experience providing Workforce Innovation and Opportunity Act (WIOA) youth programs, or similar programs, for out-of-school youth (OSY) ages 16-24 and in-school youth (ISY) ages 16-21 who are most in need and can most benefit from WIOA services.

The purpose of this request to procure qualified Subrecipient(s) to enter into a one-year (1) contract beginning July 1, 2021 through June 30, 2022 for the delivery of WIOA services. The WIB has the option to extend the contract(s) for three (3) additional, one-year periods based on demonstrated program performance and availability of funds.

This RFP provides Respondents with the requirements necessary to submit a responsive proposal, including background information, a description of desired services, proposal guidelines and format, and the subrecipient selection process. Proposals that do not follow RFP specifications will be determined non-responsive and will not be considered for funding. All proposals must be comprehensive and address the full scope of services or demonstrate a partnership with other agencies that together will deliver the full scope of services required by this RFP.

The WIB will competitively award contracts to providers whose submissions are most responsive to the need for services described herein.

1.1 Eligible Entities

Eligible Respondents are organizations which on their own, or in formalized partnership with other organizations, have adequate administrative controls and personnel to provide the full scope of services required by this RFP under the provisions of WIOA.

Eligible Entities:

- Public agencies, consortiums, and/or a collaboration of these organizations
- Employment service state agencies established under Wagner-Peyser Act
- Community-based organization, non-profit organization
- Workforce intermediary
- Private for-profit entities

A consortium, joint venture, or team of organizations with complementary skills and experience is permitted to respond to this RFP as long as such proposal demonstrates that all contractual responsibility rests solely with one legal entity and that the proposed arrangement would enable the respondent to furnish efficient quality and effective services.

1.2 Estimated Funding

The WIB anticipates awarding approximately \$4.3 million in WIOA funding through this RFP for full service, youth programs and to operate from July 1, 2021 through June 30, 2022. The stated dollar amount is based on projected availability of funding and subject to change. The WIB may increase or decrease funding, at this time, based on funding availability, policy requirements and WIB priorities.

Funds expended from awards issuing from the RFP must be for activities and services that are reasonable, necessary and allowable. The funds are governed by WIOA; local, state and federal laws, regulations and directive; and Federal Register Uniform Guidance. The selected Subrecipient(s) must be knowledgeable of the allowable costs for this funding stream in order to avoid potential for disallowable costs. No funds under this grant will be used to purchase real property, construct building, or build the infrastructure of contractors beyond immediate program needs.

If additional youth funding, from any sources, becomes available the WIB may, at its discretion, incorporate this additional funding into existing contracts or by consideration of proposal not initially funded under this RFP.

Allocation of funding, under the RFP shall be consistent with the requirements of the WIOA any implementing regulations or directives of Department of Labor (DOL) and the California Employment Development Department (EDD). Successful Respondents will be required to adhere to the statutes, regulations, and policies applicable to funding provided. The WIB reserves the right to make changes to these policies contained in this RFP, based upon statutory and regulatory requirements of these funds. Should unanticipated changes become necessary, relevant information will be posted on the WIB website www.tularewib.org.

1.3 Solicitation

The WIB hereby solicits proposals using a competitive bid process for the provision of WIOA Title I Youth services for the following service delivery areas.

A separate proposal must be submitted for each area. Respondents may bid on all five areas. However, it is the intent of the WIB to only award up to three areas to a single entity, if it is in the best interest of the WIB.

The RFP does not commit the WIB to accept any proposal submitted, nor is the WIB responsible for any costs incurred by the respondents in the preparation of responses to this RFP. The WIB reserves the right to reject any or all proposals, and to award the contract(s) in whole or in part as is deemed to be in the best interest of the WIB. The WIB reserves the right to negotiate with any respondent after the proposal(s) are reviewed, if such action is deemed to be in the best interest of the WIB. The WIB reserves the right to delay, amend, or reissue the RFP at any time.

Geographic Distribution and Estimated Funding

Service Delivery Area	Distribution Percentages	Out-of School Youth 16-24	In-School Youth 16-21	Funding Available
Area I - Porterville	23%	\$842,406	\$186,403	\$1,028,809
Area II - Tulare	17%	\$643,525	\$98,404	\$741,929
Area III - Visalia/Goshen	30%	\$1,049,006	\$144,415	\$1,193,421
Area IV – Dinuba/Orosi	15%	\$567,816	\$140,392	\$708,208
Area V - Exeter/Farmersville	15%	\$567,816	\$98,404	\$666,220
Total	100%	\$3,670,569	\$668,018	\$4,338,587

Area I: Inclusive of Lindsay, Strathmore, Plainview, Springville, Woodville, Poplar, Porterville, Terra Bella, Ducor, Fountain Springs, and Richgrove.

Area II: Inclusive of Tulare, Waukena, Tipton, Pixley, Alpaugh, Earlimart, and Allensworth.

Area III: Inclusive of Goshen, Visalia.

Area IV: Inclusive of Traver, London, Dinuba, Orosi, Cutler, and Yettem.

Area V: Inclusive of Exeter, Farmersville, Ivanhoe, Woodlake, and Three Rivers

The WIB reserves the right to adjust overall funding and participant levels such that appropriate and reasonable service and expenditure rates are maintained.

2. SUBMITTAL OF PROPOSALS

The WIB must receive the proposal(s) no later than March 19, 2021 at 12:00 P.M. marked Pacific Standard Time (PST).

Respondents must submit a copy of all required proposal elements to WIBProcurement@tularewib.org. Please see section 6.3 Electronic Submittal Instructions.

Late proposals will **not** be accepted. The WIB will provide an email confirmation- verifying the time and date the proposal is received.

2.1 RFP Schedule and Timeline

Beginning February 17, 2021, the RFP will be available to download from the WIB's website, www.tularewib.org. If you are unable to download the RFP please contact:

Laura Gonzalez
Workforce Investment Board of
Tulare County 309 West Main
Street, Suite 120
Visalia, CA 93291
(559) 713-5200
LGonzalez@tularewib.org

Procurement Timetable

Issue Request for Proposals	February 17, 2021
Bidders' Conference	February 25, 2021
Deadline for Submission of RFP Questions	March 8, 2021
Ex Parte Communication	March 8, 2021
Past Performance Questionnaire Attachment H by 12:00 p.m.	March 19, 2021
Proposals Due by 12:00 P.M. (PST)	March 19, 2021
Hard Copy Attachments with Wet Signatures	March 26, 2021
WIB Board Approval	April 14, 2021
Effective Date of Contract(s)	July 1, 2021

2.2 Bidders' Teleconference Session

The bidders' teleconference is open to all eligible bidders. WIB staff will present the RFP requirements and answer questions during the bidders' conference.

Staff will not provide assistance regarding a respondent's project design. All prospective bidders are strongly encouraged to join the bidders' teleconference February 25 at 10:00 a.m. (PST). To join the bidders' teleconference please click on this link <https://bit.ly/BiddersConferenceYouth2021>, you can also access the link on the WIB's website www.tularewib.org. Please register no later than 12:00 p.m. (PST) on February 24, 2021.

2.3 RFP Questions

To ensure a fair and objective evaluation, all questions related to the RFP must be submitted in writing via email. Written questions will be accepted through 12:00 p.m. (PST) on Tuesday, March 8, 2021 to the WIB via email to: WIBProcurement@tularewib.org with the subject line "RFP Q&A Youth." Questions received after the March 8, 2021 deadline will not be answered.

Written responses to questions received by the WIB will be posted on the website www.tularewib.org and emailed to the bidders' conference attendees.

NOTE: With the exception of the bidders' conference, phone calls and oral questions will NOT be accepted.

Only the responses posted on the website are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP.

Respondents are warned that no other individuals are to be contacted in this regard. No other sources of responses or clarification are considered valid. Respondents are strictly prohibited from contacting members of the WIB and WIB staff other than as stated above.

2.4 Ex Parte Communication

It is the policy of the WIB to prohibit ex parte communication with any WIB member, or other person serving as an evaluator during the procurement process. Respondents directly contacting board members or evaluators risk elimination of their proposals from further consideration.

Any written communication to a Board member or evaluator from potential respondents will be distributed to all WIB members and evaluators. Collaboration with members of the various WIB and committees on or about the proposal is a violation of the ex parte communication rule. However, recognizing the value that such collaborations may bring to our system, the WIB has developed the Ex Parte Communication Prohibition and Conflict of Interest Certification Form (Attachment I) to ensure that these types of arrangements do not place respondents in jeopardy.

Any respondent who wishes to collaborate with a member of the WIB MUST fill out the Ex Parte Conflict of Interest Attachment I and email to WIBProcurement@tularewib.org with the subject line "Ex Parte" no later than March 8, 2021.

2.5 Addenda to this Request for Proposals

At the discretion of the WIB, if it becomes necessary to revise any part of this RFP, an addendum will be provided to all known recipients of this RFP and posted on the WIB's website. Any clarification, including responses to questions raised at the bidder's conference, will become an addendum to this RFP.

If you downloaded this RFP from the WIB's website, please email the name and email address of the person to be notified of any RFP revision to WIBProcurement@tularewib.org with the subject line "RFP Recipient" to ensure that your name is on the list of potential respondents known to have received this RFP. Addenda to the RFP will be posted on the WIB's website www.tularewib.org.

Respondents are responsible for checking the website frequently to remain informed about the procurement process, responses to questions, and other information that may affect this RFP (e.g. changes to instructions or revisions to the timeline).

The terms and conditions of this RFP may change based on new legislation. Respondents to this RFP will be expected to remain informed on WIOA and its regulations and requirements. Technical assistance on legislative changes will be available from the WIB. WIOA information can be found at the United States Department of Labor, Employment and Training Panel, Final Rules and Regulations.

<https://www.dol.gov/agencies/eta/wioa/regulations>

2.6 Right to Cancel

The WIB reserves the right to cancel all or any part of this RFP at any time without prior notice. The WIB also reserves the right to modify the RFP process and timeline as is deemed necessary.

2.7 Insurance

A full line of business insurance will be required of any of the WIB’s contractors. The coverage shall include general liability insurance with a minimum of two million dollars (\$2,000,000) of coverage per occurrence, business personal property, including fire and theft, fidelity bond, performance bond, and worker’s compensation.

Evidence that the WIB is named as an additional insured on the successful respondent’s insurance is required prior to execution of any contract.

3. BACKGROUND INFORMATION

3.1 Organization Overview

The WIB is a 501 (c) (3) tax-exempt non-profit organization that provides a variety of workforce development services to the region’s businesses, residents, and education and training providers.

The WIB is Tulare County’s workforce development broker, creating workforce solutions for employers, and employment and training solutions for individuals.

WIB Mission: Our investments and funding strategies advance Tulare County’s economic vitality by growing the skills and talent of the workforce.

WIB Vision: Because of our skilled workforce talent, Tulare County businesses continue to thrive.

The WIB provides a comprehensive system of training, placement, and career planning for job seekers throughout Tulare County. The WIB also offers an array of business services, such as labor market information.

Businesses look to the WIB and its system of Employment Connection One-Stop Centers and partners for qualified employees, for expertise in job training and supportive services, and for leadership to mobilize public and private organization to address workforce needs. The WIB’s partners and training providers share in the desire to work jointly in preparing Tulare County’s current and future workforce by integrating academic, vocational, and social services with workforce development.

3.2 Workforce Innovation and Opportunity Act of 2014

On July 22, 2014, President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law. WIOA took effect on July 1, 2015 and supersedes the Workforce Investment Act (WIA) of 1998. Key changes under WIOA for serving youth include increasing the minimum percentage of funds to be spent on OSY from 30% to at least 75%; an increased focus on work-based learning and career pathways; extending the out-of-school age limit from 21 to 24 years; and streamlining the eligibility process. These changes are consistent with DOL's commitment to "providing high-quality services for disconnected youth and young adults; beginning with career exploration and guidance; continuing support for educational attainment; opportunities for skills training in in-demand industries and occupations; and culminating with a good job along a career pathway or enrollment in post-secondary education."

3.3 WIB Governance

The 15-member WIB is responsible for the fiscal and programmatic administration of funds for Tulare County. The WIB provides the vision, innovation, and strategies to keep our local workforce strong. The board provides the framework for administering federal, state, and local funding to provide workforce development activities that increase individuals' earnings and skills and are responsive to business' needs.

The Youth Committee provides expertise that assists the WIB with planning, operational and other issues relating to the provision of services to youth. The Committee and Board envision a comprehensive system, with a full range of services and opportunities that integrates the themes of youth development with workforce development and holds youth, including disconnected youth, at the center of that vision.

3.4 Regulatory Bodies

The various governmental units that regulate WIOA activities on an ongoing basis are:

- Federal and State Legislatures, which enact and implement laws and requirements covering the workforce development system;
- The U.S. Department of Labor, which develops or changes regulations and procedures;
- The State of California Employment Development Department, which develops statewide directives and information bulletins;
- California Workforce Development Board, which assists the Governor setting and guiding policy in the areas of workforce Development; and
- The WIB, which establishes local direction and procedures.

The U.S. Department of Labor (DOL) has issued guidance for WIOA implementation in the form of both Training and Employment Guidance Letters (TEGLs) and the Final Rule (Regulations). Information may be accessed at <https://wdr.doleta.gov/directives/> and <https://www.dol.gov/agencies/eta/wioa/regulations>.

3.5 Roles and Responsibilities of the WIB

The WIB delivers education and job training through the WIB's Employment Connection System and its targeted adult, dislocated workers, and youth workforce development programs. These resources provide job seekers and businesses with universal access to labor market information and comprehensive employment services. During Program Year 2019-2020, the Youth System provided career related services to 441 young adults in Tulare County.

The WIB's roles and responsibilities include:

- Procure One-Stop Operator and WIOA program services through a competitive process.
- Oversee and evaluate the management, operations, and delivery of WIOA Basic and Individualized Career Services for Adult/Dislocated Worker and Youth Services.
- Allocate funds to subrecipient.
- Monitor performance, quality of service, and cost effectiveness, and report on performance to the board.
- Maintain the linkage to the CalJOBS automation system.
- Develop and provide technical support and guidance to Subrecipients.
- Employment Connection System Marketing.

3.6 Roles and Responsibilities of WIB Business Service Team

WIB Business Services Team will lead the following industry engagement strategies with the support of, and in collaboration with, the Subrecipient Business Services Team

The Business Services Team roles and responsibilities include:

- Employer Information and Support Services (WSIN 19-06)
- Downsizing and Restructuring Support (Rapid Response)
- Labor Market Information & Analysis
- Training to UpSkill Existing Workforce
- Sector Partnerships
- Business Services Referrals to the Employment Connection or other industry engagement partners
- System-Wide Recruitment Assistance
 - System-Wide Recruitment Assistance is a key strategy that the WIB Business Services Team's Recruitment Assistance Coordinator (RAC) will use to help local businesses find the skilled workforce they need. The level of recruitment provided by the RAC will be dependent upon the industry of the business, the number of positions being filled, and the wages of those positions. When a system-wide in-person or virtual recruitment is deemed necessary, the RAC will work with a business to coordinate a hiring plan, which may include any number of the following services:
 - a. Coordinate with businesses to understand their hiring process and the skills and training needed for positions

- b. Schedule and coordinate the logistics for in-person or virtual recruitment events
- c. Market the open position(s) and recruitment event(s) on various platforms
- d. Coordinate efforts with the Subrecipient Business Services Team to pre-screen young adults and leverage Work Experience opportunities

3.7 Roles and responsibilities of the Subrecipients include:

Subrecipients will be responsible for providing WIOA Youth Career Services and Work Experience Opportunities if it has been determined that these services are necessary for an individual to obtain or retain employment.

The Subrecipient's roles and responsibilities include:

- Contracting with the WIB and complying with all terms and conditions of that agreement for the delivery of services.
- Working cooperatively with the WIB and the Youth Committee in the expansion of Tulare County's youth workforce development system.
- Working cooperatively with other funded subrecipients.
- Coordinating with partners in program design, implementation, capacity building and staff development and ensuring the program meets performance outcomes.
- Ensuring that services provided are readily accessible to individuals eligible for participation.
- Ensuring that the program is fully staffed with qualified individuals.
- Provide internal monitoring and oversight of all program activities and requirements, including those provided by collaborative partners.
- Administering all funds paid to the program.

Subrecipients that are awarded contracts to operate WIB-funded programs will operate under the WIB approved Youth@Work logo and branding platform.

4. Program Description

4.1 Needs Statement

DOL estimates that nearly six million or 14 percent of 16 to 24-year old individuals in this country are not employed or not in school. In many cases, they face additional challenges, including being low-income, homeless, young parents, in foster care, or involved in the justice system. These disconnected youth and young adults are twice as likely to live in poverty, three times as likely to not have a high school diploma or its equivalent, and three times as likely to have a disability. Disconnected girls and young women are more than three times as likely to have a child compared to their counterparts.

The WIB is seeking successful workforce development strategies that will help youth obtain employment, re-engage in school, prepare for postsecondary education, and/or connect to industry-focused education and training programs, thereby increasing the number of young adults productively engaged in the workforce.

4.2 WIOA Youth Program Requirements

WIOA funds allocated to youth subrecipients shall utilize the program design defined in the sections below. Respondents must describe how the organization will ensure the service is provided and the quality of the service.

4.2.1 **Outreach and Recruitment:** Outreach and recruitment includes identifying potentially eligible youth and providing an orientation informing youth of the full array of applicable or appropriate services (WIOA and non-WIOA) available and how to access these services. Dropout youth are expected to have the ability to earn a high school diploma or its equivalent within a reasonable amount of time (generally within one year of participation date). Knowledge of the target group and effective outreach will be important. The service delivery model shall include offering both in-person services and remote options via technological tools.

4.2.2 **WIOA Eligibility:** The Workforce Innovation and Opportunity Act set guidelines for which youth are eligible to participate in WIOA youth programs. Subrecipients will be responsible for determining WIOA eligibility of all youth applicants. This includes gathering, verifying, and certifying eligibility as well as data entry into the EmploymentConnect.org system. Youth will be determined eligible based on the requirements outlined in WIOA Youth Program Requirements Directive TUL 20-03 located on the www.tularewib.org website. A referral to an appropriate organization shall be offered if an individual is not eligible for WIOA services.

Populations to be served under this RFP are youth ages 16-21 (In-School Youth) and 16-24 Out- of School Youth who are Tulare County residents. Individual must meet the eligibility requirements listed below for Out-of-School Youth (OSY) or In-School Youth (ISY). For the purposes of this RFP, eligibility is as follows:

An OSY is an individual who is:

- Not attending any school; and
- Not younger than 16 or older than the age of 24 at the time of enrollment; and
- Has one or more of the following barriers:
 - A school dropout;
 - Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - A recipient of a secondary school diploma or its recognized equivalent who is low-income and either basic skills deficient or an English language learner;
 - Subject to the juvenile or adult justice system;

- A homeless individual or a runaway;
- 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 for kinship guardianship or adoption,
 - Eligible for the Chafee Foster Care Independent Living Program (ILP), or
 - In an out-of-home placement;
- An individual who is pregnant or parenting;
- An individual with a disability;
- Transgender and gender non-conforming individual;
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. Examples may include individuals who:
 - Have experienced recent traumatic events, are victims of abuse, or reside in an abusive environment as documented by a qualified professional;
 - Have personal or family history of seasonal or chronic unemployment (i.e. migrant-seasonal farmworker);
 - Is a disconnected youth that is neither attending school nor employed.

An ISY is an individual who is:

- Attending school (including secondary and post-secondary); and
- At least 16 years of age and not older than 21 years of age (A youth with a disability who is in an individualized education program at the age of 22 may be enrolled as an ISY); and
- Low Income; and
- Meets one or more of the following additional barriers:
 - Basic skills deficient,
 - An English Learner,
 - Justice Involved,
 - Homeless individual or runaway,
 - 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 for kinship guardianship or adoption,
 - Eligible for the Chafee Foster Care Independent Living Program (ILP), or
 - In an out-of-home placement,

- An individual who is pregnant or parenting,
- An individual with a disability.

4.2.3 **Objective Assessment (OA):** The objective assessment establishes the baseline for each individual's academic level, skill level, and service needs. This baseline information is used to analyze and develop appropriate service strategies to meet individual needs. The standardized assessment covers:

- Program assessment and suitability,
- Development and basic needs,
- Education,
- Work Experience,
- Basic skills,
- Employability,
- Interest and aptitudes.

4.2.4 **Initial Assessment:** Subrecipients are required to gather information on newly enrolled individuals' skill levels, career interest assessment, aptitudes, abilities, barriers, and supportive service needs.

4.2.5 **Individual Service Strategy (ISS):** Based on the results of the objective assessment, an ISS will be mutually developed between each participant and his/her case manager. The ISS is a written plan of action that identifies age-appropriate short and long-term goals that include career pathways, education and employment goals, and service needs. The ISS must directly link activities/services to one or more indicators of performance. The WIB considers the ISS a living document that requires on-going review of the progress of each participant in meeting their goals. The ISS shall be updated as needed.

4.2.6 **Referrals:** WIOA Youth participants or applicants who do not enroll in WIOA programs shall be provided information regarding other applicable and appropriate services through other local community programs. Referrals shall be made to organizations to contribute to the well-being of youth to include, but not limited to homeless assistance, foster youth service organizations, justice involved organizations, mental health and crisis counseling, training or educational services.

4.2.7 **Case Management:** Case management is a youth-centered, goal-oriented process that includes the ongoing assessment of youth needs for services to meet educational and employment goals. Once a need is identified, the youth is provided assistance to obtain those services. Subrecipients are responsible for providing comprehensive case management to each youth. The individual providing case management shall motivate participants, coordinate services, and provide information to prepare youth for postsecondary education opportunities, academic and occupational training, or employment and training opportunities, as appropriate. Respondents must identify a minimum case management load (staff to youth ratio).

4.2.8 **Career Pathways:** WIOA places a strong emphasis on career pathways. Career pathways are defined as a combination of rigorous and high-quality education, training, and other services that include:

- Career counseling,
- Training for a specific occupation, and
- Supporting advancement in that specific occupation or occupational cluster.

Subrecipients will be required to provide information to youth regarding career pathways and related industries to accelerate the advancement towards self-sufficiency.

4.2.9 **Participant Engagement and Retention:** At a minimum, subrecipients are required to facilitate **monthly** services/activities (every 30 days). Subrecipients shall develop comprehensive engagement strategies to ensure program retention. A cohort model to deliver services is encouraged to allow for peer-to-peer support and engagement. Additionally, a cohort model promotes collaboration between WIOA partners to leverage resources and provide network-wide training/activities to participants.

4.2.10 **Access to a Range of Services:** The 14 WIOA youth program elements must be made available to enrolled youth as needed or requested. If a Subrecipient does not directly provide one of the program elements, they must describe their relationship with the organization providing the service and demonstrate their ability to make seamless referrals. The Subrecipient(s) will have the primary responsibility to ensure that each participant receives the full continuum of services. Services accessed by a WIOA youth participant will depend upon the needs and goals identified by the participant and case manager as documented in the participant's ISS.

4.3 WIOA Program Elements

It is the intent of this solicitation to (1) connect more young people in Tulare County with work opportunities; (2) increase young peoples' job search, work readiness and competitiveness in future employment; and (3) increase career planning and skills development including postsecondary education. Youth and young adults should receive appropriate services based upon their individualized OA and ISS. Accordingly, program designs must include the following 14 required program elements. Required program elements must be implemented in a timely manner.

4.3.1 **Academic Support:** Tutoring, study skills training, and evidence-based dropout prevention strategies that lead to completion of a secondary school diploma, its recognized equivalent, or for a recognized postsecondary credential.

4.3.2 **Alternative secondary school offerings**

4.3.3 **Meaningful work experience:** WIOA includes a focus on providing youth with work experience opportunities. Work experience is the primary focus of the Youth@Work program, and services should be provided to support this primary element. Paid work experience must include academic and occupational education and may include the following types of work experience:

- Year-round work experience;
- Summer employment opportunities and other employment opportunities available throughout the school year
- Internship and job shadowing; and
- Pre-apprenticeship programs.

WIOA work experience expenditures must represent at least 30 percent of respondent's total youth expenditures. This includes youth wages and fringe benefits, as well as staffing cost for development and management of work experience.

- Staff time working to identify and develop of work experience;
- Staff time working with employers to ensure a successful work experience;
- Staff time spent evaluating the work experience;
- Orientation sessions for participants and employers;
- Employability skills or job readiness training to prepare youth for a work experience

Note: Subrecipients will serve as the employer of record for the duration of the work experience and must comply with wage hour laws, minimum wage laws, unemployment insurance, worker's compensations, and other labor laws as applicable to participants in subsidized employment.

4.3.4 **Occupational Skill Training (OST):** OST includes priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations. This may include Individual Training Accounts (ITAs) for young adults 18-24 years of age who are co-enrolled in WIOA Adult programs.

4.3.5 **Education:** Education shall be offered concurrently with, and in the same context as, workforce preparation activities and training for a specific occupation or occupational cluster.

4.3.6 **Leadership Development:** Leadership development opportunities shall be provided to participants, including community service and peer-centered activities encouraging, responsibility and other positive social and civic behaviors.

4.3.7 **Supportive Services:** Supportive services shall be provided to overcome barriers that would hinder the successful participation of WIOA funded activities and while in follow-up. Linkages with entities that can provide non-

WIOA funded supportive services shall be established. WIB's local policy (WIOA Title I Adult, Dislocated Worker, and Youth Supportive Service Policy TUL 17-02) outlines the supportive service process and can be found on the WIB's website (tularewib.org).

Note: Subrecipients must budget for the provision of supportive services.

- 4.3.8 **Adult Mentoring:** Adult mentoring shall be provided for a duration of at least twelve (12) months, that may occur both during and after program participation.
- 4.3.9 **Follow-up Services:** Follow-up services is a continuation of programmatic services. Upon completion of education, training, or employment goals, participants enter a 12 month "follow-up" period of participation. Participants who have dropped out of the program but need additional services will also be provided follow-up services. Subrecipient will assist youth with securing and retaining employment, continuing training, or attainment of secondary or post-secondary credential/diploma, degree, or certificate. Follow-up services must support successful performance outcomes.
- 4.3.10 **Comprehensive Guidance and Counseling:** Comprehensive guidance and counseling shall be provided to meet the individualized counseling needs of participants. This may include drug and alcohol abuse counseling, mental health counseling, and referrals to partner programs.
- 4.3.11 **Financial Literacy Education:** Education shall be provided to youth on the skills that they need to achieve long-term financial stability.
- 4.3.12 **Entrepreneurial Skills Training:** Entrepreneurial skills training shall be provided to youth to educated on the basics of starting and operating a small business.
- 4.3.13 **Labor market and Employment Information:** Information shall be provided to educated youth on in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- 4.3.14 **Postsecondary Education:** Activities shall be provided to help youth prepare for, and transition to, postsecondary education and training.

4.4 Program Access and Location

The Porterville and Visalia locations are comprehensive American Job Centers of California (AJCC) Employment Connection Centers. It is required that both AJCC Employment Connection Centers have WIOA youth program staff co-located to serve and advise youth. The AJCC Employment Connection Center premises are located at:

- 4025 W. Noble Ave., Visalia, CA
- 1063 West Henderson, Porterville, CA

This RFP is seeking subrecipients to provide WIOA youth services at multiple access points throughout Tulare County. Subrecipients must identify a main office location for each of the service delivery geographic areas they are proposing to serve. In addition to the main office location, subrecipients are encouraged to identify one or more satellite location(s) for the provision of WIOA youth services. Each proposed satellite site must have an identified location and should address transportation, technology, and scheduling barriers. Satellite sites may be at a variety of locations, i.e. an approved affiliate site, public libraries, community centers, adult schools, to name a few.

4.5 In-School Youth (ISY) Project Focus

ISY funding is limited to special projects identified by the WIB and is available in pre-determined geographic locations. The respondents awarded ISY funding within their geographic area will work directly with WIB's approved partners, which may include, but not limited to, school districts and Tulare County Probation Department. The special projects for in-school youth currently serve the following targeted populations identified as most in need of WIOA services:

- Justice Involved;
- Students with Disabilities;
- English Language Learners;
- Homeless or Runaway; and
- Foster Youth.

All ISY must meet WIOA general and in-school youth eligibility requirements listed in section 4.2. Respondents awarded must adhere to the participant plan and work experience allocations reference in attachment M ***In-School Youth Participant Plan***.

4.6 Additional Program Requirements

- 4.6.1 **Partnerships:** The WIB is looking to align youth-serving institutions in order to increase access, reduce duplication, close service gaps and promote collaboration. In keeping with this goal, Subrecipients are expected to demonstrate strong partnerships within the youth serving systems such as local secondary schools, higher education institutions, law enforcement, juvenile and adult justice systems, local housing programs, community-based agencies, Health and Human Services Agency, vocational rehabilitation programs, employers, and other organizations possessing expertise and resources relevant to the needs of the population.

Subrecipients shall demonstrate how they will partner and collaborate with current AJCC (Employment Connection) subrecipients in their proposed service area to provide appropriate youth employment services within the AJCC.

- 4.6.2 **Continuum of Services:** Programs must be age sensitive, developmentally and culturally appropriate, and based on the assets, strengths and goals of the individual youth and young adults. Programs will offer a continuum of services designed to reflect a progressive sequence of activities allowing individuals to experience success and increased responsibility.

4.7 Performance Measures

The WIB is held accountable to the U.S. Department of Labor (DOL) and the State of California Employment Development Department (EDD) to report all WIOA-funded activities and performance measures. Subrecipients will work closely with the WIB to implement the state and local performance measures and attain the prescribed standard for the delivery of WIOA Title I services.

The WIB will monitor the performance of the Subrecipient during monthly and quarterly performance reviews and on an annual basis. The Subrecipients participate fully in the performance reviews and provide evidence they have reviewed and analyzed the performance information in preparation for the reviews. The quarterly report is also an opportunity to focus on the areas that are meeting and exceeding planned performance outcomes.

WIB staff will request a corrective action plan when needed performance is below 90 percent of planned goals or as needed. The Subrecipient will be responsible for submitting quarterly performance reports to the WIB with a corrective action plan and should include action steps and a timeline to meet planned goals.

Yearly, the State of California Employment Development Department negotiates WIOA performance standards for which it holds the WIB accountable to meet the goals.

WIOA Measures Title 1-B Performance Goals

The WIOA Title I Youth performance goals include:

PY 20-21 WIB Youth Performance Goals	Youth
Employment Rate 2 nd Quarter After Exit	70.0%
Employment Rate 4 th Quarter After Exit	71.0%
Median Earnings 2 nd Quarter After Exit	\$3,375
Credential Attainment within 4 Quarters After Exit	60.0%
Measurable Skills Gains	56.4%

WSIN 20-15 Local Area Negotiated Performance Goals PY 20-21

Subrecipient(s) will work closely with the WIB to meet and exceed all performance goals. Additional information and guidance on these measures and numerical goals will be forthcoming from the WIB, the State of California, and the U.S. DOL.

4.8 Tracking Requirements

CalJOBS is a web-based case management and customer tracking system. Subrecipient must utilize this system for maintaining participant files that meet the specifications of the WIB. All Youth@Work customers are to be registered in the Employment Connection CalJOBS system at www.employmentconnect.org. Customers should also be offered workshop(s) that teach how to utilize CalJOBS to its fullest capacity, to include but not limited to alerts to job openings, writing cover letters, self-skills assessments, creating resumes, career information, online job application and labor market information. The Subrecipient staff utilizes CalJOBS for entry of individual participant data such as eligibility determination, demographics, participant activities, case notes, outcomes, and follow-up data. Timely data entry is required as follows: 10 working days for case notes and 20 working days for participant activities.

Because Subrecipient's performance will be assessed using data from CalJOBS, the WIB will conduct ongoing monitoring to evaluate the Subrecipient's use of CalJOBS. Failure to comply with the required use will result in corrective action and may result in the contract being terminated.

5. FUNDING

5.1 Estimated Funding

The WIB will contract with successful Respondents for service delivery on a cost reimbursement basis. This also includes work experience and supportive services. Therefore, all funds awarded are for the purpose of providing WIOA Title I Youth Career Services and work experiences.

WIOA formula funding represents the majority of the guaranteed funding stream for WIOA services across program years. Each year the WIB seeks funding through competitive grants to add funds to the Youth budget; however, there is no guarantee that this will occur.

If additional youth funding, from any sources, becomes available the WIB may, at its discretion, incorporate this additional funding into existing contracts or by consideration of proposal not initially funded under this RFP.

Chart 1 - 5 Estimated Formula Funding by Service Delivery Area

Chart 1

Area I Porterville	Funding Type	Operations	Work Experience	Estimated Funding
WIOA Formula Funds	Out-of-School	\$678,464	\$163,942	\$842,406
	In-School	\$109,693	\$76,710	\$186,403
Total Funding		\$788,157	\$240,652	\$1,028,809

Chart 2

Area II Tulare	Funding Type	Operations	Work Experience	Estimated Funding
WIOA Formula Funds	Out-of-School	\$522,350	\$121,175	\$643,525
	In-School	\$69,892	\$28,512	\$98,404
Total Funding		\$592,242	\$149,687	\$741,929

Chart 3

Area III Visalia	Funding Type	Operations	Work Experience	Estimated Funding
WIOA Formula Funds	Out-of-School	\$835,169	\$213,837	\$1,049,006
	In-School	\$96,217	\$48,198	\$144,415
Total Funding		\$931,386	\$262,035	\$1,193,421

Chart 4

Area IV Dinuba/Orosi	Funding Type	Operations	Work Experience	Estimated Funding
WIOA Formula Funds	Out-of-School	\$460,897	\$106,919	\$567,816
	In-School	\$83,368	\$57,024	\$140,392
Total Funding		\$544,265	\$163,943	\$708,208

Chart 5

Area V- Exeter/Farmersville	Funding Type	Operations	Work Experience	Estimated Funding
WIOA Formula Funds	Out-of-School	\$460,897	\$106,919	\$567,816
	In-School Youth	\$69,892	\$28,512	\$98,404
Total Funding		\$530,789	\$135,431	\$666,220

These amounts may increase or decrease based on availability of formula funds allocation from the State and other special grant programs funds. WIB anticipates full funding allocations will be known at the time of contract negotiations.

The WIB anticipates issuing contracts for five service delivery areas throughout Tulare County. Respondents must identify the service delivery area(s) they propose to serve and may submit proposals for all five service areas; however, a separate proposal must be submitted for each proposed service area. The WIB only intends to award a maximum of three areas to any one entity.

5.2 Service Delivery Areas

- **Area I:** Inclusive of: Lindsay, Strathmore, Plainview, Springville, Woodville, Poplar, Porterville, Terra Bella, Ducor, Fountain Springs, and Richgrove.
- **Area II:** Inclusive of: Tulare, Waukena, Tipton, Pixley, Alpaugh, Earlimart, and Allensworth.
- **Area III:** Inclusive of: Goshen, Visalia.
- **Area IV:** Inclusive of: Traver, London, Dinuba, Oroshi, Cutler, and Yettlem.
- **Area V:** Inclusive of: Exeter, Farmersville, Ivanhoe, Woodlake, and Three Rivers

6. REQUIRED PROPOSAL FORMAT AND PROPOSAL SUBMISSION

The proposal format must clearly demonstrate the Respondent's ability to provide the requested services. The RFP provides information regarding the format in which proposals should be submitted, the requirements that must be met to be eligible for consideration, the Respondent's responsibilities and the documents that must be included. Questions regarding the proposal format must be submitted to the WIB by March 8, 2021 by 12:00 P.M. via email to WIBProcurement@tularewib.org with the subject line: "RFP Q&A Youth".

The WIB must receive the proposal(s) marked no later than March 19, 2021 at 12:00 PM Pacific Standard Time (PST). Proposals not received by this time will be automatically disqualified from competition.

Withdrawals

A submitted application may be withdrawn prior to the application due date. A written request to withdraw the application must be submitted to the WIB. If a respondent does not withdraw a proposal by the due date, the proposal becomes the property of the WIB and may be subject to public disclosure according to the Freedom of Information Act.

6.1 Proposal Contents, Page Limits, and Required Attachments

Respondents must include the following documents and must adhere to the following page limits. Please keep narratives as concise as possible while providing the information

requested. Each narrative must contain a heading clearly indicating the category you are responding to.

Proposal Narrative	Proposal
Sections	Page Limits
Title Page and Executive Summary	2
Organizational History, Qualification and Past Performance	2
Program Design & Innovation Service Delivery	10
Program Components	10
Project Financial Plan & Budget	1
Maximum Page Limit	25

Required Attachments

Form	Attachment	Note
Proposal Title page	Attachment A	Required
Signatory Authorization	Attachment B	Required
Proposal Checklist – Table of Contents	Attachment C	Required
Budget and Budget Narrative	Attachment D	Required
Certification Regarding Lobbying	Attachment E	Required
Instructions for Certification- Certification Regarding Debarment	Attachment F	Required
Standards of Conduct	Attachment G	Required
Past Performance Questionnaire	Attachment H	Required
Ex Parte Communication Prohibition Conflict of Interest	Attachment I	If applicable
Resume(s) Manager	Limit 2	Required
Organizational Chart 1. Leadership of the organization 2. Intended staffing	Limit 2	Required

The WIB **will remove excess pages** from proposals exceeding these limits before the proposals are distributed for review. Respondents may not submit additional attachments that have not been requested within this RFP.

6.2 Formatting Requirements

- Font size: 12 point
- Margins: one inch
- Text: Single-spaced
- Pages: Letter size only
- Page numbering: Centered at the bottom of each page

6.3 Proposal Submission

Electronic Submittal Instructions

- All attachments formatted in Word and Excel must be saved as Word or Excel files as applicable, not as a PDF.
- Word formatted attachments that require a signature may be submitted as a PDF
- PDF formatted attachment are to be submitted as a PDF
- All documents must be saved using naming convention that includes the applicant's name and does not exceed 40 characters in length
- Submit one proposal with signatures and related attachments in one .ZIP file per email to WIBProcurement@tularewib.org
- Do not submit more than one proposal per email
- Title the email subject line [Respondents Name - Geographic Service Delivery Area (Area I, Area II, Area III, Area IV, or Area V)], Example "Agency -XYZ "Area I"

Proposal Title Page and Attachments:

Submit two hard copies of the proposal Title Page and attachments B, E, F, and G with original wet signatures by the Respondent's contract signatory authority. The hard copies must be submitted by March 26, 2021 by courier, in person, or mail to:

Laura Gonzalez
Workforce Investment Board of Tulare County
309 West Main Street, Suite 120
Visalia, CA 93291

6.4 Proposal Title Page, Table of Contents, and Executive Summary (Points 5)

Proposal Title Page:

- The Proposal Title page must be completed, in full, and signed by an agency officer authorized to bind the agency to all commitments made in the proposal and be accompanied by a copy of the Board Resolution, or other corporate actions, authorizing the agency officer to submit the proposal. If a Board Resolution, or other corporate action, cannot be obtained prior to proposal submission, the resolution may be submitted no later than three (3) calendar weeks from the proposal submission deadline.
- The **Signatory Authorization** form is included as an attachment to this RFP and may be submitted in lieu of the Board Resolution.

Table of Contents:

- Complete the Proposal checklist.
- The **Proposal Checklist** identifies all narratives, forms and certifications that must be submitted with your proposal. This sequence must be followed in assembling the completed proposal. The Proposal Checklist must be included in your proposal package and will serve as your Table of Contents.

Executive Summary:

- Include a brief overview of the proposal including a summary of the understanding of the program.

7. PROPOSAL NARRATIVE

The written narrative of the RFP cannot exceed 25 single spaced pages and content beyond the required page limits will be removed before proposals are evaluated. Respondents must address all sections below in their proposal narrative.

7.1 Organizational History, Qualifications, and Past Performance (Points 15)

Respondents must provide a brief history of its organization including:

- Type of organization (for-profit, nonprofit, etc.) primary location of the organization, size of the organization, years in business, history of business
- Clearly identify organization's mission and vision, and how it relates to workforce development.
- Describe demonstrated experience of the organization's ability to successfully perform the services described in this RFP, including descriptions of past projects completed with a similar scope of work.
- Describe the organization's knowledge, expertise, and experience serving the target population identified in this RFP (Section 4.5).
- Describe the organization's ability to collect, track and report financial and participant data.
- Describe the staffing plan and qualifications, including training, staff development and support for all staff involved in the program.
- Describe internal quality assurance processes.
- Subrecipients awarded will assume a carry-over caseload in addition to new enrollments for program year 2021-2022. Please identify proposed staff-to-youth ratio.

All respondents must attach organizational chart, one showing the leadership of the organization and another chart indicating the organization's intended staffing operations for the Youth@Work Program. The organizational chart and will not be included as part of the page limit.

Reference- Past Performance Questionnaire- Attachment H

The respondent must provide reference from organization/agencies that respondent has had direct involvement for projects of similar size and scope. **Submit three (3) reference**

Reference shall include the following information:

- Reference's organization name
- Reference's address and phone number
- Contact person; and
- Description of services provided.

In addition, each of the respondent's references must complete and send directly to WIB under separate cover, the **Past Performance Questionnaire** by the proposal due date. Past performance for respondents contracted to provide WIOA Youth, Adult, and Dislocated Worker services by the WIB in the past five years, will be provided to the evaluators by the WIB.

Past Performance Questionnaire received after the proposal due date will not be accepted (see Attachment H- Past Performance Questionnaire). Reference shall be advised to email the questionnaire to WIBProcurement@tularewib.org with the subject line "Past Performance".

Evaluation team will evaluate the following:

- Does the Respondent have three questionnaires?
- Was the past performance questionnaire based on a project within the past five years?
- Did the Respondent demonstrate positive outcomes in projects similar in scope of this RFP?

7.2.1 Program Design & Innovative Service Delivery (30 points)

Respondents must describe their program design and service delivery strategy for the following listed below:

Target Population, Recruitment, and Enrollment:

- Describe the demographics and characteristics of the targeted area to be served.
- Describe the population(s) to be served.
- Describe your outreach strategy. How will you build or enhance partnerships within the targeted community in order to reach eligible youth and overcome potential challenges in enrolling this population?
- Describe potential challenges that may arise in engaging and enrolling this population.
- Describe how many new OSY and ISY will be enrolled in year one and describe your plan to identify, recruit, and enroll into the program.
- Describe how you will create an eligibility certification process that is easy for prospective participants to navigate, while creating a safe space for individuals to disclose sensitive information and self-identify barriers and needs. How will this process ensure compliance and proper documentation by staff?
- Describe the intake process, including the collection of basic information from

potential clients, informing potential clients of available services in your organization or elsewhere, and determination of client suitability for program services.

Customer Experience:

- Detail the key steps and services youth and young adults will experience as they progress through the program, from recruitment to exit and follow-up.
- Attach a customer flow chart (not included in the page count).
- Describe how you will measure and continuously improve the experience of the youth and young adults in your program.

Supportive Services:

- Describe how your organization will connect youth with community resources that help meet ongoing basic needs (i.e food, housing, transportation) both during the program and in follow-up.
- Describe barriers to successful reconnection and completion of education and/or employment that the target population faces.
- Describe what supportive services (WIOA and non-WIOA) you will use to address these barriers.

Performance, Administration and Project Management

- Describe your strategy for understanding, monitoring and measuring youth performance measures and outcomes.
- Describe your process for ensuring quality, compliance and proper documentation for all youth files.
- Describe how you will ensure funds are used properly and according to the spending plan.

Collaboration, Partnerships, Leverage

- Describe the collaborative partnerships you will use to implement the program. Include strategies to partner with secondary schools and school districts with a goal of bridging the gap and leading to a career path.
- Describe how you will coordinate services for young adults 18 years and older with other partners including but not limited to DOL, Tulare County Probation, and local homeless shelters, based on need of the individual served.
- You must demonstrate, through the narrative, that all collaborative partners have previous, successful experience in providing the services to the target population.
- Include leveraged resources and specific roles and responsibilities of each partner.

Coordinate Services with Employment Connection Centers American Job Center of California

Under WIOA, young adults who are 18 years or older may be eligible to receive services through WIOA Adult and Dislocated Worker Programs. WIOA mandates that youth services must be integrated throughout the region's American Job Centers, which are called Employment Connection in Tulare County.

- Please describe how the agency will coordinate youth services with the AJCC Employment Connection Centers.

Access and Locations

- Demonstrate how the proposed program will increase access and address transportation and other barriers for program participants.
- Address whether the responding organization will provide services at the AJCC Employment Connection Center(s) or co-locate with other organizations in the targeted service areas if not connected to one AJCC Employment Connection Center. Please describe if the facilities are accessible and safe.

Business Engagement

Outreach to businesses is a core component of the workforce development system because it helps establish a meaningful relationship between the local workforce system and industry. These interactions shall lead to a better understanding of a business' needs.

The Subrecipient is part of the Employment Connection System that serves as a pipeline for young adults to meet business' hiring needs. The Subrecipient Business Services Team assists businesses in finding the skilled workforce they need through the following strategies:

a. Outreach

Outreach is defined as an interaction that may connect a business (Refer to Employer Establishment Definition in WSIN 19-06, Attachment 1) to one or more of the following services or activities -

- Recruitment Assistance (Job Connect, Job Orders, Work-based Training)
- Downsizing and Restructuring Support (Rapid Response)
- Labor Market Information & Analysis
- Training to UpSkill Existing Workforce
- Sector Partnerships
- Business Services Referrals to the WIB or other industry engagement partners

Outreach does not include information and support services delivered to businesses through mass mailings or communications, "cold" calling, follow-up contacts, or regular newsletters, brochures, and publications.

The WIB and Subrecipient Business Services Team staff will coordinate outreach strategies to support Tulare County businesses, provide meaningful services, and avoid duplication. The Subrecipient Business Services Team will track business outreach activities using a shared system that is identified by the WIB. Annually, the WIB will provide data on businesses in Tulare County and develop an outreach plan within the Business Services Team.

b. Preparing Young Adults

Through one-to-one sessions with young adults, the Subrecipient Business Services staff will ascertain career and employment objectives and determine if direct placement or a Work Experience Opportunity is needed to obtain or retain employment that leads to self-sufficiency or higher wages from previous employment within an identified career pathway.

Jointly, the Subrecipient Business Services Staff and young adult will develop an Individual Service Strategy to include an intensive job search strategy.

The Subrecipient Business Services Team may market individuals who need training to businesses to negotiate Work Experience Opportunities. A Work Experience Opportunity is not a method to fulfill business hiring needs, but rather a tool to assist unemployed Young Adults in gaining skills while engaged in an earn and learn training model. Respondents to this RFP may utilize the following work-based training opportunities within its strategies to transition WIOA eligible participants to obtain sustainable employment.

1. *Work Experience* – must include academic and occupational education and may include the following types of work experience: year-round work experience; Summer employment opportunities and other employment opportunities available throughout the school year; Internship and job shadowing; and Pre-apprenticeship programs.

On-the-job training and/or registered apprenticeship can be accessed through a co-enrollment through the AJCC Employment Connection for youth 18-24 years old.

2. *On-the-job training (OJT)* – provides up to 50% of the wage rate of the participant to employers for the extraordinary cost of training the WIOA eligible participant on the job. Employers may be reimbursed up to 75% of the wage rate of participants with significant barriers to employment. The OJT will relate to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, or workplace literacy.
3. *Registered apprenticeship* – may be combined with OJT.

c. Recruitment Assistance

The Subrecipient Business Services Team will assist businesses in filling job openings by marketing positions on CalJOBS, working with the WIB to market on

social media, and by connecting them to Young Adults from Youth@Work. The Subrecipient Business Services Team may also refer businesses to the WIB Business Services Team's Recruitment Assistance Coordinator for a system-wide in-person or virtual recruitment event. The level of recruitment provided by the Recruitment Assistance Coordinator will be dependent upon the industry of the business, the number of positions being filled, and the wages of those positions. When a system-wide in-person or virtual recruitment is coordinated by the Recruitment Assistance Coordinator, the Subrecipient Business Services Team will provide the following assistance:

1. Pre-screen Young Adults from Youth@Work and connect them to recruitment events
2. Leverage Work Experience Opportunities to make Young Adults more competitive
3. Help individuals who do not obtain employment (WIOA participants or the general public) by connecting them to career services

Business Services Measures & Outcomes

There are three Effectiveness in Serving Employer measures: Retention with the Same Employer, Repeat Business Customers, and Employer Penetration. These measures are designed to comprehensively gauge how well the state is serving employers. These measures are different than other performance measures in that they are not calculated for each program individually, but rather all data from the core programs are aggregated to produce one state-level figure. Until noticed otherwise, the state will report on the following three indicators:

1. Retention with the Same Employer

The Retention with the Same Employer measure determines if WIOA core programs are serving the state's employers by improving employee workforce skills and reducing employee turnover.

The state must report Retention with the Same Employer in Q2 and Q4 after exit, and calculate it based upon wage record matches for participants who are in their post-Q4 exit. To be included in the calculation, a participant must have a wage record match and the same employer FEIN or state Tax ID number for their Q2 and Q4 after-exit quarters.

The number of participants with wage records who exit during the reporting period and were employed by the same employer during Q2 and Q4 after exit (numerator) DIVIDED BY the total number of participants with wage records who exit and were employed (denominator). For example:

Note – Employee retention data for all participants who received WIOA program services and were co-enrolled in Title II AEFLA outcomes will be collected and reported at the state-level by the State Board.

2. Repeat Business Customers

The Repeat Business Customers measure tracks the percentage of employers who have used qualifying core program services in the current program year (PY)

and had received services in any of the three preceding PYs. This allows the state to determine if business customers are sufficiently satisfied to seek core program services again, and to develop and maintain durable employer relationships.

The total number of Bureau of Labor Statistics (BLS) Quarterly Census of Employment and Wages (QCEW) establishments served during the current reporting period, and who have used qualifying core program services in the current PY and in any of the three previous reporting periods (numerator) DIVIDED BY the total number of establishments served during the current reporting period (denominator).

Note the following:

- An employer who uses WIOA core program services more than once during the last three reporting periods is only counted once in reporting.
- DOL is not requiring states to use data for services delivered to employers prior to July 2016 to fulfill the prior three reporting periods' requirement.
- For employers with more than one physical location, each location is counted as a separate establishment (TEGL 10-16, Attachment 4, Table A).
- Qualifying "Core Services" are defined in TEGL 10-16, Attachment 4, Table B.

3. Employer Penetration Rate

The Employer Penetration Rate measure tracks the percentage of employers who use core program services out of all the employers in the state. This indicator will assist in determining if the core programs are serving a large number of employers, as well as evaluate how well the area's workforce needs are being met. This measure is a unique count of employers using WIOA core program services.

The total number of BLS QCEW establishments that received a service or are continuing to receive an ongoing service and/or assistance during the reporting period (numerator) DIVIDED BY the total number of BLS QCEW establishments (denominator).

Note the following:

- One or more service per establishment per PY only counts once in the numerator.
- For employers with more than one physical location, each location is counted as a separate establishment (TEGL 10-16)
- Qualifying "Core Services" are defined in TEGL 10-16, Attachment 4, table B.

Respondent must describe the following:

- Describe your relationship with employers in targeted industries sectors and the specific roles these employers will play in your program.
- Describe how you have developed internships, job shadows, occupational skill training, apprenticeships, work experience, placement in employment, and/or other work-based learning outcomes with employer partners.
- Describe your approach to job placement and how you will identify employment opportunities for program participants.
- How will you work with the Workforce Investment Board Business Services Team to support system-wide recruitment strategies such as hiring events, social media platforms, and job fairs.
- Describe any current/past connections with employers that have hired and/or mentored these specific youth.
- Describe your plan to prepare young adults to meet business needs.
- What is your intended strategy to conduct business engagement and outreach and recruit to new businesses?

Workforce Investment Board of Tulare County has selected the following sectors as priorities:

- 1) advance manufacturing;
- 2) construction (including public infrastructure);
- 3) energy (including green energy);
- 4) healthcare;
- 5) transportation and logistics; and value-added agriculture
- 6) hospitality (applicable to youth program only)

7.2.2 Program Components (35 points)

Respondents must describe their proposed program components and strategies to assist youth and young adults in their educational and career paths that align with their goals, while adhering to priorities of focus, described below.

Top priority of WIB's youth programs are to focus on the following:

1. For those participants who do not have a high school diploma:
 - To earn a high school diploma or equivalency credential, and enroll in post-secondary education or occupational training; and
 - Obtain unsubsidized employment in a career path with sustainable wages.
2. For those participants who have received a high school diploma:
 - To enroll in post-secondary education program; or
 - Enroll in an occupational skills training program in an in-demand industry sector; and
 - Obtain unsubsidized employment in a career path with sustainable wages.

Educational and Training Services

- Describe how you will implement tutoring, study skills training, and proven dropout recovery strategies to assist youth and young adults in the completion of secondary school resulting in the attainment of a high school diploma or its recognized equivalent.
- Describe how you will help youth and young adults prepare for and transition to training or postsecondary education.
- Describe how you will connect young people to education/training programs that can include occupational skills training, apprenticeship program, and post-secondary education.
- Describe how these education/training programs will lead to jobs with livable wages.

Career Pathways

- Describe how you will help youth and young adults become aware of the career pathways and their respective industry sectors.
- Describe how you will connect youth to education/training that leads to post-secondary degrees and/or industry recognized certifications.

Work Experience

- Describe how you will provide youth with work-based learning opportunities (internships, work experience, pre-apprenticeship/apprenticeship, job shadows, etc.).
- Describe how a minimum of 30% of funds will be spent on work experience.
- Explain the capacity to operate as the “Employer of Record” for paid work experiences.

Subrecipients will serve as the employer of record for the duration of the work experience and must comply with wage hour laws, minimum wage laws, unemployment insurance, worker’s compensations, and other labor laws as applicable to participants in subsidized employment.

Work experiences shall have regularly scheduled evaluations of participant’s progress; a training plan agreed to by the job supervisor, participant and the case manager; a work site training contract; and time sheets that reflect training hours.

Work Readiness Training

- Describe the proposed work readiness training program including instructional techniques, curriculum, competencies, assessment and standards for completion.

Follow-up Services

- Explain your plan to provide services in follow-up to foster continued engagement and provide support, including leadership and youth development, career development and job progress.

8. FINANCIAL REQUIREMENTS

8.1 Project Financial Plan and Budgets (Points 15)

The WIB will conduct a Cost Price Analysis on the proposed budget details to determine if costs are reasonable, allocable, allowable, and necessary.

8.2 Financial Management Structure

Respondents are required to outline their financial management structure. This outline should include a description of the organization's experience managing and accounting for state and federal funds and well as conducting self-monitoring for financial performance and compliance. In the case of a collaborative partnership, this section must also identify the lead agency responsible for the financial activities of the collaborative and the related partner responsibilities.

8.3 Budgets

Respondents are required to submit the line budget form (Attachment D) for the service proposed, and a related budget narrative by line-item and indirect rate or cost allocation plan. Estimated amounts by program are listed in Funding section 5 Respondents should not exceed the estimated funding amounts for OSY and ISY and other special grants for its geographic service delivery area. The overall line-item detailed budget should provide a high-level snapshot of the respondent's total budget.

All personnel costs must identify the staff position, annual salary, and percentage of annual time spent on the funding sources. Non-personnel costs should also be further outlined into specific line items (such as supplies, equipment, repairs, and mileage). Sub-contractor costs should identify the subcontractor, the service to be provided, and the total cost.

For the purpose of this RFP, it is not necessary for respondents who will be housed at the AJCC comprehensive centers to budget for the cost of providing information technology support and facilities such as internet, rent, janitorial, security, pest control and utilities. Funding for these costs will be discussed during negotiations with the awardee.

The respondent should submit a federally approved indirect rate or cost allocation plan describing the methodology that will be used to prorate common operating costs to each funding source. Examples of common operating costs are infrastructure costs (e.g. rent

and copier machines), as well as personnel (e.g. receptionist, fiscal staff, senior management) providing benefits to multiple funding sources. Furthermore, the estimated amounts derived from the proposed methodology should be allocated to each budget line item by funding source.

Total indirect and profit line items (when considered in aggregate) **should not exceed 15 percent of a respondent's budget and administration costs should not exceed 10 percent of respondent's budget.** Note Private for profit organizations must clearly identify the percentage of profit and dollar amount in their budget narrative and forms. The extent to which a respondent can meet performance objectives.

All indirect costs budgeted must be supported by an indirect cost rate agreement with a federal or state cognizant agency. If the respondent is not required to obtain an indirect rate, then the cost allocation plan must include the methodology describing how common operating costs are distributed to different funding sources. For more information in preparing indirect cost rate agreements, please reference the "Guide for Indirect Cost Rate Determination". Department of Labor, Division of cost Determination issued February 2017 <http://www.dol.gov/oasam/boc/dcd/>.

8.4 Subcontractors

If applicable, the respondent must describe their plan to subcontract any portion of the service described in the proposal narrative. If a proposal identifies a specific entity to provide services, the WIB's award does not provide the justification or basis to sole source the services, unless the activity is regarded as the primary work of an official partner to the application.

The respondent must follow their own procurement procedures to procure subcontractor if those procedures reflect state and local laws and conform to the standard established in 2 CFR§200.318-326. Subrecipients must obtain prior written approval from the WIB to subcontract any portion of the services described.

9. PROPOSAL EVALUATION PROCESS AND CONTRACT AWARD

9.1 Compliance Review

Upon receipt of proposals, staff will review submitted proposals for completeness and technical compliance with applicable legal and regulatory requirements and the terms and conditions of the RFP. Incomplete proposals or those clearly found to be inconsistent with legal, regulatory, or RFP requirements will be eliminated.

9.2 Evaluation of Proposals

Proposals will be reviewed and evaluated by panels of community leaders, board members, WIB staff, and outside experts. Proposal will be scored and ranked by a team

of independent reviewers (RFP Scoring Panel) who will score and rank all responsive proposals using the criteria set forth in this RFP. The table below provides a summary of the scoring methods for this RFP.

Table RFP Evaluation Criteria

7. Proposal Narrative	Proposal	Score
Sections	Page Limits	1-100
Title Page and Executive Summary	2	5
Organization History and Qualifications and Past Performance	2	15
Program Design and Innovative Service Delivery	10	30
Program Component	10	35
Project Financial Plan & Budget	1	15
Total	25	100

Respondents will be evaluated for ability to completely address all areas requested in all section of the narrative of this RFP. Successful proposals should include the use of detailed information to describe specific strategies, the extent to which specific examples demonstrate the respondent’s qualifications, and the ability to operate the programs defined in the Program Description section of the RFP.

Organizational History, Qualifications, and Past Performance

This category will evaluate the respondent’s history and qualifications as it pertains to workforce development programs, or similar programs including:

- The organization’s previous experience in managing youth employment programs and providing services to disadvantaged populations.
- The organization’s administrative and fiscal capabilities, and the experience of staff.
- A well-thought-out structure for the service delivery area being proposed, including a clear description of the recruitment, hiring, and training process for program and managerial staff and how your staffing approach meets the needs of the program.
- A thorough description of the respondent’s internal quality assurance process.
- A clear plan on how youth staff will be trained, equipped, and crossed trained with the necessary skills and knowledge to provide high-level services to participants.
- A detailed description of the internal process to ensure staff are fully knowledgeable in all areas necessary to operate the youth OSY and ISY programs, and how staff will be evaluated and motivated.
- The respondent’s ability to provide the required reference, and the completed Past Performance Questionnaires.
- Evaluation of WIOA past performance of WIB current and former subrecipients.
- Positive outcomes of past performance.

Program Design & Innovative Service Delivery

Respondents will be evaluated on the extent to which the narrative is comprehensive and responsive to the delivery of services listed in the Program Description if the RFP including:

Targeted Population, Recruitment and Enrollment

- Detail of the respondent's program design for the proposed service delivery area, including all the elements defined in this section of the RFP.
- A thorough description of the population(s) to be served.
- Specific examples that demonstrate innovative and/or unique approaches to providing the services listed in the Program Description section.
- A clear description of innovative outreach and recruitment strategies.
- A detailed description of intake, assessment, and service strategies.

Customer Experience

- The respondent's description of a clear plan for the customer journey, from recruitment to exit and follow-up.
- Outline of the respondent's strategy to measure youth experiences and to provide continuous improvement based on the assessment of these experiences.

Supportive Services

- The respondent's plan to connect youth with community resources to meet ongoing basic needs (i.e food, housing, transportation, safety) during participation and follow-up.
- A description of planned or established partnerships and resources to leverage funding for supportive service needs.
- How well the respondent described how the support services will be available to participants based on need, and in accordance with the allowable support services under WIOA.

Performance, Administration and Project Management

- Description of the respondent's strategy to monitor the identified outcome measures, including an understanding of these outcome measures.
- The plan to meet outcome measures based on the program components.
- Description of how respondents will ensure funds are appropriately spent according to the outlined plan.

Partnership and Collaboration

- Respondents will be evaluated on their clear description of the strategy to partner with secondary schools and school districts to bridge the gap between school-to-career.

- Describe how respondents will coordinate services for young adults age 18 and over with AJCC Employment Connection Centers, along with other partnering agencies (i.e. Department of Rehabilitation, Tulare County Probation Department, homeless centers).

Access and Location

- Respondents will be evaluated on their clear description of the proposed service delivery area, including addressing transportation and other barriers to program participants.
- Describe how the respondent will increase access points for youth within communities as identified in their outreach and recruitment plan.

Business Engagement

Respondent will be evaluated on their description of specific strategies for Business Engagement including:

- The delivery of high-quality business services, especially those from targeted industries.
- The outreach and recruitment strategies to meet business hiring needs.
- The organization's understanding of the targeted industry sectors.
- How they will assure staff have the necessary knowledge of the targeted industry sectors to meet the specific needs of each industry.
- Preparing young adults to meet the hiring needs of business.
- How they will work with WIB's Business Services team

Program Components

Respondent will be evaluated on their description of program components and strategies to assist youth and young adults that align with the WIB's top youth priorities including:

Educational Services

- How the program will implement tutoring, study skills training, and who will provide those services
- How the program will prepare and connect youth to post-secondary education.

Career Pathways

- Respondents will be evaluated on their description of a clear plan for participants to be exposed to career pathways and industry sectors.

Work Experience

- Demonstrate a clear process to provide youth with work-based learning opportunities, ensuring that a minimum of 30% of the funds are spent on this activity.

- Description of the respondent's capacity to operate as the Employer of Record for paid work experience. (including complying with labor laws and consistent and fair work progress evaluations).

Work Readiness Training

- A detailed description of the respondent's work readiness training structure

Follow-up Services

- How the respondent will provide follow-up services for continued engagement and support.

Project Financial Plan and Budgets

Respondents will be evaluated on the submission of a fully completed, accurate, and detailed budget, and budget narrative based on the estimated program funding provided.

9.3 Selection of Subrecipients

The WIB will select the respondent whose proposal is determined to best meet the needs of the WIB, based on the evaluation criteria previously discussed.

The determination of the successful respondent will be based upon information supplied by the respondent in response to this RFP and upon other information that will be obtained by the WIB as is deemed necessary.

The WIB reserves the right to negotiate with any respondent after proposals are opened, if such action is deemed to be in the best interest of the WIB. The WIB reserves the right to reject any proposal submitted.

9.4 Appeals Process

Each proposer responding to an RFP issued by the WIB shall have an opportunity to appeal the funding decision of the Board. **Proposals disqualified for not meeting the deadline for submission are not eligible for appeal.**

All Respondents will receive written notification from the WIB informing them of the Board's funding decisions. If the respondent wishes to appeal the WIB's selection or award decision, the respondent must submit a written appeal request to the WIB five (5) working days of the postmarked date of the letter of award status. The appeal will be conducted in accordance with the WIB's "Protest Procedure" which are outlined in the WIB Procurement Manual. The manual can be found at <http://www.tularewib.org>.

An appeal will only be considered valid if there has been a violation of one of the following criteria:

- The procurement process as outlined by the RFP was violated in some manner; and/or
- Federal, state, and/or WIB procurement guidelines have been violated.

An appeal will not be allowed:

- To contest individual scores, the rating system, or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above.

9.5 Board Action

The WIB Program and Evaluation Committee's recommendation will be presented to the WIB on April 14, 2021. This date is subject to change at the WIB's discretion. The WIB will designate the respondent to be awarded the contract(s) based upon consideration of the WIB Program and Evaluation Committee recommendation.

9.6 Failed Competition

The WIB reserves the right to reject any or all proposals when they are not responsive to the specifications of this RFP. Competitive negotiation requires that at least two responsive proposals for the same scope of work and service area must be received in response to the RFP. A competition is considered failed if only one responsive proposal is received. If a competition has been declared failed, the WIB then has the option to re-compete the procurement or enter into procurement by noncompetitive negotiation (sole source procurement).

9.7 Contract Award

The WIB will make the final selection of the successful respondent(s) on April 14, 2021, with contract negotiations and contract signing to follow. **These target dates are subject to revision.**

9.8 Contract Performance Period

The term of the contract(s) shall be for a one-year period beginning July 1, 2021 and ending June 30, 2022, with the option to extend the contract for three (3) additional one-year periods based on need, performance, and funding availability. The contract budget shall be renewed annually based on the availability of funds.

9.9 Negotiation/Contract

All respondents shall designate an authorized negotiator. (The name and contact information for this person must be included on the title page of the proposal.) This designated person must be empowered to make binding commitments for the successful respondent and its subcontractors, if any. The WIB reserves the right to negotiate the final terms of the contract agreements with the successful respondent(s). Items that may be negotiated include, but are not limited to, the scope of work, the staff as proposed, the implementation schedule, budget, and the final award amount.

9.10 Contract Terms and Litigation Warranty

The WIB will negotiate contract agreements with the successful respondent(s).

The RFP, any addenda, and the respondent's response shall also become part of the contract agreement between the WIB and the respondent. The WIB is not responsible for oversights in this RFP that are not brought to the attention of the WIB prior to starting contract negotiations.

Respondents, by submitting a proposal, warrant that they are not currently involved in litigation or arbitration concerning their performance as it relates to the same or similar services to be supplied pursuant to the referenced contract and that no judgments or awards have been made against the respondents on the basis of their performance in supplying the same or similar services, unless such fact is disclosed to WIB in the proposal(s). Disclosure will not automatically disqualify the respondents; however, WIB reserves the right to evaluate proposal(s) on the basis of facts surrounding such litigation or arbitration.

9.11 Restrictions on Disclosure

Any information deemed confidential or proprietary by Respondent must be clearly marked and identified by Respondent as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.

Proposals will be received, maintained, and disclosed to the public consistent with the California Public Records Act and the Freedom of Information Act. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. Respondents should be aware that the WIB is required by law to make its records available for public inspection and copying, with certain exceptions (see California Public Records Act, California Government Code Section 6250 et seq. and the Freedom of Information Act. -5 U.S.C. Sec. 552).

The WIB will not notify Respondent of request for release of information or that the WIB released data unless the WIB receives a request for information previously marked and identified by Respondent as confidential or proprietary. If the WIB receives a request for release of such previously marked and identified confidential or proprietary information, the WIB will notify Respondent of such request to allow Respondent to challenge such request consistent with applicable law.

The WIB shall not be liable in any way for disclosure of any such records. Additionally, all bid responses shall become the property of the WIB. The WIB reserves the right to make use of any information or ideas contained in submitted bid responses. This provision is not intended to require the disclosure of records that are exempt from disclosure under the California Public Records Act (Government Code Section 6250, et. seq) or of the "trade secrets" protected by the Uniform Trade Secrets Act (Civil Code Section 3426,, etc. seq.).

ATTACHMENTS

Attachments are separate documents to this RFP and may be downloaded from the WIB's website www.tularewib.org.

Attachment A – Proposal Title Page

Attachment B – Signatory Authorization

Attachment C – Proposal Checklist/Table of Contents

Attachment D – Budget and Budget Forms

Attachment E – Certification Regarding Lobbying

Attachment F – Instructions for Certification/Certification regarding Debarment

Attachment G – Standards of Conduct

Attachment H – Past Performance Questionnaire

Attachment I – Ex Parte Communication Prohibition and Conflict of Interest

Informational Attachments

Attachment J – Appeals Process

Attachment K – Reference Materials

Attachment L – Glossary of Terms, acronyms, and definitions

Attachment M – In-School Youth Participant Plan