WIOA Adult and Dislocated Worker Career Services Bidders’ Conference
March 4, 2021
Housekeeping

All attendees will be placed on mute

Use the Q&A feature for questions - questions will be answered at the end of the conference

The PowerPoint presentation and all questions and answers from today will be available at www.tularewib.org
## Agenda

- Organizational Overview
- Request for Proposal Introduction
- Submittal of Proposals
- One-Stop Vision and Partnership
- Scope of Services
- Business Engagement and Services
- Funding
- Required Proposal Format
- Proposal Narrative
- Financial Requirements
- Proposal Evaluation Process
- Question and Answer
Organizational Overview
Organizational Overview

- Board of Directors with private sector majority
- WIB provides a comprehensive system of training, placement, career planning, and business services
- Primary funding is allocated by Department of Labor (DOL) under the provisions of the Workforce Innovation and Opportunity Act (WIOA)
WIB Roles and Responsibilities

- Procure, oversee, and evaluate WIOA Services
- Provide technical assistance
- Serve as the fiscal agent and grant manager
- Monitor program activity and compliance
- Business and Industry engagement

Section 3.5 page 8-9
One-Stop Operator Role

OSO Role

• Coordinate the service delivery of required AJC MOU mandated partners and subrecipients
• Ensure the implementation of partners’ responsibilities
• Lead data-driven continuous improvement plans

Collaboration

• Subrecipients will be required to collaborate with OSO to ensure a seamless delivery of services
Estimated Funding

• Approximately $5.68 million in funding for:
  ▪ WIOA Formula Funds
    ➢ Adult
    ➢ Dislocated Worker
  ▪ Expanded Subsidized Employment

• WIB may increase or decrease funding, based on funding availability

• Any additional funds awarded to WIB – may be incorporated into selected subrecipient’s contracts through this solicitation
Request for Proposal
Introduction
This RFP is to identify and fund organization(s) that have experience or related capacity providing:

- WIOA Adult Basic Services, Career Services, Training
- WIOA Dislocated Worker Basic Services, Career Services, Training
- CalWORKS Expanded Subsidized Employment
- Other Target Populations

Delivery of Services: Employment Connection, Comprehensive Centers, Visalia and Porterville, Affiliate Sites in Tulare and Dinuba
Contract Period

- July 1, 2021 through June 30, 2022
- Option to extend the contract(s) for three (3) additional one-year periods
- Based on performance and availability of funds

*Section 1.0 page 1*
## Eligible Entities

- Public Agencies; and/or
- A consortium or collaboration of these organizations
- Employment service state agencies established under Wagner-Peyser Act
- Community-based organizations, non-profit organizations
- Workforce intermediary
- Private for-profit entities
Solicitation Geographic Service Areas

- Comprehensive Center - Visalia
- Comprehensive Center - Porterville
- Affiliate Site - Tulare
- Affiliate Site - Dinuba

Section 1.2 page 2
Solicitation Service Areas

Visalia:
- Visalia
- Surrounding Areas:
  - Exeter
  - Farmersville
  - Goshen
  - Three Rivers
  - Woodlake
  - Lemon Cove
  - Ivanhoe

Porterville:
- Porterville
- Surrounding areas:
  - Ducor
  - Lindsay
  - Poplar/Cotton Center
  - Richgrove
  - Springville
  - Strathmore
  - Terra Bella
  - Woodville

Tulare:
- Tulare
- Surrounding rural areas:
  - Alpaugh
  - Earlimart
  - Pixley
  - Tipton
  - Waukena

Dinuba:
- Dinuba
- Surrounding rural areas:
  - Cutler
  - Orosi
  - London
  - Traver

Section 1.2 page 2
Solicitation

Proposal
- Respondents must submit separate proposals for each area
- Respondents may apply for all four (4) areas

Award
- No more than three (3) areas to a single entity unless it is in the best interest of the WIB
Submittal of Proposal
RFP Submission

Electronic Submittal Due
April 9, 2021

Hard Copy Attachments
with Wet Signature(s) Due
April 15, 2021
# Procurement Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Issue Request for Proposal</td>
<td>February 17, 2021</td>
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<tr>
<td>Bidders’ Conference</td>
<td>March 4, 2021</td>
</tr>
<tr>
<td>Deadline for Submission of RFP Questions</td>
<td>March 18, 2021</td>
</tr>
<tr>
<td>Ex Parte Communication</td>
<td>March 18, 2021</td>
</tr>
<tr>
<td>Past Performance Questionnaire – Attachment H – Due by 12:00</td>
<td>April 9, 2021</td>
</tr>
<tr>
<td><strong>Proposals Due by 12:00 P.M. (PST)</strong></td>
<td><strong>April 9, 2021</strong></td>
</tr>
<tr>
<td>Hard Copies Title Page with Attachment B, E, F, and G</td>
<td>April 15, 2021</td>
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<tr>
<td>WIB Board Approval</td>
<td>May 12, 2021</td>
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<tr>
<td>Effective Date of Contract(s)</td>
<td>July 1, 2021</td>
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*Note:* This RFP does not commit the WIB to award a contract. **The WIB reserves the right to accept or reject any or all proposals received.** All solicitations are contingent upon availability of funds.
RFP Questions

• Must be submitted in writing
• Send via email to WIBPROCUREMENT@tularewib.org with subject line “RFP Q&A Career Services”
• Last date to submit questions - March 18, 2021
• Responses will be posted on WIB website www.tularewib.org
One-Stop Vision and Partnerships
One-Stop Vision and Partnerships

**WIOA Vision**

- Quality-focused, Employer-driven, Customer-centered
- Aligns workforce development, education, and economic development to increase access and opportunities
- Meets the needs of **local** and **regional** economies
- DOL Training and Employment Guidance Letter No. 4-15

**Partnerships**

- WIOA one-stop required partners
- WIB has established MOUs

*Section 4.1 page 11

*Section 4.2 page 12*
Employment Connection Partner Referral Process

EC Partners to be highly familiar with each other’s programs.

**Purpose**
- Knowledgeable referrals
- Increase services

**Referral Form**
- Electronic Form
- Link on employment connect.org

**Programs**
- Employment Connection Partner Guide
- At-a-Glance

Employment Connection Partner Referral

The information below contains personal information for the referred individual. Refer to the At-A-Glance Partner Guide for descriptions of services and resources by partner program.

Please ensure:
- Individual is aware that their information is being shared and provides consent;
- Referral is being referred to the appropriate agency; AND
- Referral information is only available to staff responsible for service delivery.

Section 8.6 page 39
Co-Branding

- Subrecipients awarded must use:
  - America’s Job Center of California (AJCC)
  - Employment Connection Centers
Scope of Services
**Scope of Services**

WIB has implemented a One-Stop Integrated Service Delivery Model:

1. An **integrated customer pool** that ensures all customer are registered.

2. **An integrated customer flow** that establishes a sequence of demand-driven, skill based, universal services for all customers.

3. An **integrated staff approach** that provides services to the customer pool served through the integrated customer flow.
Integrated Service Delivery Model

The Welcome Team
The Skills and Talent Team
The Employment Solutions Team
The Business Services Team
The Customer Experience Team

Section 5.1 pages 14-15
Adult & Dislocated Worker Program Elements

- Basic Career Services
- Individualized Career Services
- Training Services
- Follow-up Services
- Outreach Strategies

Section 5.2 pages 15-17
Populations to be Served

Under this RFP the following population will be served:

- **Adult & Dislocated Workers**
  - 18 years of age or older
  - Tulare County residents

- **WIOA Adult Priority of Service**
  - Public assistance recipients
  - Low income
  - Basic skills deficient

- **WIOA Dislocated Workers Eligibility**
  - Individuals – terminated or laid off
  - Eligible or exhausted unemployment
  - Local policy directive TUL 14-06
**Populations to be Served**

Under this RFP the following populations will be served:

- English Language Learners
- People with disabilities
- Individuals experiencing homelessness
- Justice involved individuals

Other target populations

- WTW participants referred by HHSA
- Provide subsidized employment
- One-week job readiness

Expanded Subsidized Employment
One-Stop Locations

Employment Connection Comprehensive Centers
- VISALIA - 4025 W. Noble, Visalia, CA
- PORTERVILLE - 1063 W. Henderson, Porterville, CA
- Each center has co-located partners through an MOU cost sharing agreement
- The WIB is the leaseholder of the center locations
- For this RFP, it is not necessary for respondents to budget for facilities costs: rent, janitorial, security, pest control, utilities, and information technology

Affiliate Sites – Dinuba and Tulare
- The WIB does not currently hold the lease for these sites
- Successful respondents will select the site, with WIB approval, and be the leaseholder
- Co-location is strongly encouraged – partner agencies, libraries, or other community-based organizations
Performance Measures

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<tr>
<th>WIOA Adult and Dislocated Worker performance goals PY 2020-2021 WIB Performance Goals</th>
<th>Adult</th>
<th>Dislocated Worker</th>
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<td>Employment Rate 2\textsuperscript{nd} Quarter After Exit</td>
<td>60.0%</td>
<td>72.0%</td>
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<tr>
<td>Employment Rate 4\textsuperscript{th} Quarter After Exit</td>
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<td>67.5%</td>
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<td>Credential Attainment within 4 Quarters After Exit</td>
<td>74.5%</td>
<td>77.5%</td>
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<td>Measurable Skills Gains</td>
<td>65.0%</td>
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Yearly, the State of California Employment Development Department negotiates WIOA performance

*NOTE: WSIN 20-15 Local Area Negotiated performance Goals PY 20-21*
Tracking Requirements

**CalJOBS - Virtual One-Stop System (VOS) web-based case management tracking system**

- Required system for maintaining electronic participant files
- All Adult and Dislocated Worker customers are required to be registered in CalJOBS system at www.employmentconnect.org
- Entry of individual participant data such as eligibility determination and documentation, demographics, participant activities, case notes, outcomes and follow-up data
Business Engagement and Services
**Business Services Team**

**Employment Solutions Team**
- Site specific strategies to assist businesses
- Share updates and outreach strategies

**Business Services Team**
- Coordinate a shared business outreach strategy
- Share effective practices
- Identify common challenges
WIB Business Services Team

WIB Business Service Team leads:

- Employer Information and Support Services
- Downsizing and Restructuring Support (Rapid Response)
- Labor Market Information & Analysis
- Training to Upskill Existing Workforce
- Sector Partnerships
- System-wide Recruitments
Subrecipient Business Services Team

### Business Outreach
- Recruitment assistance
- Downsizing & restructuring support
- LMI & analysis
- Training to Upskill
- Sector partnerships
- Other referrals

### Preparing Job Seekers
- Determine need for:
  - Direct placement
  - Work-based Training
  - Assist to obtain & retain employment

### Recruitment Assistance
- Pre-screen job seekers
- Leverage work-based training
- Provide logistical support before & during events
- Help individuals who do not obtain employment with additional career services

Section 8.5 page 34-38
Business Services Measures & Outcomes

- Retention with Same Employer
- Repeat Business
- Employer Penetration

NOTE: For more information, refer to DOL TEGL 10-16

Section 8.5 page 36-38
Funding
# Funding by Service Delivery Area

<table>
<thead>
<tr>
<th>Comprehensive Center</th>
<th>Funding Type</th>
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<th>Work-Based Training</th>
<th>Estimated Funding</th>
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Section 6.1 page 23
## Funding by Service Delivery Area

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## Funding by Service Delivery Area

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<td>Special Grants</td>
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*Section 6.1 page 24*
## Funding by Service Delivery Area

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<td>$896,752</td>
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*Section 6.1 page 24*
Funding

- WIB will contract on a cost reimbursement basis
- WIB retains WIOA Adult and Dislocated Worker funds for Individual Training Accounts (ITA)
- It is not necessary for respondents to budget for the cost of ITAs
- This solicitation encompasses future funding awarded to the WIB during the four-year cycle (WIOA funds and special grants)
- Employer of record for Transitional Jobs

*Section 6.1 page 23
Required Proposal Format
## Proposal Contents

<table>
<thead>
<tr>
<th>Proposal Narrative</th>
<th>Proposal</th>
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<tbody>
<tr>
<td><strong>Section</strong></td>
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<tr>
<td>Title Page and Executive Summary</td>
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<tr>
<td>History, Qualification, and Past Performance</td>
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<tr>
<td>Organizational Structure and Management</td>
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<td>Program Design &amp; Service Delivery</td>
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<td>Business Engagement and Services</td>
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<td>Partnership and Collaboration</td>
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<td>Project Financial Plan</td>
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## Attachments

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<th>Forms</th>
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<tr>
<td>Proposal Title Page</td>
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<td>Signatory Authorization</td>
<td>Attachment B</td>
<td>PDF and Hard Copy with Wet Signature</td>
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<td>Proposal Checklist-Table of Contents</td>
<td>Attachment C</td>
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<tr>
<td>Budget and Budget Forms</td>
<td>Attachment D</td>
<td>Original Format</td>
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<td>Attachment F</td>
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<td>Standards of Conduct</td>
<td>Attachment G</td>
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<td>Past Performance Questionnaire</td>
<td>Attachment H</td>
<td>Original Format</td>
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<td>Ex Parte Communication Prohibition and Conflict of Interest</td>
<td>Attachment I</td>
<td>If applicable</td>
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<td>Resume(s) of Manager</td>
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<td>Organizational Charts</td>
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<td>1. Leadership of organization</td>
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<tr>
<td>2. Intended Staffing</td>
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</tbody>
</table>

*Section 7.1, page 27*
**Electronic Submittal**

Email proposal with attachments to WIBProcurement@tularewib.org

- Attachments must be submitted in original file format
  - Exception – attachments requiring a *signature* are to be submitted in PDF with original signatures
  - Proposal narrative to be submitted in Word format
- Email as .ZIP file
- One proposal per email
- Subject line
  - Respondent Name - Geographic Service Delivery Area
  - Example - Agency XYZ - Visalia
Hard Copy Attachments

Submission of original wet signatures:

Submit Two (2) Hard Copies

Attachments requiring a wet signature:
A, B, E, F, G

Mail/In-Person/Courier

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

Section 7.3 page 28
Proposal Title Page

Attachment A

- Indicate area
- One submission per area
- Signed by authorized representative
- Electronic due by April 9, 2021
- Wet signature due by April 15, 2021
Signatory Authorization Attachment B

- Signed by Authorized Official
- In Lieu of Board Resolution
- Electronic due by April 9, 2021
- Wet signature due April 15, 2021
## Budget Forms

### Attachment D

- Budget Form
- Budget Narrative
- Summary of Operational Costs
- Equipment Purchase Costs
- Participant Plan
- **Attachment D - RFP Budget and Budget Forms**

### RFP Budget Form

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<th>Item Type</th>
<th>Personnel Costs</th>
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<td>-</td>
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*Note: The table provides a summary of budget items and costs.*
Past Performance Questionnaire – Attachment H

- Three References
- Due by April 9, 2021
- WIBProcurement@tularewib.org
Ex Parte Communication/Conflict of Interest – Attachment I

- Only if applicable
- Due by March 18, 2021

Ex Parte Communication / Conflict of Interest

The ex parte communication prohibition restricts RFP respondents from contacting members of the Workforce Investment Board of Tulare County (WIB), WIB Committees, and/or the WIB staff. Respondents are allowed to communicate with WIB staff only via email, as noted in the RFP.

The conflict of interest policy deals with financial interests. Members of the WIB, and WIB Committees are governed by both federal and state laws in this area. In short, members who have a conflict of interest with respect to any action item on an agenda may not discuss or vote upon such item. When an RFP is taken to the WIB or its Committees those members whose organizations are planning to submit a proposal are not allowed to participate in the discussion or vote on the item. The conflict of interest policy will be applied when asking individuals to participate in the RFP process as evaluators as well as at the various meetings when action will be taken to award the successful respondent(s).

Some respondents may like to collaborate with members of the WIB, and/or its committees on their proposals. Technically, such collaboration is a violation of the ex parte communication rule. However, we do recognize the value that such collaborations may bring to our system and have developed the Conflict of Interest Form 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 or WIB Committees MUST have the collaborative partner fill out this form and submit as an attachment to their proposal.

Please Note – under no circumstance may an individual who will be on the RFP Evaluation Team collaborate with any respondent. All such individuals will be asked by WIB staff to sign the “Conflict of Interest Certification for Request for Proposal” stating they have not collaborated with any respondent and have no financial interest in any respondent’s proposal.

Ex Parte Certification

I hereby certify that I will not participate in any discussion or vote, whether at a formal meeting or in a social setting, regarding the Request for Proposal for Workforce Innovation and Opportunity Act Title 1 Adult, Dislocated Worker, and Youth Program Year 2020-2021.

I hereby inform the WIBTC that my organization plan to collaborate with: Name of Proposing Organization:

To Provide the Following Services:

Name of WIB or Committee Member: Click or tap here to enter.

Name of WIB or Committee Member Organization: Click or tap here to enter.

Date: Click or tap here to enter text.

Signature: Click or tap here to enter text.
Proposal Narrative

8.1 Executive Summary

8.2 Organizational History and Qualifications
- Past Performance Questionnaire (Attachment H)

8.3 Organizational Structure and Management
- Organizational Charts
  1) Leadership
  2) Intended Staffing
Proposal Narrative

8.4 Program Design & Innovation for Services

8.5 Business Engagement & Services

8.6 Partnerships & Collaboration

Section 8.4 & 8.5, page 32-39
Financial Requirements
Budget Requirements

Respondents are required to submit a line-item detailed budget – Attachment D

WIB will conduct a Cost Price Analysis

Section 9 page 40-41
Proposal Evaluation Process
## Evaluation of Proposals

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<td>History, Qualifications, and Past Performance</td>
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<td>Partnership and Collaboration</td>
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</tbody>
</table>
Questions

http://www.tularewib.org/procurements