WIOA Youth Bidders’ Conference
February 25, 2021
Housekeeping

All attendees will be placed on mute

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

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

Organizational Overview
Request for Proposal Introduction
Submittal of Proposals
Program Description
Required Proposal Format
Proposal Narrative
Financial Requirements
Proposal Evaluation Process
Question and Answer
Organizational Overview
Organizational Overview

Board of Directors with local business majority

WIB provides a comprehensive system of training, placement, career planning, and business services

Primary funding is allocated by Department of Labor (DOL) under the provisions of the Workforce Innovation and Opportunity Act (WIOA)

*Section 3.1 pages 7-8*
WIB Roles and Responsibilities

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

*Section 3.5 page 9*
Request for Proposal
Introduction
Estimated Funding

- Approximately $4.3 million in WIOA youth funding
- WIB may increase or decrease funding, based on funding availability
- Any additional youth funds awarded to WIB – may be incorporated into selected subrecipient’s contracts through this solicitation
Request for Proposal

This RFP is to identify and fund organization(s) that have experience providing WIOA youth programs or similar programs.

Target Populations

Out-of-School Youth
Not attending school
Ages 16-24

In-School Youth
Ages 16-21
Statement of Need

6 Million 16-24yrs
- not in school or employed (14%)

Young Parents

Justice Involved

3 times as likely to have a disability

3 times as likely to lack a diploma or equivalent

Twice as likely to live in poverty

Homelessness

Respondent Strategies that will help youth:

- Obtain Employment
- Re-engage in school
- Prepare for postsecondary education and/or
- Connect to Industry-focused education and training programs

U.S. Department of Labor
Period of Performance

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

- Private for-profit organizations;
- Non-profit or Community-based organizations;
- Public agencies; and/or
- A consortium or collaboration of these organizations;
- Employment service state agencies established under Wagner-Peyser Act
Solicitation

Proposal

• Respondent must submit separate proposals for each area
• Respondents may apply for all five (5) areas

Award

• Award no more than three (3) areas to a single entity unless it is in the best interest of the WIB

*Section 1.3 page 2
Geographic Service Areas

Area I - Porterville
Area II - Tulare
Area III - Visalia
Area IV - Dinuba/Orosi
Area V - Exeter

*Section 1.3 page 3
Service Delivery Area

**Area I:**
- Lindsay
- Strathmore
- Plainview
- Springville
- Woodville
- Poplar
- Porterville
- Terra Bella
- Ducor
- Fountain Springs
- Richgrove

**Area II:**
- Tulare
- Tipton
- Waukena
- Pixley
- Alpaugh
- Earlimart
- Allensworth

**Area III:**
- Goshen
- Visalia

**Area IV:**
- Traver
- London
- Dinuba
- Orosi
- Cutler
- Yettem

**Area V:**
- Exeter
- Farmersville
- Ivanhoe
- Woodlake
- Three Rivers

*Section 1.3 page 3*
# Funding by Service Delivery Area

<table>
<thead>
<tr>
<th>Service Delivery Area</th>
<th>Out-of-School Ages 16-24</th>
<th>In-School Ages 16-21</th>
<th>Funding Available</th>
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</thead>
<tbody>
<tr>
<td>Area I – Porterville</td>
<td>$842,406</td>
<td>$186,403</td>
<td>$1,028,809</td>
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<td>Area II – Tulare</td>
<td>$643,525</td>
<td>$98,404</td>
<td>$741,929</td>
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<td>Area III – Visalia</td>
<td>$1,049,006</td>
<td>$144,415</td>
<td>$1,193,421</td>
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<td>Area IV – Dinuba/Orosi</td>
<td>$567,816</td>
<td>$140,392</td>
<td>$708,208</td>
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<td>Area V – Exeter</td>
<td>$567,816</td>
<td>$98,404</td>
<td>$666,220</td>
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<td><strong>Total</strong></td>
<td><strong>$4,338,587</strong></td>
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*Section 1.3 page 3*
Submittal of Proposals
Electronic Submittal Due March 19, 2021

Hard Copy Attachments with Wet Signature(s) Due March 26, 2021

*Section 6.3 page 23*
Electronic Submittal

Email proposal with attachments to WIBProcurement@tularewib.org

✓ Attachments must be submitted in original file format
  ▪ Exception – attachments requiring a signature are to be submitted in PDF with original signatures
  ▪ Proposal narrative to be submitted in Word format

✓ Email as .ZIP file

✓ One proposal per email

✓ Subject line
  Respondent Name - Geographic Service Delivery Area
  Example - Agency XYZ - Area I
Hard Copy Attachments

Submission of original wet signatures:

Submit Two (2) Hard Copies

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

Mail/In-Person/Courier
Laura Gonzalez
Workforce Investment Board of Tulare County
309 West Main St., Suite 120
Visalia, CA 93291

*Proposal Title Page and Attachments 6.3 page 23
# Procurement Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Issue Request for Proposals</td>
<td>February 17, 2021</td>
</tr>
<tr>
<td>Bidders’ Conference</td>
<td>February 25, 2021</td>
</tr>
<tr>
<td>Deadline for Submission of RFP Questions</td>
<td>March 8, 2021</td>
</tr>
<tr>
<td>Ex Parte Communication</td>
<td>March 8, 2021</td>
</tr>
<tr>
<td>Past Performance Questionnaire – Attachment H – Due by 12:00</td>
<td>March 19, 2021</td>
</tr>
<tr>
<td>Proposals Due by 12:00 P.M. (PST)</td>
<td><strong>March 19, 2021</strong></td>
</tr>
<tr>
<td>Hard Copies Attachments with Wet Signatures (A, B, E, F, and G)</td>
<td>March 26, 2021</td>
</tr>
<tr>
<td>WIB Board Approval</td>
<td>April 14, 2021</td>
</tr>
<tr>
<td>Award Announcement</td>
<td>April 14, 2021</td>
</tr>
<tr>
<td>Effective Date of Contract(s)</td>
<td>July 1, 2021</td>
</tr>
</tbody>
</table>

*Note: This RFP does not commit the WIB to award a contract. The WIB reserves the right to accept or reject any or all proposals received. All solicitations are contingent upon availability of funds.*
• Must be submitted in writing
• Send via email to WIBPROCUREMENT@tularewib.org with subject line “RFP Q&A Youth”.
• Last date to submit questions - March 8, 2021
• Last date answers will be posted - March 12, 2021
• Responses will be posted on WIB website www.tularewib.org
Program Description
Branding

- Subrecipients awarded must use the WIB approved Youth@Work logo
4.2 WIOA Youth Program Requirements

WIOA Program Requirements

- Outreach and Recruitment
- WIOA Eligibility

WIOA Eligibility

- Individual Service Strategy
- Objective Assessment
- Referrals

Case Management

- Work Readiness Workshops
- Career Pathways and Employment
- Participant Engagement and Retention
- Work Experience Opportunities

Access to a range of services – Program Elements

*Section 4.2 page 11*
4.3 Program Elements

- Alternative Secondary School Offerings
- Work Experience
- Occupational Skills Training
- Education
- Leadership Development
- Support Services
- Adult Mentoring
- Follow-up Services
- Comprehensive Guidance
- Financial Literacy
- Entrepreneurial Skills Training
- Labor Market Information
- Post Secondary Education

*Section 4.3 page 14-16*
4.3.3 Work Experience

A minimum of 30% of the funds allocated must be spent on work experience.

- Year-round work experience
- Summer employment opportunities
- Internship and job shadowing
- Pre-apprenticeship programs

Staff Time

- Identifying and developing work experience
- Working with employers to ensure a successful work experience
- Evaluating the work experience
- Orientation sessions for participants and employers

*Section 4.3.3 page 15*
Respondents who apply for Area I (Porterville) and Area III (Visalia)
❖ Must be located at the Comprehensive Employment Connection Centers
   ❖ 1063 W. Henderson, Porterville, CA
   ❖ 4025 W. Noble, Visalia, CA

Respondents who apply for all other Areas (Area II- Tulare, Area IV- Dinuba/Orosi and Area V- Exeter)
➢ Encouraged to co-locate with other agencies in the geographic areas
   ➢ Example: WIB’s approved subrecipient affiliate sites, libraries, adult schools, & family resource centers
4.5 In-School Youth Project Focus

- High School Partnerships
- Justice Involved Youth
- Students with Disabilities

WIB Identified Special Projects

*Section 4.5 page 17*
4.6 Partnership and Collaboration

- Health and Human Services
- Employment Connection Centers
  - Co-enrollment
  - Training Services
- Secondary & Post Secondary Schools
- Youth-Based Organizations

*Section 4.6 page 17-18
### 4.7 Performance Measures

<table>
<thead>
<tr>
<th>PY 20-21 WIOA Youth Performance Goals</th>
<th>Youth</th>
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</thead>
<tbody>
<tr>
<td>Employment Rate 2nd Quarter After Exit</td>
<td>70.0%</td>
</tr>
<tr>
<td>Employment Rate 4th Quarter After Exit</td>
<td>71.0%</td>
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<tr>
<td>Median Earnings 2nd Quarter After Exit</td>
<td>$3,375</td>
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<tr>
<td>Credential Attainment within 4 Quarters After Exit</td>
<td>60.0%</td>
</tr>
<tr>
<td>Measurable Skills Gains</td>
<td>56.4%</td>
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</table>

Yearly, the State of California Employment Development Department negotiates WIOA performance.

*WIOA Measures Title 1-B Performance Goals
WSIN 20-15 Local Area Negotiated Performance Goals PY 20-21*
4.8 Tracking Requirements

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

- Required to utilize system for maintaining electronic participant files
- All youth are required to be registered in CalJOBS system at www.employmentconnect.org
- Entry of individual participant data such as eligibility determination and documentation, demographics, participant activities, case notes, outcomes, and follow-up data
Required Proposal Format
# 6.1 Proposal Contents

<table>
<thead>
<tr>
<th>Proposal Narrative</th>
<th>Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section</strong></td>
<td><strong>Page Limit</strong></td>
</tr>
<tr>
<td>Title Page and Executive Summary</td>
<td>2</td>
</tr>
<tr>
<td>Organizational History, Qualification and Past Performance</td>
<td>2</td>
</tr>
<tr>
<td>Program Design &amp; Innovation Service Delivery</td>
<td>10</td>
</tr>
<tr>
<td>Program Components</td>
<td>10</td>
</tr>
<tr>
<td>Project Financial Plan &amp; Budget</td>
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*Section 6.1 page 22*
## Attachments

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

*Section 6.1 page 22*
## Proposal Title Page

**Attachment A**

- Indicate area
- One submission per area
- Signed by authorized representative
- Electronic due by March 19, 2021
- Wet signature due by March 26, 2021

### PROPOSAL TITLE PAGE

<table>
<thead>
<tr>
<th>Agency Name:</th>
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<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>Agency Telephone #:</td>
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<tr>
<td>Contact Person:</td>
</tr>
<tr>
<td>Contact Telephone #:</td>
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<tr>
<td>Contact Email:</td>
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</tbody>
</table>

**Agency Status**

- [ ] Public Non-Profit
- [ ] Private Non-Profit
- [ ] Private for Profit

**WIOA Title I Youth Career Services**

Select one area per proposal

- [ ] Area I - Porterville
- [ ] Area II - Tulare
- [ ] Area III - Visalia/Goshen

**CERTIFICATION OF PROPOSAL CONTENT:**

**Duplication of Services and Conflict of Interest**

To my knowledge, this proposal does not duplicate services or resources available in the area that are or may be provided by non-WIOA sources. This organization, its members and collaborators are not now and will not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of a contract for WIOA funds.

**Cost/pricing Data and Proposal Content**

This is to certify that, to the best of my knowledge and belief, the cost/pricing data submitted, either actually or by specific identification in writing to the WIB in support of this proposal, is accurate, complete, and current as of the date below. This certification includes the cost/pricing data supporting any agreements/contracts that may be agreed upon between the Respondent and the WIB that are part of the result of submitting this proposal.

---

**Signature of Authorized Representative**

---

**Date**

---

**Title of Authorized Representative**
Signatory Authorization
Attachment B

- Signed by Authorized Official
- In Lieu of Board Resolution
- Electronic due by March 19, 2021
- Wet signature due March 26, 2021
Budget Forms
Attachment D

- Budget Form
- Budget Narrative
- Summary of Operational costs
- Equipment Purchase costs
- Participant Plan
Past Performance Questionnaire – Attachment H

- Three References
- Due by March 19, 2021
- WIBProcurement@tularewib.org

<table>
<thead>
<tr>
<th>Workforce Investment Board of Tulare, 2021-2022</th>
<th>Attachment H</th>
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<tr>
<td>PAST PERFORMANCE QUESTIONNAIRE</td>
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</tr>
<tr>
<td>Please complete this questionnaire for the</td>
<td></td>
</tr>
<tr>
<td>Workforce Investment Board of Tulare County-</td>
<td></td>
</tr>
<tr>
<td>Request for Proposal. Email no later than</td>
<td></td>
</tr>
<tr>
<td>March 19, 2021 at 12:00 PM to</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:WIBProcurement@tularewib.org">WIBProcurement@tularewib.org</a> with the subject</td>
<td></td>
</tr>
<tr>
<td>“Past Performance and “Agency”.</td>
<td></td>
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</tbody>
</table>

| Name of organization for which the questionn| Click here to enter text. |
| Name of individual and organization providing information: | Click here to enter text. |
| Title: | Click here to enter text. |
| Signature: | Date: Click here to enter a date. |
| Mailing Address: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Email Address: | Click here to enter text. |

Contract Information if current WOA funded provider for □ Youth Program, □ Adult □ Dislocated Worker services. (Supplied by respondent organization in the proposal)

| Contract Title: | Click here to enter text. |
| Contract Number: | Click here to enter text. |
| Period of Performance: | Click here to enter text. |

Description of Services Provided:
Click here to enter text.
Ex Parte Communication/Conflict of Interest – Attachment I

- Only if applicable
- Due by March 8, 2021
Proposal
Narrative
6.4 Proposal Narrative

Proposal Title Page – Attachment A

Table of Contents – Attachment B

Executive Summary

*Section 6.4 page 23-24
7.0 Proposal Narrative

Organization History and Qualifications

Past Performance Questionnaire – Attachment H

Organizational Charts
1) Leadership
2) Intended Staffing

*Section 7 page24
7.2.1 Program Design & Innovation Service Delivery

- Target Population – Recruitment and Enrollment
- Customer Experience
- Supportive Services
- Performance, Administration and Project Management
- Collaboration - Partnerships - Leverage
- Access and Locations
- Business Engagement

*Pages 25-27*
Business Engagement

Outreach
Connect businesses to: Recruitment assistance, downsizing and restructuring support, labor market information & analysis, training to UpSkill existing workforce, sector partnerships, other referrals

Preparing Job Seekers
Through one-to-one sessions with young adults, determine if direct placement or work experience is needed to obtain or retain employment

Recruitment Assistance
Pre-screen young adults for recruitment events
Leverage work experience opportunities to make candidates more competitive
Help individuals who do not obtain employment with additional career services
7.2.2 Program Components

- Education and Training Services
- Career Pathways
- Work Experience
- Work Readiness Training
- Follow-Up Services
Financial Requirements
8. Budget Requirements

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

WIB will conduct a Cost Price Analysis
Proposal Evaluation Process
# 9.2 Evaluation of Proposals

<table>
<thead>
<tr>
<th>Proposal Narrative</th>
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<tr>
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<tr>
<td>Organizational History, Qualifications, and Past Performance</td>
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Questions