



Workforce Investment Board
OF TULARE COUNTY
Driving Economic Success

Workforce Investment Board of Tulare County

Request for Proposal

WIOA Title I Youth Services in Tulare County
Procurement No. 25-01

Issue date: February 19, 2025

The proposal must be received no later than 12:00 P.M. March 19, 2025.

Respondents must deliver the proposal electronically to WIBProcurement@tularewib.org

WIOA Title I Youth Services

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1.0 Request for Proposal Introductions

The Workforce Investment Board of Tulare County (WIB) seeks innovative youth-centered organizations to deliver Workforce Innovation and Opportunity Act (WIOA) Title I Youth Services for Out-of-School Youth (OSY) ages 18-24 and In-School Youth (ISY) ages 16-21 in Tulare County. The selected Subrecipient must demonstrate a strong commitment to youth empowerment, career exploration, and work-based learning (WBL) to ensure youth successfully transition into meaningful careers and educational pathways.

The purpose of this request is to procure qualified Subrecipient(s) to enter into a one-year contract beginning July 1, 2025, through June 30, 2026, for the delivery of WIOA services in Tulare County. The WIB has the option to extend the contract(s) for three additional, one-year periods based on demonstrated program performance and availability of funds. The WIB expects to award contracts for OSY for up to \$3.3 million, and for ISY up to \$900,000, based on the availability of funds.

As a result of this RFP:

- The WIB and Subrecipient will collaborate to deliver WIOA Youth services in Tulare County.
- The Subrecipient will provide youth services within Tulare County under the brand youth@work.
- The Subrecipient will partner with the WIB to co-design aspects of the customer experience, standard operating procedures for staff, and strategies for serving youth in Tulare County.
- The WIB may also use this RFP to determine a Subrecipient's expertise and capability in serving special populations and inform funding investments for specialized grants.

In previous years, the WIB has solicited RFPs for Subrecipients to deliver WIOA services through designated geographic areas. This year, the WIB is taking a different approach. Instead of respondents submitting separate proposals for each service area, all RFP respondents will be submitting one proposal and model budget that includes **Youth Services for OSY at a Comprehensive Center location, for OSY in communities within the Balance of County (communities without Comprehensive Center locations), and for ISY services at single high school locations**. Sample scenarios will be provided for all respondents to use as the basis of their model budget which will include all three service locations and both the ISY and OSY services. Based on the submitted budget and proposal narrative, the WIB will determine the best combination of providers to deliver the services needed for each of the service delivery locations.

For example, potential results from all of the proposals may include but are not limited to the following contract structures:

- Example 1: Subrecipient A is awarded a contract to provide OSY services at the Comprehensive Centers. Subrecipient B is awarded a contract to provide OSY services at Balance of County locations and for ISY services at high school sites.
- Example 2: Subrecipient A is awarded a contract to provide OSY services at the Comprehensive Centers. Subrecipient B is awarded a contract to provide OSY services at

Balance of County Locations. Subrecipient C is awarded a contract to provide ISY services at high school sites.

Please note that this is not a comprehensive list of examples. The RFP may result in other contract structures as deemed appropriate by the WIB.

Application Requirements

The 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 organizations that together will deliver the full scope of services required by this RFP. The following table includes all required application items:

Application Requirements	Document Type
Proposal Title Page	Attachment A
Signatory Authorization	Attachment B
Proposal Check List – Table of Contents	Attachment C
Proposal Narrative (Limit 25 pages)	Narrative
Supplemental Narrative for Specialty Experience and Expertise (Limit 4 pages)	Narrative
Model Budget and Budget Narrative	Attachment D
Certification Regarding Lobbying	Attachment E
Instructions for Certification Regarding Debarment	Attachment F
Standards of Conduct	Attachment G
Risk Assessment Survey	Attachment H
Manager Resume(s) (Limit 2)	Not Applicable
Organizational Charts (Limit 2) 1. Leadership of the organization 2. Intended staffing	Not Applicable

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 that 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
- Employment service state agencies established under Wagner-Peyser Act

- Community-based organizations, non-profit organizations
- Workforce intermediary
- Private for-profit entities

Current Subrecipients, as well as potential new Subrecipients, are strongly encouraged to submit proposals in response to the RFP. The WIB also encourages the participation of respondents that are certified as small businesses, veteran-owned businesses, women’s business enterprises, and minority-owned firms. The WIB is committed to equal opportunity in its procurement process.

Organizations that have not previously been awarded a WIOA Title I subaward, but have managed other workforce development or programs to deliver a similar program design, serve similar populations, and operate under a collaborative service delivery model are encouraged to apply.

1.2 Solicitation

The WIB hereby solicits proposals using a competitive bid process for the provision of WIOA Title I Youth Services within Tulare County. Proposals must be germane to the whole of the Local Workforce Development Area, contiguous with the geography of the County of Tulare. The WIB reserves the right to award contracts to multiple respondents based on geography, service type, funding stream, or target population.

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.

This solicitation encompasses future funding awarded to the WIB during the four-year procurement cycle, including WIOA funds and special grant funds. At the discretion of the WIB, any future funds awarded to the WIB may be awarded to WIB Subrecipients selected through this solicitation.

1.3 RFP Timeline

Request for Proposal	Timeline	Time
WIB Issues Request for Proposal	February 19, 2025	N/A
Questions for Bidders’ Conference Deadline	February 25, 2025	10:00 AM
Register for Bidders’ Conference	February 25, 2025	10:00 AM
Bidders’ Conference (Teleconference)	February 26, 2025	10:00 AM
Reference Information Deadline	March 3, 2025	5:00 PM
Final Day to Submit RFP Questions	March 10, 2025	10:00 AM
Past Performance Questionnaire from References	March 13, 2025	5:00 PM
Proposal Submittal - Deadline	March 19, 2025	12:00 PM
Proposal Evaluations	April 1, 2025	N/A
WIB Board Approval	May 14, 2025	7:30 AM

Contract Negotiations Overview (In Person)	May 21, 2025	2:00 PM
Subrecipient Negotiations	May 21-June 13, 2025	TBD
Contracts & Programs Commence	July 1, 2025	N/A

2.0 Background Information

The Workforce Development System, established under WIOA, is a nationally integrated network designed to meet the employment, training, and education needs of youth and businesses. This system aims to align local workforce development efforts with regional economic strategies, ensuring businesses have access to a skilled talent pipeline while equipping youth with the tools, training, and support they need to achieve meaningful employment.

2.1 WIOA Information

The Workforce Innovation and Opportunity Act (WIOA), which was signed into law on July 22, 2014, supersedes the Workforce Investment Act of 1998 (WIA) and amends the Adult Education and Family Literacy Act (AEFLA), the Wagner-Peyser Act, and the Rehabilitation Act of 1973. Key changes under WIOA Youth Services included increasing the minimum percentage of funds to be spent on OSY from 30% to at least 75%; increasing focus on work-based learning and career pathways; extending the out-of-school age limit from 21 – 24 years; and streamlining the eligibility process. These changes are consistent with the Department of Labor’s (DOL) 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.”

WIOA is the legislation that provides funding, guidance, and alignment of public workforce development systems across the United States. Each year the WIB receives an allocation of federal funding from DOL through WIOA Title I. WIOA Youth Services funding is used to provide a comprehensive range of workforce development activities to assist youth with access to employment, education, training, and supportive services locally branded as youth@work.

WIOA funding makes it possible to provide individuals with guidance, training, and resources that will give them confidence and the ability to succeed in the labor market. WIOA funding also provides access to resources to improve services to businesses and promotes work-based training. It contributes to economic growth and business expansion by ensuring the workforce system matches businesses with job-ready youth. WIOA encourages industry collaboration and sector partnerships, career pathways, and regional service delivery strategies.

2.2 WIOA Regulatory Bodies

Various governmental units regulate WIOA activities on an ongoing basis, including:

- Federal and State Legislatures, which enact and implement laws and requirements covering the workforce development system.

- The United States Department of Labor (DOL), which develops or changes regulations and procedures.
- The State of California Employment Development Department (EDD), which develops statewide directives and information bulletins.
- California Workforce Development Board, which assists the Governor in setting and guiding policy in the areas of workforce Development; and
- The WIB, which establishes local direction and procedures. (www.tularewib.org/directives)

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 <http://wdr.doleta.gov/directives/> and <https://www.dol.gov/agencies/eta/wioa/regulations>.

2.3 WIB Overview

Across the country, workforce development boards (WDB) have been established to help people develop the skills they need to enter the workforce in high-growth, high-demand occupations as quickly as possible. WDBs are tasked with directing federal, state, and local funding to workforce development programs and projects within their geographic boundaries. The Workforce Investment Board of Tulare County (WIB) is the designated WDB and oversees the distribution of workforce development funds to projects and programs that will benefit the residents of Tulare County.

Learn more about the WIB at www.tularewib.org and access the latest [WIB Annual Report](#).

WIB Theory of Change

The WIB believes that too many people are unemployed or in low-wage jobs that don't sustain their families, and too many businesses have high-quality jobs that go unfilled. To address this issue, the WIB has developed the following strategies to drive change in the community:

- Bring money to the region from federal, state, and local government, private businesses, and philanthropy.
- Broker solutions with education and training partners that increase support for in-demand industries and jobs.
- Convene industry through boards and sector partnerships to identify local skills gaps.
- Make investments in high-quality job skills training for workers and workforce solutions for businesses.
- Provide workers with guidance, training, and resources.
- Utilize data to set clear goals, measure progress, and drive decisions to meet the needs of our community.

To implement these strategies, the WIB contracts with organizations (Subrecipients) to provide youth@work services throughout the county. Subrecipients are tasked with providing workforce development services to youth seeking work or educational opportunities by helping them become job-ready and providing services to businesses to help them connect to the EC Talent Pool. When this happens, the expected outcomes are:

- Workers gain the skills and confidence to find high-quality jobs and make good wages.
- Our collaborative partnerships develop essential talent pipelines for Tulare County businesses.

Priority Sectors

To ensure that individuals can find work in high-growth high-demand occupations the WIB has identified seven priority industry sectors based on several factors. These sectors have demonstrated growth in the Central Valley, including an increase in the number of annual openings, and the predicted growth over the next five and ten years. Technology continues to transform these industries, necessitating innovative strategies and approaches to training new and existing workers. Engagement with businesses, business support agencies, and economic development organizations has indicated that these sectors would benefit from interventions by the workforce and education system. The priority sectors help inform business engagement activities and individualized career services provided to youth.

The following industry sectors are designated as priorities:

- Advanced Manufacturing
- Construction (including public infrastructure)
- Green Energy
- Healthcare
- Transportation and Logistics
- Value-added Agriculture
- Hospitality

Job Quality Framework

The WIB prioritizes quality employment for all Tulare County residents. Quality employment is the foundation of an equitable economy that lifts workers and families and empowers businesses to be more competitive ([TEGL 07-22](#)). The WIB-approved Job Quality Framework for Tulare County includes the following principles:

- **Compensation and Stability:** Workers receive a reliable and fair income that supports living standards and job security.
- **Growth and Development:** Fosters opportunities for employees to advance and improve their skills within the workplace.
- **Workplace Culture and Empowerment:** Create an inclusive culture, values, and diversity, and offer employees a voice in the workplace.
- **Wealth and Benefit Sharing:** Offers financial benefits that contribute to the long-term economic well-being of employees.
- **Health and Safety:** Provides a work environment that safeguards employees' physical and mental well-being.

Industry Engagement

In addition to job seeker services, the WIB offers comprehensive support to businesses through both traditional workforce development services and sector partnerships. WIB business services include talent recruitment, customized training programs, labor market insights, and layoff aversion strategies, all designed to address immediate workforce needs. As the convener of several industry sector partnerships, the WIB brings together businesses within key industries to collaborate on solutions, develop talent pipelines, and influence workforce policies, ensuring businesses have access to the skilled workers they need to grow and thrive.

2.4 WIB Governance

The WIB Board of Directors is responsible for the fiscal and programmatic administration of workforce development funds for Tulare County. The WIB provides 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 the needs of local businesses.

2.5 Branding

The youth@work program serves as the branding mechanism for the WIOA Youth Program Services. While the youth@work name is used to represent the program in marketing and outreach, it is directly aligned with and part of the WIOA Youth Services framework.

The youth@work brand helps customers recognize and understand its mission, vision, and services. To maintain a strong and consistent brand, all Subrecipient staff must embrace **youth@work** values and follow brand guidelines at all times.

The Employment Connection One-Stop System Marketing and Co-Branding Guidelines directive [TUL 22-02](#) outlines the policies and procedures that all Subrecipient staff must follow regarding marketing, communications, and branding for youth@work.

All youth@work marketing materials must be approved by the WIB and will be housed on a shared Google Drive.

2.6 Youth Program Framework and Operations

Youth Workforce Services in Tulare County

Unlike the WIOA career service programs, WIOA **Youth Program** is specifically designed for the unique needs of youth. Staff are trained to assist youth with unique challenges they may face. With a strong emphasis on mentorship, career navigation, work-based learning, and post-secondary connections, the program provides the holistic support youth need to achieve economic mobility and long-term success.

The **Youth Program** in Tulare County is designed to empower OSY and ISY (ages 16-24) by providing education, training, and employment opportunities that align with their unique needs and aspirations.

The program focuses on supporting youth in achieving long-term economic mobility through career exploration, work-based learning (WBL), skill development, and strong connections to post-secondary education and training.

Holistic & Inclusive Support

The **Youth Program** is committed to meeting OSY where they are and recognizing the unique challenges they may face, such as work or school disconnection, disabilities, parenting youth, or justice impacted. Program staff are trained to provide personalized, strength-based support that addresses barriers and builds a pathway toward career success.

Youth Service Pathways: Education, Training, Work-based Learning, and Employment

Youth typically choose from three core pathways:

1. Education: To complete high school, earn a diploma or equivalency, receive targeted support to enroll in and complete their education. For those interested in college, the staff offer one-on-one guidance on post-secondary options, including applications to community colleges, four-year universities, and apprenticeships.
2. Training: To develop industry-specific skills connected to high-quality training programs in in-demand fields. They receive labor market information (LMI) and guidance in choosing training providers, including approved state and local Eligible Training Provider List (ETPL) partners. Training scholarships may also be available to cover tuition and fees.
3. Work-Based Learning or Employment: To gain real-world experience through paid or unpaid work experience, pre-apprenticeships, job shadowing, and employment. Career Coaches work closely with Business Resource Specialists (BRS) to connect participants to job leads, hiring events, and direct placements with employers.

Career Navigation & Youth-Centered Coaching

youth@work Career Coaches play a critical role in helping youth with the following:

- Identify their strengths and skills
- Explore career options and set goals
- Develop work readiness skills
- Create a resume and portfolio
- Navigate the workforce system to access additional supports

To support their journey, the **Youth Program** utilizes the [EC Talent Pool](#), a management tool that is structured to help OSY track progress in four key areas:

- Skill Building: Identifying and strengthening work-related and technical skills
- Overcoming Barriers: Addressing personal challenges to employment and education
- Career Exploration: Gaining exposure to industries and potential career paths

- Professional Portfolio Development: Showcasing experience, achievements, and career readiness

Through the talent pool process, youth celebrate both small and significant achievements, building confidence and motivation along the way. Each year, at least 15 percent of enrolled OSY customers are expected to complete all four EC Talent Pool Milestones, equipping them with the foundational skills and experiences essential for long-term success.

Strong Employer & Community Connections

Recognizing the importance of real-world experience, the **Youth Program** builds strong partnerships with local businesses, educational institutions, apprenticeship programs, and community organizations. These partnerships help expand opportunities for youth, ensuring that they have access to career-aligned training, mentorship, and paid work experience.

During program year (PY) 2023 - 2024, the **Youth Program** provided services to hundreds of youth in Tulare County. The table below provides the **Youth Program** performance outcomes for PY 2023-2024.

Youth Services Statistics for PY 2023-24

Youth Enrollments	Performance
Enrolled customers	619
OSY customers	477
ISY customers	142
OSY work experience	131
ISY work experience	72
OSY completed training	30

3.0 Roles and Responsibilities of the WIB

Education, employment, and training services for youth are available through services at Comprehensive Center Locations and Balance of County locations for all OSY, and for ISY at selected high school locations. These resources connect youth with labor market information, employers and comprehensive employment services. Successful delivery of services requires collaboration among the WIB, Subrecipients, and partners to ensure seamless support and accessibility

3.1 WIB Responsibilities

The WIB’s roles and responsibilities include:

- A. Governance and Oversight:**
 - I. Provides strategic oversight for workforce development programs, ensuring alignment with WIOA, local labor market needs, the WIB's Theory of Change, and the Quality Job Framework.
 - II. Oversees and evaluates the management, operations, and delivery of WIOA Youth Services.

- III. Develops and contributes to local and regional workforce plans and policies.
- IV. Ensures compliance with federal, state, and local regulations.
- V. Sets performance expectations and monitors Subrecipient performance.
- VI. Leads co-design initiatives with Subrecipients and partners.

B. Funding and Resource Allocation:

- I. Acts as the administrative entity and fiscal agent for WIOA funds.
- II. Allocates resources to Subrecipients, defining program budgets and allowable costs.
- III. Administers specialized workforce programs and grants to support targeted populations through its network of Subrecipients.

C. Human-Centered Design and Customer Experience:

- I. Collaborates with Subrecipients to incorporate human-centered design principles into service delivery, ensuring programs are inclusive and responsive to the needs of participants.
- II. Develops and co-designs strategies to ensure high-quality and consistent service delivery.
- III. Conducts regular customer satisfaction evaluations, leveraging feedback to improve services and system performance.

D. Capacity Building and Technical Assistance:

- I. Provides training and technical support to Subrecipients to ensure they understand program requirements and best practices.
- II. Conducts onboarding orientation sessions for new Subrecipient staff and partners.
- III. Identifies and provides opportunities for key staff training and professional development to enhance expertise in workforce development, program delivery, and compliance.

E. Community Engagement and System Partnerships:

- I. Establishes and maintains key partnerships with local businesses, community organizations, and other stakeholders to enhance the workforce development system and maximize resources.

F. Quality Assurance:

- I. Monitors program outcomes, audits fund usage, and evaluates Subrecipient performance.
- II. Facilitates corrective action process for underperforming Subrecipients.

G. Marketing & Branding:

- I. Coordinates and implements youth@work marketing and communications strategies and policy.
- II. Ensures youth branding guidelines are used on all marketing materials.

H. Training Services:

- I. Provides oversight of training investments (including ETPL) to ensure training programs and WIOA training funds align with regional employer needs and lead to industry-recognized credentials.
- II. Manages and monitors Advanced Individual Fund Tracking (AIFT) and training expenditures to ensure alignment with state and federal requirements and process training invoices.

- III. Conducts ETPL performance and compliance reviews, including data analysis on enrollment, completion, and employment outcomes.
- I. Industry Engagement:**
 - I. Leads industry sector partnerships and business engagement strategies that support Tulare County businesses and identifies employer needs and job opportunities.
 - II. Provides support for businesses through job development, recruitment assistance and hiring events, and On-the-Job Training to help businesses find the skilled workforce they need.
 - III. Leverages the work of Subrecipients to access job ready candidates from the EC Talent Pool, Occupational Skills Training (OST), and work-based training to meet the needs of businesses.
 - IV. Initiates Rapid Response outreach to businesses and coordinates briefings with Subrecipients and EDD to connect affected employees to dislocated worker services.
- J. Performance Tracking:**
 - I. Oversight of [CalJOBS](#) system and other reporting tools designated by the WIB.

3.2 Subrecipient Responsibilities

Subrecipient roles and responsibilities include:

- A. Program Delivery:**
 - I. Provides high-quality WIOA Youth Services, including case management, career coaching, training, and supportive services.
 - II. Complies with all terms and conditions of the agreement for the delivery of services.
 - III. Facilitates work-based learning (WBL) such as paid/unpaid work experience pre-apprenticeship, and job placement while collaborating with employers and community partners.
 - IV. Provides services under the youth@work brand in Tulare County including balance of county communities where applicable, ensuring services are accessible, inclusive, and responsive to community needs (e.g. hours of operation, types of services, etc.).
- B. Youth Services:**
 - I. Actively recruits, determines eligibility, and enrolls OSY and ISY customers.
 - II. Facilitate work readiness training.
 - III. Provide comprehensive case management to support OSY in the achievement of incremental job readiness milestones (1. Understand and Build Your Skills, 2. Explore your Career Options, 3. Overcome Personal Challenges, and 4. Build a Professional Portfolio) that leads to skill development, better job opportunities, and builds the EC Talent Pool.
 - IV. Connects youth to meaningful WBL and job placement opportunities – including securing paid or unpaid work experiences, pre-apprenticeships, and full-time job placements- that align with career pathways.
- C. Business Engagement and Employer of Record:**
 - I. Develop partnerships with local employers to ensure WBL experiences align with career pathways and long-term employment opportunities.
 - II. Collaborates with WIB business engagement to connect youth to job leads.

- III. Serves as the employer of record for all paid WBL experiences, including managing payroll, workers' compensation, and labor law compliance, and work permit requirements.
- D. Training Services:**
- I. Guides customers in selecting ETPL-approved programs based on career goals and labor market trends.
 - II. Refers customers to the Employment Connection Centers for Occupational Skills Training scholarships.
 - III. Co-case manages customers with Employment Connection staff for the duration of training to track training completion, support job placement efforts, ensure compliance with training requirements, collect and record credential and skills gained information, and track and record training obligations.
- E. Education Services:**
- I. Supports customers in achieving educational milestones, including high school diploma, high school equivalency, and post-secondary enrollment.
 - II. Provides guidance on education pathways, including referrals to schools and training.
 - III. Connects customers to resources and opportunities that enhance skills and prepare them for long-term career success.
- F. Retention & Post-Exit Follow-up Services:**
- I. Provides at least 12 months of follow-up services to youth customers who have completed youth services and those who exit without successful program completion.
 - II. Tracks and reports post-exit success outcomes, including employment retention, training completion, and credential attainment, ensuring accurate documentation in CalJOBS.
- G. Performance Management:**
- I. Meets or exceeds established performance metrics, including employment outcomes and skills attainment.
 - II. Uses CalJOBS and other designated tools for case management to report program data.
- H. Compliance and Accountability:**
- I. Ensures compliance with WIOA policies, eligibility documentation, financial reporting, and internal monitoring process.
 - II. Maintains accurate records and submits required financial and program reports.
 - III. Provides internal monitoring and oversight of all program activities and requirements.
- I. Innovation and Collaboration:**
- I. Participates in co-design of workforce development initiative and partnerships.
 - II. Adapts program delivery to address the emerging needs of the community.
- J. Branding and Outreach:**
- I. Promotes the youth@work brand through outreach efforts and maintains a digital presence on Subrecipient's website.
- K. Operations and Staff Capacity:**
- I. Recruits, hires, and trains high-quality and well-informed staff.
 - II. Supports new staff onboarding processes and ongoing professional development.
 - III. Maintains adequate staffing to provide services under the contract.

- IV. Participates in and contributes to program initiatives and co-design strategies to develop Standard Operating Procedures (SOPs) for youth@work staff, balance of county service strategy, and enhance services to improve customer satisfaction.

3.3 Strategy and Initiative Co-Design Responsibilities

The WIB is adopting a co-design approach for the first year of this contract for multiple strategies and initiatives. This approach will ensure that the strategies are developed collaboratively and iteratively based on real customer needs and operational insights.

Rather than prescribing predefined strategies, this process will engage the WIB, selected Subrecipients, frontline staff, and community stakeholders in jointly developing strategies that are:

- Data-Informed: Rooted in community feedback, workforce system insights, and real-time learning.
- Human-Centered: Focused on improving customer experience and accessibility.
- Flexible and Iterative: Designed to be tested, refined, and adapted based on local conditions.

Subrecipients will play an active role in co-designing and implementing strategies, requiring a commitment to:

- Designate key staff to participate in co-design planning sessions facilitated by the WIB.
- Engage in collaborative learning by gathering insights from customers, community leaders, and service providers.
- Work alongside the WIB to prototype, refine, and document service delivery strategies that are scalable and sustainable.
- Implement and test the co-designed strategy within their designated service area(s)
- Train their team on the new service model to ensure consistency and effectiveness.

4.0 Scope of Services

Respondents should have a good understanding of WIOA as well as the roles of key players in the local workforce development delivery system. They should leverage this knowledge in presenting their unique experience and capacity to deliver WIOA Title I Youth Services to eligible youth.

The following information provides details on the WIOA Title I Youth Services sought by the WIB and the service requirements for these programs.

4.1 WIOA Youth Program Components

Subrecipients are expected to provide WIOA Title I Youth services to prepare OSY and ISY through WBL, education, and training opportunities. Youth Services equip youth with the necessary tools to compete for jobs in in-demand industries.

Based on the customer's needs, an OSY or ISY customer may receive any number and combination of services allowable under WIOA. For some, this may include setting a customer on an education, training,

or employment pathway. In developing responses to this RFP, respondents must ensure they will provide the following program design components outlined in [WSD 17-07 WIOA Youth Program Requirements](#).

4.2 Populations to be Served

This RFP is intended to serve Out-of-School Youth (OSY) ages 16-24 and In-School Youth (ISY) ages 16-21 who are residents of Tulare County, meet one of the specified target populations, and have at least one identified barrier.

For more information on determining youth eligibility, reference the EDD Workforce Services Directive (WSD) - [WSD 24-04 WIOA Title I Eligibility Technical Assistance Guide](#).

The WIB will utilize this RFP to determine respondents' expertise and experience serving targeted populations. At the discretion of the WIB, additional funds may be awarded to Subrecipients to serve target populations with additional special grant funding.

For a list of current special grants administered by the WIB and current Subrecipients, refer to [Employment Connection and youth@work PY 24-25 Special Grants Reference Guide](#).

4.3 Tulare County Unique Youth Services Strategies and Collaboration

Tulare County is committed to providing innovative and collaborative approaches to youth services, ensuring that youth receive the support they need to succeed. In addition to providing Youth Services, respondents are expected to collaborate with and leverage the following unique partnerships and strategies that exist in Tulare County. These partnerships and strategies are integral to the service delivery model outlined by the WIB and are designed to strengthen the **Youth Program** services, ensuring that participants receive quality, comprehensive support in achieving their goals.

The following sections will outline the specific approaches, and unique elements may vary depending on whether the strategies are intended for ISY, OSY, or both programs that support Tulare County's **Youth Program**.

Employment Connection (EC) System

The **Youth Program** is an integral part of the **Employment Connection (EC) System**, Tulare County's network of American Job Centers (AJCs). Title I Youth Services is one of WIOA's mandated EC System partners. The WIB oversees both WIOA Title I Career and Youth Services at the EC Centers, ensuring that customers receive high-quality, coordinated support. Subrecipients contracted to provide OSY services will be required to collaborate with other EC partners to provide referrals, training, and employment services to support young job seekers.

A Coordinated System for Youth Success

The EC System focuses on providing universal access, integrated services, and customer-centered support.

Key strategies include:

- Leverage Partner Resources: Collaborating on resource-sharing, cross-training, and electronic referrals to ensure a “no wrong door approach.”
- Professional Development: Ongoing training helps staff deliver integrated and effective services.
- Theory of Change (TOC): A shared framework guides system improvement, addressing challenges and aligning strategies for maximum impact.

The EC system has developed a TOC that provides vision, values, and strategies for serving our shared customers. For additional information, reference the [Employment Connection Theory of Change](#).

To create a streamlined, high-quality service system, WIOA requires Local Boards like the WIB to develop agreements (MOUs) with partner agencies to become part of the EC System. These MOUs outline roles, responsibilities, and collaboration plans to provide unified services that meet community needs. The [Employment Connection Partner Handbook](#) provides EC System partner staff with the framework for ensuring consistency in services delivered through the system.

In-School-Youth (ISY) High School Partnership Program

The **ISY high school partnership program** prioritizes the development of work-based learning (WBL) skills and collaborates with school districts to leverage available district funding to bridge education and workforce gaps for high school juniors and seniors facing barriers to education, training, and employment.

Due to limited ISY funding, program services will be delivered at designated high school sites within Tulare County. The ISY program serves high school juniors and seniors, with a focus on the following targeted populations:

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

All ISY students must meet the general WIOA youth eligibility criteria referenced in Section 4.2.

The respondent(s) awarded the ISY service delivery area(s) will be assigned specific school sites during contract negotiations to provide youth services, emphasizing career exploration, work readiness training, and paid or unpaid work-based learning activities. Each school district will be responsible for identifying and recruiting eligible students for the ISY program and facilitating a warm handoff to the ISY Subrecipient staff using the WIB-developed referral form.

Through the Tulare Kings College and Career Collaborative, the WIB has worked with school districts to designate WBL Coordinators who will serve as the primary point of contact for the ISY program at each school site. These Coordinators in coordination with the ISY Subrecipient will facilitate industry partnerships, coordinate with employers, and assist in identifying work experience opportunities for students.

EC Talent Pool for OSY

The OSY program focuses on career exploration, WBL, skill development, and strong connections to post-secondary education and training, all aimed at helping OSY achieve long-term economic mobility. To support their journey, youth@work utilizes the **EC Talent Pool**, as the structured case management tool that tracks progress in four key areas:

- Skill Building: Identifying and strengthening work-related and technical skills
- Overcoming Barriers: Addressing personal challenges to employment and education
- Career Exploration: Gaining exposure to industries and potential career paths
- Professional Portfolio Development: Showcasing experience, achievements, and career readiness

Business Services Collaboration

The Subrecipient's Business Resource Specialists (BRS) will serve as the primary source of employment opportunities for OSY and ISY, with the WIB business engagement team playing a vital supporting role in this process. This collaboration extends across all business services areas, including work experience, the EC Talent Pool, and occupational skills training programs. While the Youth Services Subrecipient maintains primary responsibility for business relationships and job development for Youth customers, they are expected to maintain regular communication with the WIB business engagement team to effectively utilize the established network of employer connections. This cooperative approach ensures that all qualified youth can benefit from the full range of employment opportunities developed through the Subrecipient and WIB's business engagement teams' collaborative efforts.

Subrecipients are expected to support and collaborate with WIB business engagement staff to do the following:

- Preparing Youth for Work: Subrecipient Youth staff will collaborate with the WIB business engagement team to effectively prepare candidates to achieve milestones, share resumes, and maintain regular communication to align job seeker skills with in-demand jobs.
- Recruitment Assistance Support: Recruitment events are collaborative efforts that effectively match youth with potential employers. By pooling resources and expertise, Youth customers are connected to businesses through job fairs, hiring events, and Job Connect, benefiting both employers and candidates.
- Services for Dislocated Workers: While the WIB coordinates Rapid Response activities and outreach to businesses that are downsizing or closing, Subrecipient staff are required to connect impacted employees to the nearest EC for services for dislocated workers.

Co-enrollment and Referral to Other Programs

Co-enrollment is the strategy of enrolling youth in multiple workforce development programs to maximize the services and resources available to them. By leveraging multiple funding streams, co-enrollment allows youth to receive tailored services to address their specific needs, improving their chances of achieving long-term employment and educational success.

Workforce development programs often have varying eligibility criteria, funding limitations, and service offerings. Through co-enrollment, participants can benefit from a broader range of services, such as on-the-job training, occupational skills training, educational support, transitional jobs, and supportive services.

- Co-Enrollment and Referral Expectations: Subrecipients are expected to evaluate each customer's eligibility and identify opportunities for co-enrollment into programs that align with their career and educational goals. This includes but is not limited to:
 - Assessing customers for eligibility across multiple programs.
 - Ensuring that co-enrollment aligns with the customer's individualized service plan.
 - Coordinating with other programs to determine how costs and services will be shared.
 - Documenting co-enrollment in CalJOBS or another tracking system.
 - Regularly communicating with partnering programs to ensure seamless service delivery.

In addition to co-enrollment, Subrecipients are responsible for referring customers to community partners, including mandated One-Stop (EC) partners, to ensure they receive complementary services beyond workforce development. Effective referrals should:

- Be intentional and customer-focused, aligning with individual needs.
 - Facilitate warm handoffs, where a case manager directly connects a customer with the referral agency, either in person or virtually.
 - Include follow-up procedures to track whether the participant successfully accessed services.
 - Utilize the EC electronic referral process
- Referrals for Training Services: OST and related WIOA Individualized services activities are a vital component of the WIOA service strategy for the **Youth Program**. Subrecipients will be required to provide the following support to assist customers in accessing training. These activities include:
 - Guides customers in selecting ETPL-approved programs based on career goals and labor market trends.
 - Refers customers to the nearest EC for OST scholarships.
 - Co-case manages customers with EC Center staff for the duration of training to track training completion, support job placement efforts, ensure compliance with training requirements, collect and record credential and skills gained information and track and record training obligations.
 - Provide career coaching to the OSY upon completion of training to ensure successful placement into employment.

4.4 Service Delivery Locations

The service delivery method for the **Youth Program** varies by program. OSY services are offered through two methods: at EC Comprehensive Center locations and at Balance of County locations. ISY services have a single service location method. The three designated service delivery locations are:

OSY Services at a Comprehensive Center Location

Subrecipients awarded an OSY services contract at a Comprehensive Center location will be required to co-locate in both of the EC Comprehensive Centers. The WIB is the leaseholder of the two comprehensive EC Centers.

- Visalia EC - Comprehensive Center: The Tulare County EC Center premises where WIOA Title I services are to be delivered to the public is located at: 4025 W. Noble Ave., Suite B, Visalia, CA. The following One-Stop partners are co-located at the EC in Visalia through an MOU cost-sharing agreement with the WIB:
 - Employment Development Department
 - Department of Rehabilitation
 - WIOA Title I Youth, Adult, and Dislocated Worker
 - America Works of California, Inc.
 - Community Service Employment Training
 - SER-Jobs for Progress, Inc.
 - Schrank's Clubhouse
 - Tulare County Health & Human Services
- Porterville EC – Comprehensive Center: The Tulare County EC Center premises where WIOA Title I services are to be delivered to the public is located at 1063 West Henderson, Porterville, CA. The following One-Stop partners are co-located at the EC in Porterville through an MOU cost-sharing agreement with the WIB:
 - Employment Development Department
 - Department of Rehabilitation
 - WIOA Title I Youth, Adult, and DW
 - Community Service Employment Training
 - Tulare County Health & Human Services

Property Management of Comprehensive Centers

The Youth Services Subrecipient awarded the contract for OSY services at a Comprehensive Center location is not responsible for managing the daily operations and property activities in support of the EC premises. The Youth Services Subrecipient will be responsible for providing information technology support for the youth staff, including, but not limited to, the provision of internet security, information technology hardware and software, and technical desktop support of computers and printers for youth services provider staff.

For this RFP, respondents don't need to budget for facilities costs such as rent, janitorial, security, pest control, utilities, and information technology. Funding for these costs will be discussed during negotiations with the awardee.

OSY Services at Balance of County Locations

The WIB is committed to ensuring equitable access to WIOA services in communities without Comprehensive EC Centers. These communities are generally populated by OSY with barriers such as

language accessibility, poverty, and proximity to and/or knowledge of public services generally available in larger communities. For this RFP, Balance of the County Locations are defined as communities without a Comprehensive EC Center.

The table below includes geographic groupings of communities which include Tulare, Dinuba, and small rural communities in Tulare County. The small rural communities were drawn from American Community Survey (2023) 5-Year Estimates B29003: Citizen, Voting-Age Population by Poverty Status. The table is a non-exhaustive list of communities in Tulare County, where Balance of County Service locations may be located:

Examples of Balance of County Locations Grouped by Proximity:			
Cutler Delft Colony Dinuba Orosi	Exeter Farmersville Woodlake	Earlimart Pixley Richgrove Tipton Tulare	Lindsay Strathmore Woodville

The WIB reserves the right in the contracting process to shift, set priorities, or otherwise change this list.

Throughout the co-design process, Subrecipients are expected to provide all OSY services at the Balance of County locations.

The Youth Program for OSY in a Balance of County service location must be made available at a minimum of four locations to provide Youth Services to OSY who may otherwise not have access to services. Service provision in these locations is expected to have a physical presence for a minimum of 4-8 hours per week per location, and consistent and act as conduits to WIOA youth services that are embedded in these communities. For more intensive services that include training Subrecipient must refer the OSY to the nearest EC center.

The WIB does not hold any leases in these communities. The WIB will work with successful respondents to identify locations to provide a consistent physical presence. Respondents are strongly encouraged to leverage resources through partnering on site with other agencies, libraries, or community-based organizations.

For the purpose of this RFP, it is **not necessary** for respondents to budget for facilities costs such as rent, janitorial, security, pest control, utilities, and information technology. Funding for these costs will be discussed during negotiations with the awardee.

OSY Balance of County Service Strategies

Recognizing the unique challenges and opportunities in the balance of county communities, we seek to develop a comprehensive Balance of County service strategy that reflects local needs, leverages community assets and fosters innovative solutions to workforce development.

To address these needs effectively, the WIB is adopting a co-design approach for the first year of service delivery. This collaborative process will bring together the WIB, Subrecipients, and local stakeholders to jointly develop a Balance of County Service Strategy. Subrecipients will be asked to designate staff, participate in co-design planning meetings, collectively learn about rural customers, work with the WIB to develop and design the Balance of County Strategy, and train respective staff. Subrecipients providing services in locations resulting from the Balance of County strategy co-design process will be expected to have a physical presence in those locations for a minimum of 4-8 hours per week per location.

Through this process, the WIB aims to utilize human-centered design principles and strategies to foster innovation, expand access to quality career services, and strengthen partnerships to create sustainable workforce solutions in Tulare County's rural communities.

The key components of the Balance of County Strategy include the following:

- Physical Presence: Provide a consistent physical presence in the balance of county communities to increase awareness, access, and onsite enrollment in workforce services.
- Local Partnerships: Leverage partnerships with trusted community organizations for space and resources. The WIB encourages Subrecipients to develop partnerships with local organizations. The WIB has established connections with Tulare County Library and Self-Help Enterprises due to its community connections and multiple locations throughout the county.
- Resources: Provide a connection to other relevant community resources (foster care, homeless, justice-involved, and LGBTQ supports, citizenship classes, ELL classes, etc.).
- Cultural Competency: Using insights from rural focus groups, respond to the unique needs of the communities and develop culturally sensitive strategies to provide WIOA services (i.e. holistic support for the customer's household).

In addition to other potential Balance of County strategies, the WIB anticipates that the outcomes of the co-design process may inform tailored, customized, and competent virtual services for the balance of county communities.

For more information on the needs of rural communities, see [Middlestate's Rural Community Listening Tour Summary \(Page 4\)](#).

ISY Services at a Single High School Location

The ISY **single high school location** strategy supports geographic diversity, equitable access, and efficient use of funding by focusing services on a single high school location rather than spreading limited resources across all of Tulare County. This targeted approach allows for comprehensive and high-quality support for students while maximizing accessibility and maintaining program effectiveness.

Subrecipients providing ISY services at an assigned single high school location will be expected to have a physical presence on campus for a minimum of 4-8 hours per week per location.

4.5 Expectations for OSY Engagement

Every interaction with an OSY, whether they are enrolled or not, should aim to provide the OSY with a value-added service that helps them get one step closer to reaching their employment and training goals. Providing a value-added service means that the OSY walks away with a tool, resource, or clear next step for their journey to a job and, when helpful, an opportunity for enrollment in the **Youth Program**.

Youth Engagement & Outreach Strategies

Subrecipients are required to engage out-of-school youth ages 16-24, with a focus on reaching OSY who are disconnected from education and employment. Successful strategies should include:

- Peer-led outreach models such as youth ambassadors, social media influencers, etc.
- Targeted digital campaigns using platforms youth engage with (e.g., such as TikTok, Instagram, YouTube, etc.)
- Community-based recruitment efforts in partnership with schools, youth centers, and grassroots organizations
- Culturally responsive engagement strategies tailored to diverse youth populations, including foster youth, justice-involved youth, and young parents
- Engaging attendees at designated Employment Connection Comprehensive or Affiliate Site, when OSY services are based out of these locations
- Utilize partner organizations or referrals.

4.6 Staffing

All staff members employed by the Subrecipient under this contract must identify as youth@work staff and use workforce development titles when interacting with customers and partners, as outlined in the EC Marketing & Co-Branding Directive [TUL 22-02](#).

This requirement ensures consistency across all sites and eliminates customer confusion. We have provided a list of workforce titles that all Subrecipient staff will be expected to adopt.

- Site Coordinator
- Intake Specialist
- Career Coach
- Business Resource Specialist

Staff Roles and Function

- Site Coordinator: The Site Coordinator is a key leader within the **Youth Program**, responsible for ensuring compliance, optimizing service delivery, and fostering strong partnerships to improve outcomes for youth customers.
 - Manages Youth workforce programs and ensures compliance with WIOA regulations.

- Oversees workforce initiatives, staff development, and service improvements.
- Collaborates with the WIB to enhance youth services.
- **Intake Specialist**: The Intake Specialist is essential in informing youth customers about youth services, and ensuring they receive the support and guidance needed.
 - Determines eligibility for workforce programs and processes enrollments.
 - Assesses customer needs and explains available services.
 - Supports youth in starting their employment journey with empathy and cultural awareness.
- **Career Coach**: The Career Coach is essential in empowering youth customers by equipping them with the tools, strategies, and support needed to achieve education and employment goals.
 - Assess customers for WIOA Youth Services program elements
 - Provides career coaching, case management, and job search support to help customers achieve EC Talent Pool milestones.
 - Facilitate work readiness training.
 - Assist with enrollment in post-secondary education.
 - Develop individualized service strategies and connect youth to resources.
 - Help youth secure and retain meaningful employment.
- **Business Resource Specialist**: The Business Resource Specialist plays a key role in bridging the gap between youth customers and employers, ensuring successful workforce placements and business partnerships.
 - Build and maintain relationships with local businesses, assisting with recruitment and hiring events.
 - Assist youth with direct hire placements and work-based learning opportunities, ensuring alignment with employer needs.
 - Develop and manage work experience contracts.
 - Track participant progress and employment outcomes, maintaining accurate records.
 - Collaborate with workforce partners, WIB, and community organizations to enhance employer engagement and workforce strategies.

Co-Design of Standard Operating Procedures (SOPs)

In PY 25/26, Subrecipients will work with WIB staff to co-design SOPs that will solidify roles, staff competencies, and key processes for the staff roles mentioned above. Subrecipients will be asked to support the collection of staff input, designate staff to participate in monthly meetings, work with the WIB to finalize SOPs, and train respective staff.

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. More information

on the WIB’s locally defined performance measures can be found in [youth@work 2024-2025 Objectives and Key Results \(OKRs\)](#). The proposed program must be designed to deliver, track, and document OKRs and WIOA minimum negotiated performance measures and levels for the term of the contract.

The WIOA Title I Youth Services performance goals include:

PY 24-25 WIB Performance Goals:	Youth
Employment Education or Training Rate 2nd Quarter After Exit	66%
Employment Education or Training Rate 4th Quarter After Exit	67%
Median Earnings 2nd Quarter After Exit	\$4,600
Credential Attainment within 4 Quarters After Exit	60%
Measurable Skills Gains	70%

4.8 Tracking Requirements

CalJOBS is a web-based case management and customer tracking system. Subrecipients must utilize this system for maintaining yout@work files. The Subrecipient staff will utilize the system for entry of individual youth customer data such as eligibility determination, demographics, participant activities, case notes, outcomes, and follow-up data.

Since 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.

5.0 Funding

The WIB will contract with successful respondents, who will be considered Subrecipients, for service delivery on a cost reimbursement basis, including work experience. Funds awarded under this contract must be used exclusively to provide WIOA Title I-B Youth Services.

The Subrecipient must submit cash requests based on immediate cash needs to prevent excess cash on deposit. Cash requests may be submitted weekly, biweekly, or monthly, as determined by the Subrecipient’s immediate cash need.

5.1 Estimated Funding

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

The WIB retains the WIOA Youth funds for Individual Training Accounts (ITAs); therefore, 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 procurement cycle, including WIOA funds and special grant funds. At the discretion of the WIB, any future funds awarded to the WIB may be awarded to WIB Subrecipients selected through this solicitation.

WIOA Title I Youth Services Funding Estimates

Funding Source	Program	Estimated Funding
WIOA Youth Formula Funds	OSY	\$3,300,000
	ISY	\$900,000
	Total Funding	4,200,000

5.2 Budget Submission- Model Service Delivery Budget

The applicant will complete a model budget for service delivery of WIOA Youth Services in Tulare County. All applicants will use a Youth Services funding level of \$1,800,000 to populate staffing, travel, participant work experience and supportive services cost for OSY services at a Comprehensive Center location, Balance of County location, and services at a ISY High School location. Service delivery goals and budget levels are commensurate with past year’s performance expectations and funding levels. Model budgets must include a minimum allocation of 25 percent for work experience for each of the service delivery locations. This will allow evaluators to make direct comparisons across applications based on staffing levels and budget choices applicants present here. For chosen applicants, this will be used as a basis to begin contract negotiations. Facilities and Infrastructure, Supplies, and Equipment categories will not be incorporated into the submitted model budget, as some of these costs are borne by the WIB and its Infrastructure Agreement with EC Partners for comprehensive centers. The WIB commits to supporting selected applicants in a reasonable and appropriate amount for any supplies, equipment, and office lease costs or facilities/infrastructure costs for selected Subrecipients.

5.3 Funding Variability

The extent to which the WIB can provide the funding for specified services to certain workforce segments depends primarily on the allocations received from the state and federal government. Within those parameters, the WIB sets service and funding priorities. The amount of formula funds available for the delivery of WIOA Title I services over the next four years is dependent upon funding priorities set by the Board from training, supportive services, and services to special populations.

6.0 Proposal Guidelines

RFP Availability

Beginning **February 19, 2025**, 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

The WIB must receive the proposal by March 19, 2025, at 12:00 P.M. Pacific Standard Time (PST).

Late proposals will not be accepted. The WIB will provide an email confirmation verifying the time and date the proposal is received. To see the full timeline of the RFP go to section 1.3 RFP Timeline.

6.1 Bidders' Teleconference

Potential respondents and others who may be interested in the Youth Services RFP are invited to a Bidders' Teleconference on February 26, 2025, at 10:00 A.M. (PST). During this session, WIB staff will present the RFP requirements and address questions submitted by the February 25, 2025, BY 10:00 A.M.

- **Registration Deadline:** To participate in the teleconference, register by February 25, 2025, by 10:00 am. by emailing WIBProcurement@tularewib.org with the subject line [Bidders' Conference No. 25-01]. Registered individuals will receive a Zoom link to join the teleconference.
- **Bidders' Teleconference Questions:** WIB staff will accept questions about the RFP via email at WIBProcurement@tularewib.org. When submitting questions, use the subject line: [Bidder Question No.25-01]. The deadline to submit questions is February 25, 2025, at 10:00 A.M.

Please note: WIB staff will not provide guidance on project design during the conference.

6.2 Reference Information

Respondents must provide references from organizations or agencies they have worked with on projects of similar size and scope to those described in this RFP over the last five years. References should specifically reflect experience and performance with WIOA Services, or similar youth projects.

Reference Contact Form

Respondent must submit three (3) completed Reference Contact Forms, one for each reference, by March 3, 2025, at 5:00 P.M to WIBProcurement@tularewib.org with the subject line: [Agency Name]-References No. 25-01. For more information, refer to the [Reference Contact Form](#).

The WIB will serve as one of three references for its PY 2024-25 WIOA Youth Services Subrecipients. Once the the WIB receives Reference Contact Form, WIB representatives will provide the respondent's references with the **Past Performance Questionnaire** to complete and return by **March 13, 2025, at 5:00 P.M.** Respondents must ensure all references are informed of the process to avoid delays or disqualification.

Reference Evaluation Criteria

The evaluation team will assess the following:

- Did the respondent receive three complete references by the due date?
- Were the referenced projects completed within the past five years?

- Did the respondent demonstrate positive outcomes on projects of similar scope to this RFP?

Notification of Reference

Respondents will receive an email notifying them when the required references are received.

6.3 RFP Inquiries and Communication

Procedures for Submitting Questions and Official Clarifications

To ensure a fair and objective evaluation process, all questions regarding this RFP must be submitted in writing via email by **March 10, 2025, at 10:00 A.M.** Questions must be emailed to WIBProcurement@tularewib.org with the subject line: [Q&A No. 25-01]. Questions without this subject line may not be processed. Any questions received after this deadline will not be addressed.

WIB Response to Questions

WIB staff will provide written responses to all submitted questions. These responses will be posted on the WIB website at www.tularewib.org. It is the responsibility of respondents to review these responses for any clarifications or updates.

Official Clarifications and Amendments

The only official clarifications to this RFP are those posted on the WIB website. If responses require modifications to the RFP's terms, conditions, or provisions, a formal amendment will be issued.

6.4 Restrictions on Communication

To maintain transparency, Respondents are strictly prohibited by the WIB from contacting WIB or committee members, proposal evaluators, or staff during the procurement process outside of the official process outlined in this RFP. Any information obtained through unauthorized communication will be deemed invalid and will not be considered part of the proposal evaluation process. Directly contacting WIB or committee members or evaluators is a violation of communication, and responders risk disqualification of their proposal.

6.5 Addenda

The WIB reserves the right to revise any part of this RFP as necessary. If revisions occur, an addendum will be issued to all known recipients and posted on the WIB website (www.tularewib.org). Any clarifications, including responses to questions raised during the Bidders' Conference, will also be incorporated into an official addendum to this RFP.

If downloading this RFP from the WIB website, email the contact name and email to WIBProcurement@tularewib.org with the subject line [RFP Recipient No. 25-01] to ensure the receipt

of notifications of any updates or revisions. Respondents are responsible for regularly checking the WIB website for updates related to the procurement process, responses to submitted questions, and any changes to instructions, timelines, or requirements. If any issues are experienced when downloading the document, please email WIBProcurement@tularewib.org or contact Laura Gonzalez at (559) 713-5200 for assistance.

6.6 Legislative Changes and Compliance

The terms and conditions of this RFP, and any resulting agreements, are subject to change based on new or revised legislation, federal regulations, policies, and guidance, as well as changes in funding allocations, policy guidance issued by the DOL or other applicable entities or directives from the EDD. Respondents are expected to remain informed about all updates to WIOA and related requirements. The WIB will provide technical assistance as necessary to ensure compliance with these changes. For the latest official WIOA information, visit the U.S. Department of Labor's Employment and Training Administration website at: <https://www.dol.gov/agencies/eta/wioa/regulations> and EDD's website at: https://edd.ca.gov/en/jobs_and_training/policy_and_guidance/

6.7 Right to Cancel

The WIB reserves the right to cancel all or any portion of this RFP at any time without prior notice. Additionally, the WIB may modify the RFP process or timeline as necessary.

7.0 Proposal Submission

As mentioned above, the WIB must receive the proposal marked no later than March 19, 2025, at 12:00 P.M. Pacific Time (PT). Any proposal not received by this time will be automatically disqualified from competition. An agency may submit only one proposal in response to this RFP. Multiple submissions from the same agency will not be considered.

Respondents must email a complete proposal package, including all required attachments and other required documents to WIBProcurement@tularewib.org. The WIB will confirm the date and time the proposal was received via email. For further guidance, visit the WIB website or submit inquiries via email before the deadline.

7.1 Proposal Submission Instructions

Respondents must follow the instructions below to correctly submit the RFP:

- The proposal narrative, resume(s) manager, organization chart (leadership of the organization and intended staffing), and the required attachments must be submitted as a PDF.
- The budget must be submitted in Excel.
- All documents must be saved using a naming convention that includes the title of the document and an agency name that does not exceed 40 characters in length.
 - For example: Attachment A-ABC Company

- All documents, attachments, and required signatures must be combined into a single .ZIP file and submitted as one document to:
WIBProcurement@tularewib.org
- Do not submit more than one proposal.
- The title of the email subject line should read: [Agency, Proposal No. 25-01]
 - For example, [ABC, Proposal No. 25-01]

Manual or Electronic Signatures

Respondents may submit documents requiring signatures using either manual or electronic signatures. An electronic signature, whether digital or encrypted, shall be deemed valid and binding with the same force and effect as a manual signature. For the purposes of this RFP, an “electronic signature” is defined as any electronic sound, symbol, or process attached to or logically associated with a document and executed or adopted with the intent to sign, including but not limited to facsimile, portable document format (PDF), or email electronic signatures, in accordance with the California Uniform Electronic Transactions Act (Cal. Civ. Code §§ 1633.1 to 1633.17), as amended.

Proposal Withdrawals

A submitted proposal may be withdrawn before the application deadline. To withdraw, the respondent must submit a written request to the WIB. Once the deadline has passed, proposals become the property of the WIB and may be subject to public disclosure under the Freedom of Information Act.

7.2 Proposal Formatting Requirements

To ensure consistency and readability, all proposals must adhere to the following formatting guidelines:

- Font Size: 12-point
- Margins: One inch on all sides
- Text: Single-spaced
- Page Size: Letter (8.5” x 11”)
- Page Numbering: Centered at the bottom of each page

Failure to follow these formatting requirements may result in the proposal being disqualified or sections being removed prior to review.

7.3 Proposal Content and Page Requirements

Respondents must submit all required documents while adhering to the specified page limits. Narratives should be clear and concise, providing only the necessary information to address each requirement. The written narrative of the RFP cannot exceed 25 single-spaced pages for both the Comprehensive Based OSY services, Balance of County Based OSY services, and ISY High School Based services (excluding attachments, resumes, and organizational charts). Content beyond the required page limits will be removed before proposals are evaluated. Respondents must address all sections below in their proposal narrative.

Respondents must address all sections outlined for the proposal narrative. Respondents may choose to submit a single, comprehensive response for a section, provided that each bullet point within that

section is fully addressed. This approach allows for flexibility while ensuring that all required components are thoroughly covered.

Each narrative section must include a heading that clearly identifies the category being addressed. Respondents may not submit additional attachments unless explicitly requested within this RFP.

Proposal Narrative Sections	Narrative Page Limits
9.1 Executive Summary	1
9.2 Organizational Overview, Management and Staffing Plan	3
9.3 Financial Management Structure and Model Budget	1
9.4 Program Service Delivery	12
9.5 Business Engagement and Worksite Development	6
9.6 Customer-Centered and Collaboration	2
Maximum Page Limit	25
Supplemental Narrative	
10.0 Supplemental Narrative for Specialty Experience and Expertise	4

Required Attachments

Forms	Attachment	Note
Proposal Title Page	Attachment A	Required
Signatory Authorization	Attachment B	Required
Proposal Checklist-Table of Contents	Attachment C	Required
Model Budget and Budget Narrative	Attachment D	Required
Certification Regarding Lobbying	Attachment E	Required
Instructions for Certification Regarding Debarment	Attachment F	Required
Standards of Conduct	Attachment G	Required
Risk Assessment Survey	Attachment H	Required
Manager Resume(s)	Not Applicable	Required Limit 2
Organizational Charts 1. Leadership of the organization 2. Intended staffing	Not Applicable	Required Limit 2

Proposal Title Page – Attachment A

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.

Signatory Authorization – Attachment B

The Signatory Authorization form is included as an attachment to this RFP and may be submitted in lieu of the Board Resolution.

Proposal Checklist (Table of Contents) – Attachment C

The Proposal Checklist must be completed and included with the proposal package and will serve as the Table of Contents.

The Proposal checklist identifies all narratives, forms, and certifications that must be submitted with the proposal. This sequence must be followed by assembling the completed proposal.

Model Budget and Budget Narrative – Attachment D

Respondents must submit the line-item Model Budget Form completed in full. This Excel budget worksheet, included in the RFP exhibits, provides an instructions tab for completion. The model service delivery budget focuses on staffing patterns for each of the service delivery methods: OSY located at a Comprehensive Center, Balance of County, and ISY program. Respondents must complete all three columns as one budget.

Certificate Regarding Lobbying – Attachment E

The Certificate Regarding Lobbying form must be signed to ensure that no federal funds were used to influence a government official or employee.

Instructions for Certificate Regarding Debarment – Attachment F

Respondents must sign this form to certify that they are not currently debarred or suspended from doing business with the government and have not been involved in activities that could lead to debarment.

Standard of Conduct – Attachment G

Respondents must sign the Standard of Conduct form, certifying that the agency agrees to comply with the terms and conditions required for certification as outlined in the form.

Risk Assessment Survey – Attachment H

The Risk Assessment is a tool designed to gather information about an organization's operational stability, financial health, internal controls, program performance, and compliance and legal status. When procuring qualified Subrecipients for the delivery of WIOA services and other specialized grant funds, the WIB conducts a thorough assessment of the respondents to the RFP. The Risk Survey— Attachment H must be completed and submitted with the proposal. WIB directive TUL 24-06 Risk Assessment is available at www.tularewib.org/directives.

Manager Resume(s)

If a site manager is not currently on staff, identify the person responsible for supervising and overseeing services until a manager is hired. Include the manager's resume as an attachment, if available.

Organizational Charts

Attach two organizational charts. One must show the organization's leadership structure and the other must illustrate the intended staffing operations for the OSY at a Comprehensive Center location, OSY within the Balance of County, and ISY single high school locations, including job title and the intended manager. The intended staffing operations should align with the Model Budget submitted for Attachment D.

8.0 Proposal Evaluation Process

After receipt of the proposal, the WIB will conduct an initial compliance review, distribute to the evaluation panel to systematically rate, and then make recommendations to be submitted to the WIB for approval.

8.1 Compliance Review

Upon receiving the proposal, staff will review them to ensure they are complete and comply with all applicable legal and regulatory requirements and the terms and conditions outlined in the RFP. Any proposal that is incomplete or clearly fail to meet legal, regulatory, or RFP requirements will be disqualified.

8.2 Evaluation of Proposal

Panels consisting of community leaders and outside experts will review and evaluate the proposal narratives. Independent reviewers will score and rank all eligible proposals based on the criteria outlined in this RFP. The table below summarizes the scoring methods used for this process.

8.3 Evaluation Criteria for OSY and ISY Services

Respondents will be evaluated on their ability to thoroughly address all requirements in each section of the narrative outlined in this RFP. Evaluation criteria include the use of detailed information to describe the specific use of examples to demonstrate qualifications and the ability to effectively operate the programs outlined in the Scope of Services section of this RFP.

Proposal Narrative Sections	Page Limits	Score
9.1 Executive Summary	1	5
9.2 Organizational Overview, Management and Staffing Plan	3	10
9.3 Financial Management Structure and Budget Model	1	15
9.4 Program Service Delivery	12	40
9.5 Business Engagement and Worksite Development	6	20
9.6 Customer-Centered and Collaboration	2	10
Maximum Score	25	100
10.0 Evaluation of Specialty Experience and Expertise for Target Populations, and Providing Balance of County Services	4	NA

8.4 Evaluation of Areas of Expertise for Target Populations and Balance of County

In order to ensure that workforce services awarded through this RFP meet the current and potential needs of the community, respondents are required to describe their experience and expertise in serving target populations and balance of county. This section of the proposal will be evaluated in conjunction with the narrative and budget score and will be used to inform final funding decisions, WIOA Title I geographic scopes, and the incorporation of specialized grants. For chosen Subrecipients this will be used as a basis to begin contract negotiations, to develop the complete funding picture, and determine the scope of service provision.

10.0 Areas of Expertise	Page Limits	Rating
10.1 Experience with Target Populations 1) Justice-involved Youth 2) People with Disabilities 3) Lesbian, Gay, Bisexual, Transgender, Queer Plus (LGBTQ+)	2	No Experience Limited Moderate Strong Exceptional
10.2 Experience Serving Communities within Balance of County	2	
Maximum Page Limit	4	

9.0 Proposal Narrative

9.1 Executive Summary

Include a brief overview of the proposal, summarizing the Respondent’s understanding of the WIOA Title I **Youth Program**, experience in providing youth workforce services, particularly in serving OSY/ISY. Include the organization's experience serving balance of county communities and engaging youth with barriers.

9.2 Organization Structure, Management, and Staffing Plan

Respondents must provide a comprehensive overview of their organizational structure, management approach, and staffing plan that will support the operation of and effective delivery of services at the proposed Comprehensive Center, Balance of County, and ISY Locations. The overview must include the following:

- Organizational Overview:
 - Provide a brief history of the organization, including its type, primary location, employment size, and years in operation.
 - Explain the organization’s ability to perform the services at the scale described in this RFP.
- Mission and Vision:
 - Clearly state the organization's mission and vision and explain how they relate to the WIB’s Theory of Change and related workforce development programs.

- Hiring Policies and Staff Qualifications:
 - Outline the organization's recruitment, hiring, and onboarding policies and procedures.
 - Clearly define the qualifications required for all proposed roles and positions, including those with fiscal accountability.
 - Describe how the organization accounts for cultural competencies and languages in the hiring process to effectively meet the diverse needs of youth and how staff time will be allocated to service the OSY and ISY programs at the specified locations.
 - Provide examples of methods used to evaluate staff performance.
 - Describe the strategies the organization has used to support, motivate, and retain qualified staff to ensure they meet the expectations of their role.
- Quality Assurance and Training:
 - Describe the organization's internal quality assurance process to ensure continuous improvement, contract compliance, accurate data management, and effective performance management.
 - Describe the strategies you will use to ensure staff receive ongoing training and professional development to maintain the skills and knowledge necessary to provide high-quality services to OSY/ISY.
 - Provide details on how staff will be cross-trained to understand partner programs and provide customers with referrals to resources needed to achieve positive educational and employment outcomes.
 - Outline the process for ensuring staff remain knowledgeable about local WIB policies, directives, and procedures, as well as the routine training to align staff roles with the overall vision of **Youth Program**.

9.3 Financial Management Structure and Model Budget

Respondents must provide an overview of their financial management structure. This overview should include:

- A description of the organization's approach to managing and accounting for funds, with a focus on practices that ensure strong financial oversight, accountability, and compliance.
- If applicable, details of the organization's experience managing and accounting for state and federal funds, including any relevant systems, controls, or procedures.
- For organizations without prior experience with state or federal funds, describe how the organization existing financial management practices can be effectively adapted to meet the requirements associated with managing such funds.

Model Budget and Narrative – Attachment D

Respondents must complete a model budget and narrative (Attachment D) for WIOA **Youth Program** service locations. All respondents will use a fixed funding level of \$1,800,000 to populate a budget for personnel, staff travel, and participant cost for Youth Services.

Attachment D outlines a scenario with performance goals and services for following locations:

1. OSY at a Comprehensive Center location
2. OSY at a minimum of four communities within the Balance of County
3. ISY at a minimum of four single high school locations

No less than 25 percent of the budget cost must be allocated for work experience. Respondents will determine the number of participants placed in work experience programs and their total work experience hours and explain the methodology in the budget narrative.

Facilities and Infrastructure, Supplies, Equipment, and other cost categories should not be incorporated into the model budget. The WIB commits to supporting selected Subrecipients in a reasonable and appropriate amount for any cost associated with supplies, equipment, and, when necessary, office lease costs for Facilities and Infrastructure identified during the contract negotiation period. For Comprehensive Centers, Facility and Infrastructure costs are borne by the WIB.

The WIB and evaluators are most interested in comparing respondent staffing levels and patterns and the justifications used in the budget narrative to evaluate fiscal and programmatic feasibility.

9.4 Program Service Delivery

Respondents must describe their organization's experience and capacity to deliver WIOA Title I Youth Services for ISY and OSY or comparable youth workforce services.

- Program Strategies:
 - Describe the types of locations where services were provided, including the days and hours of operations.
 - Describe strategies the organization utilized to deliver employment, training, and educational services to OSY and ISY. If the organization does not have direct experience providing these services, provide examples of similar projects, partnerships, or models that have been implemented that demonstrate the organization's capacity to effectively serve these populations.
 - Describe the marketing strategies and tools utilized to reach and engage OSY from targeted populations and communities outlined in the RFP.
 - Describe an unsuccessful workforce project implemented in the last three years. Explain why it was unsuccessful and describe what the organization would do differently.
- Program Eligibility:
 - Describe the processes and documentation the organization has used to determine and verify program eligibility (WIOA Title I **Youth Program** or comparable youth programs) to ensure compliance with federal, state, and local requirements.
- Case Management:
 - Describe the organization's case management strategies.

- Describe how career coaches assess career interests and skills to guide customers toward career pathways and provide labor market insights for informed decision-making.
- Describe strategies used to ensure customers remain engaged throughout the program and post-exit.
- Work Readiness and Employment:
 - Describe the job-readiness training utilized for customers and provide examples of modules. If the organization is not currently providing work readiness training, describe how the plan to deliver the training to customers.
 - Describe the organization’s approach to connecting customers to paid/unpaid work experiences, pre-apprenticeships/apprenticeships, and job placements.
- Education, Training, & Supportive Services:
 - Describe the educational services provided to customers by the organization and include support provided for high school completion and post-secondary enrollment.
 - Describe how the organization provides individualized guidance to customers as they explore training options. Provide examples of strategies, tools, or support used to help make informed decisions.
 - Provide examples of supportive services or financial incentives the organization provide to assist customers in achieving their education and employment goals.
- Data Management Systems:
 - Describe the organization experience utilizing CalJOBS or other similar systems to manage participant data, track services, and ensure compliance with Federal, State, or Local requirements of WIOA.
 - For organizations who have no experience with CalJOBS, describe the strategies the organization would use to handle the transition of management systems to ensure minimal disruption in service delivery.

9.5 Employer-Engagement Strategies

Respondents must describe their employer engagement and employer of record responsibilities:

- Employer Engagement:
 - Describe outreach methods the organization uses to identify, engage, and establish strong employer partnerships for hosting paid and unpaid work experience opportunities.
 - Describe how the organization measures and tracks employer satisfaction and retention.
 - Provide examples work-based learning opportunities align with customer career goals and industry needs.
 - Describe the strategies the organization uses to help customers transition from temporary work experiences to full-time, sustainable employment.

- Employer of Record (EOR) Responsibilities:
 - Describe the organization’s experience serving as the Employer of Record for work experiences.
 - Describe the processes and systems the organization uses to ensure timely and accurate payroll processing, including worker’s compensation, payroll taxes, work permits, and liabilities.
 - Describe how customers receive proper onboarding to understand workplace expectations and their labor rights.
 - Describe how the organization ensures that worksites are safe and comply with labor laws.
 - If the organization has not previously served as the Employer of Record for work experiences, describe the plan for fulfilling this role and any relevant experience managing payroll, compliance, administrative responsibilities for similar programs, onboard customers, and ensure worksite safety and compliance.

9.6 Customer-Centered Design and Collaboration

- Provide specific examples of how the organization has gathered, analyzed, and applied customer feedback and satisfaction to improve workforce services. Describe what changed as a result of this process.
- Describe how the organization engages with customers, partners agencies, and stakeholders in the co-design of services. Describe any specific processes, tools, or strategies used to involve job seekers, employers, and community partners in shaping workforce programs.
- Describe how the organization trains staff to embrace and implement customer-centered design principles. Provide examples of professional development, coaching, or other efforts to instill a customer-first culture within the organization workforce.

10.0 Supplemental Narrative for Specialty Experience and Expertise

Please respond to the questions below concerning Target Populations and the Balance of County Communities, if the organization has relevant experience. **Responding to this section is optional and the responses will neither be scored nor included in the narrative page limit or point totals.** This supplemental narrative is restricted to a maximum of four (4) pages.

10.1 Experience with Target Populations

Please describe your experience providing OSY/ISY services for each target population. 1) Justice-Involved Youth 2) People with Disabilities, 3) Lesbian, Gay, Bisexual, Transgender, Queer, Plus(LGBTQ+). Only provide responses for target populations with which you have relevant experience.

For each response, describe the population, the organization's specific experience, examples of projects, outcomes achieved, and partnerships that enhanced or supported participants.

10.2 Experience Serving Communities within Balance of County

If applicable, please describe past workforce programs and services provided the organization in Balance of County communities, particularly in Tulare County. If relevant, detail the organization's experience maintaining a physical presence in small communities and highlight significant partnerships with local organizations, businesses, or municipalities that have enhanced workforce services in these communities.

11.0 Terms and Conditions

11.1 Selection of Subrecipients

The WIB will select the respondent whose proposal best meets its needs, based on the previously outlined evaluation criteria. The selection will be determined by the information provided in response to this RFP, along with any additional information the WIB deems necessary.

The WIB reserves the right to negotiate with any respondent after a proposal is opened if it is in the best interest of the WIB. Additionally, the WIB retains the right to reject any submitted proposal.

11.2 Appeals Process

Respondents to the RFP have the right to appeal against the WIB's funding decision, except for a proposal disqualified due to late submission, which are not eligible for appeal.

All respondents will receive a notification of the WIB's funding decisions. If a respondent wishes to appeal the selection or award decision, they must submit a written appeal request to the WIB within five (5) working days of the postmarked date on the award status letter. Appeals will be handled in accordance with the WIB's Protest Procedure, as outlined in the WIB Procurement Manual, available at <http://www.tularewib.org>.

An appeal will only be considered valid if it demonstrates a violation of one or more of the following:

- The procurement process outlined in the RFP was not followed.
- Federal, state, or WIB procurement guidelines were violated.
- Clean and substantial errors or misstated facts relied upon on the board in their decision
- Unfair competition in the decision-making process
- Other legal basis that may substantially alter the Board's decision

Appeals will not be accepted for:

- Disputes over individual scores, the rating system, or dissatisfaction with evaluation results unless a procedural violation, as stated above, has occurred.

To be considered for review, the appeal must contain the following information:

- The full name, address, and telephone number of the appealing party;

- A full and complete statement of the reasons for appeal, including the issue(s) in dispute and the legal authority or other basis for the protestors' position;
- A statement of relief sought.

Respondents must make their appeal as specific as possible. The appeal must be in writing with the proper signatory authority. The appellant must provide a copy of the appeal letter and supporting documents to the WIB Executive Director at the address listed below. The WIB will convene an Appeal Review Panel that will consider the merits of the appeal and issue a written decision within ten (10) working days of receipt of the appeal. The appeal decision is final and there is no other local administrative action afforded the appellant.

RFP Appeals
Adam Peck, Executive Director
Workforce Investment Board of Tulare County
309 West Main Street, Ste 120
Visalia, CA 93291

11.3 Board Action

The WIB Program and Evaluation Committee's recommendation will be presented to the WIB on May 14, 2025. This date is subject to change at the WIB's discretion. Based on this recommendation, the WIB will determine and designate the respondent(s) to be awarded the contract(s).

11.4 Failed Competition

The WIB reserves the right to reject any or all proposals that do not meet the specifications of this RFP. Competitive negotiation requires at least two responsive proposals for the same scope of work. If only one responsive proposal is received, the competition is considered failed.

In the event of a failed competition, the WIB may choose to either re-compete the procurement or proceed with a noncompetitive negotiation (sole source procurement).

11.5 Contract Award

The WIB will make the final selection of the successful respondent(s) on May 14, 2025, followed by contract negotiations and signing. These target dates are subject to change

11.6 Contract Performance Period

The contract term shall be for one year, beginning July 1, 2025, and ending June 30, 2026, with the option to extend for up to three (3) additional one-year periods based on need, performance, and funding availability. The contract budget will be renewed annually based on the availability of funds.

11.7 Insurance Requirements

All WIB Subrecipients must maintain comprehensive business insurance. Required coverage includes:

- General liability insurance with a minimum coverage of \$2,000,000 per occurrence
- Business personal property insurance, including fire and theft coverage

11.8 Fidelity bond and performance bond

- Workers' compensation insurance

Before a contract is executed, the successful respondent must provide proof that the WIB is named as an additional insured on their insurance policy.

11.9 Authorized Negotiator & Contract Negotiations

All respondents must designate an authorized negotiator whose name and contact information must be included on the proposal title page. This individual must have the authority to make binding commitments on behalf of the respondent and any applicable subcontractors.

The WIB reserves the right to negotiate the final terms of the contract with the selected respondent(s). Negotiable items may include but are not limited to the scope of work, proposed staff, implementation schedule, budget, and final award amount.

Contract Negotiation Overview- Required Attendance

All awardees are required to attend an in-person **Contract Negotiations Overview** on **May 21, 2025, at 2:00 PM**. This session will provide essential information regarding contract terms, compliance requirements, reporting expectations, and funding guidelines.

Attendance is mandatory to ensure a clear understanding of the contractual obligations before finalizing agreements. Additional details, including the time and location, will be provided upon award notification. If you have any questions regarding this session, please email inquiries to WIBProcurement@tularewib.org with the subject line [Negotiations No. 25-01].

Contract Terms and Litigation Warranty

The WIB will negotiate contract agreements with the selected respondent(s). The final contract incorporate this RFP, any addenda, and the respondents' submitted proposal. The WIB is not responsible for any oversights in this RFP that are not brought to its attention before contract negotiations begin.

By submitting a proposal, respondents warrant that they are not currently involved in litigation or arbitration related to the performance of similar services and that no judgments or awards have been made against them for such services—unless disclosed in the proposal.

Disclosure of litigation or arbitration will not automatically disqualify a respondent; however, the WIB reserves the right to evaluate the proposal based on the facts and circumstances surrounding any disclosed legal matters.

11.10 Restrictions on Disclosure

Respondents must clearly mark and identify any information in their proposal that they consider

confidential or proprietary and provide a justification for its exemption from disclosure under applicable law. The WIB will protect and maintain confidentiality only to the extent permitted by law. Any information not legally exempt from disclosure will be considered a public record.

Proposals will be received, maintained, and disclosed in accordance with the California Public Records Act and the Freedom of Information Act (FOIA). Proposals will remain exempt from public disclosure until the evaluation and selection process is complete. However, respondents should be aware that the WIB is legally required to make its records available for public inspection and copying, except for specific exemptions (see California Government Code Section 6250 et seq. and 5 U.S.C. Sec. 552 (FOIA)).

The WIB will not provide prior notification to respondents if information is requested or released unless the request pertains to information previously marked and identified as confidential or proprietary. In such cases, the WIB will notify the respondent, allowing them to challenge the request in accordance with applicable law.

WIB assumes no liability for the disclosure of any records. Additionally, all bid responses become the property of the WIB, which reserves the right to use any information or ideas contained within submitted proposals. This provision does not require the disclosure of records exempt under the California Public Records Act or trade secrets protected by the Uniform Trade Secrets Act (Civil Code Section 3426 et seq.).