



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



Workforce Investment Board
OF TULARE COUNTY
Driving Economic Success

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



WIB

Workforce Investment Board
OF TULARE COUNTY
Driving Economic Success





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)



WIB Roles and Responsibilities



Procure, oversee, and evaluate WIOA Services



Provide technical assistance



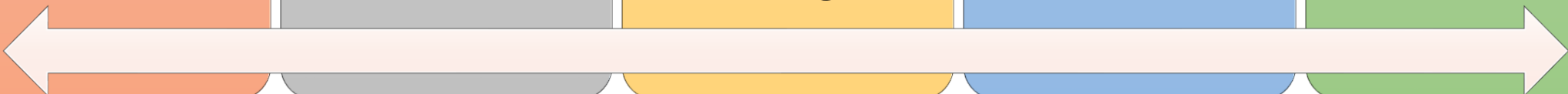
Serve as the fiscal agent and grant manager



Monitor program activity and compliance



Business and Industry engagement



Request for Proposal Introduction



Workforce Investment Board
OF TULARE COUNTY
Driving Economic Success





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

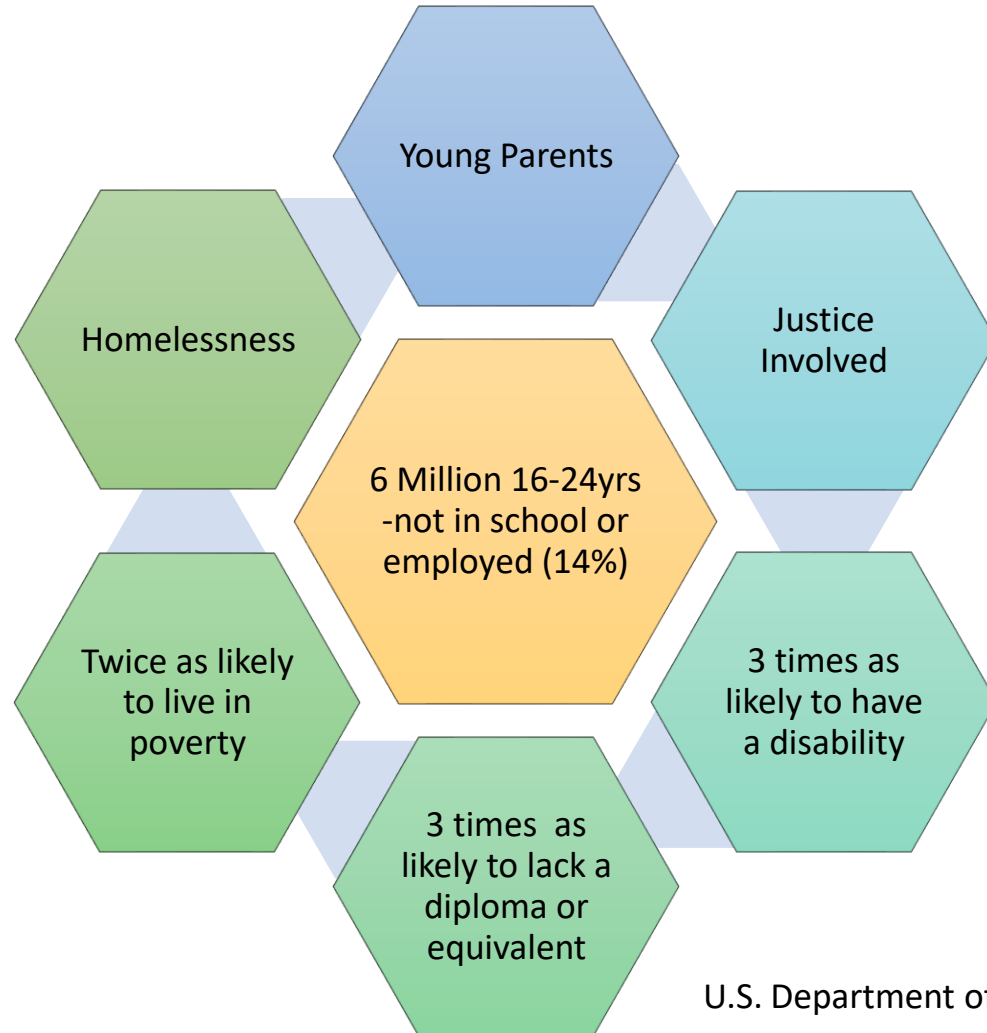


In-School Youth
Ages 16-21





Statement of Need



U.S. Department of Labor

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



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



Geographic Service Areas

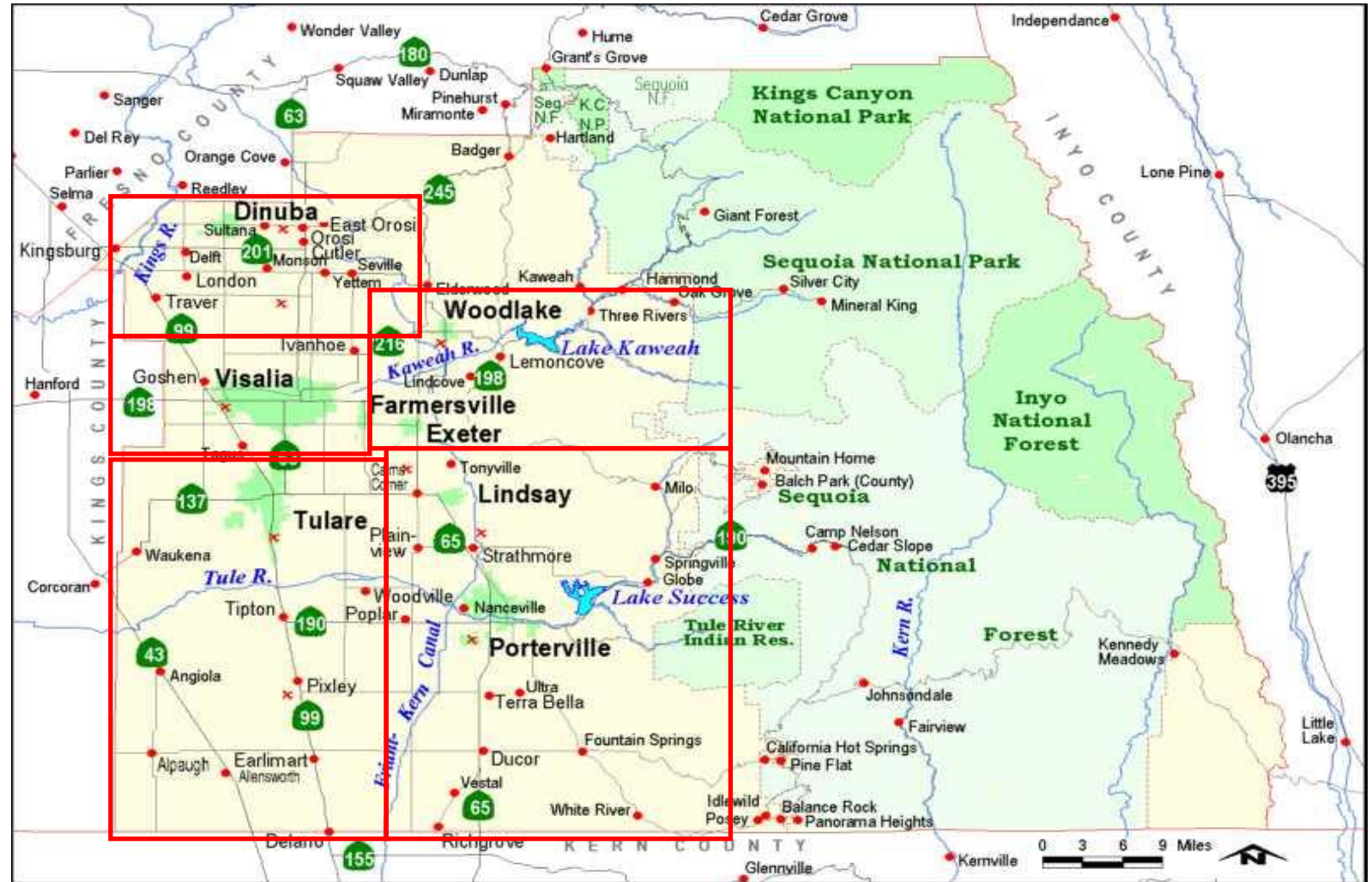
Area I - Porterville

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



Funding by Service Delivery Area

Service Delivery Area	Out-of-School Ages 16-24	In-School Ages 16-21	Funding Available
Area I – Porterville	\$842,406	\$186,403	\$1,028,809
Area II – Tulare	\$643,525	\$98,404	\$741,929
Area III – Visalia	\$1,049,006	\$144,415	\$1,193,421
Area IV – Dinuba/Orosi	\$567,816	\$140,392	\$708,208
Area V – Exeter	\$567,816	\$98,404	\$666,220
Total			\$4,338,587

Submittal of Proposals





RFP Submission

Electronic Submittal Due
March 19, 2021



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



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

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

Note: This RFP does not commit the WIB to award a contract. **The WIB reserves the right to accept or reject any or all proposals received.** All solicitations are contingent upon availability of funds.



RFP Questions

RFP Q&A

- 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



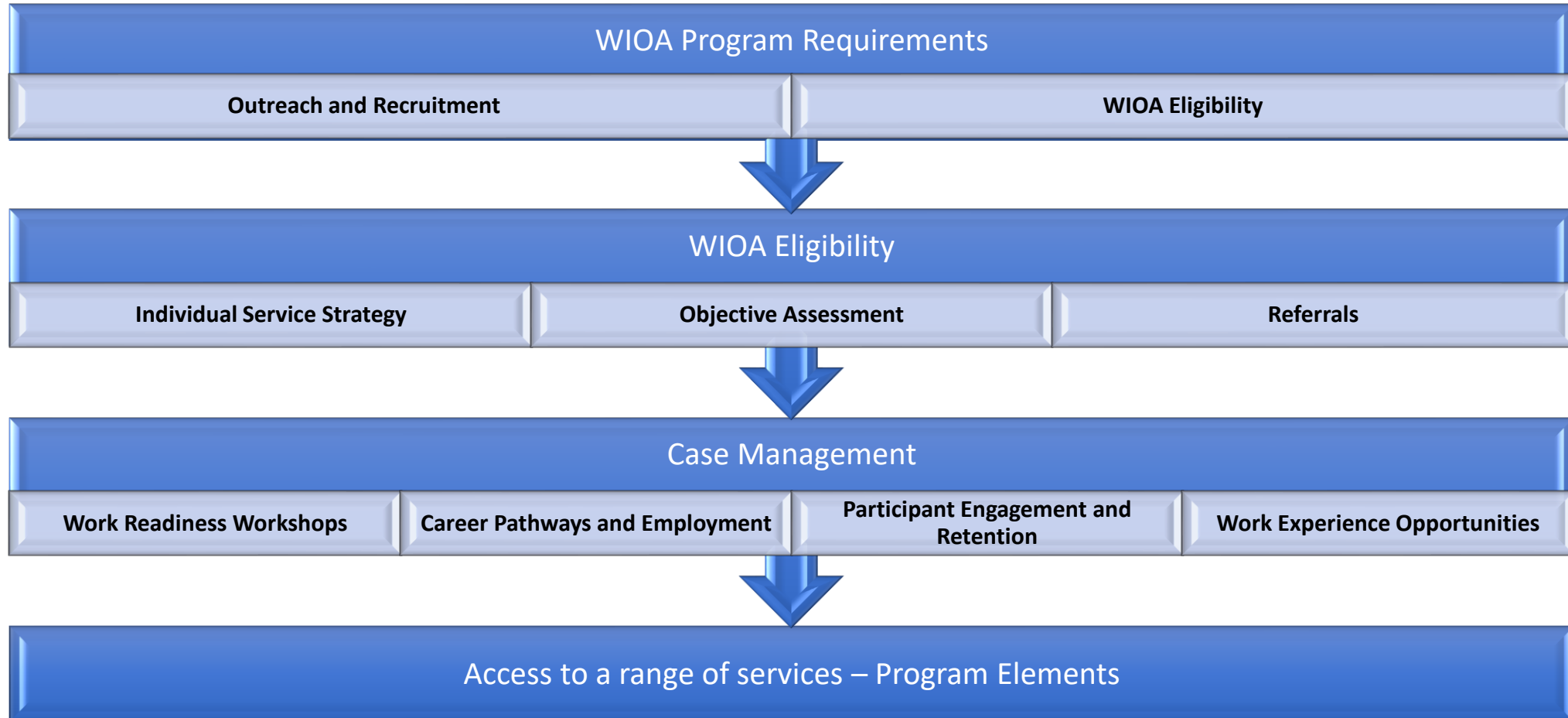
Branding

- Subrecipients awarded must use the WIB approved Youth@Work logo





4.2 WIOA Youth Program Requirements





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



4.3.3 Work Experience

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

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



4.4 Access and Locations

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

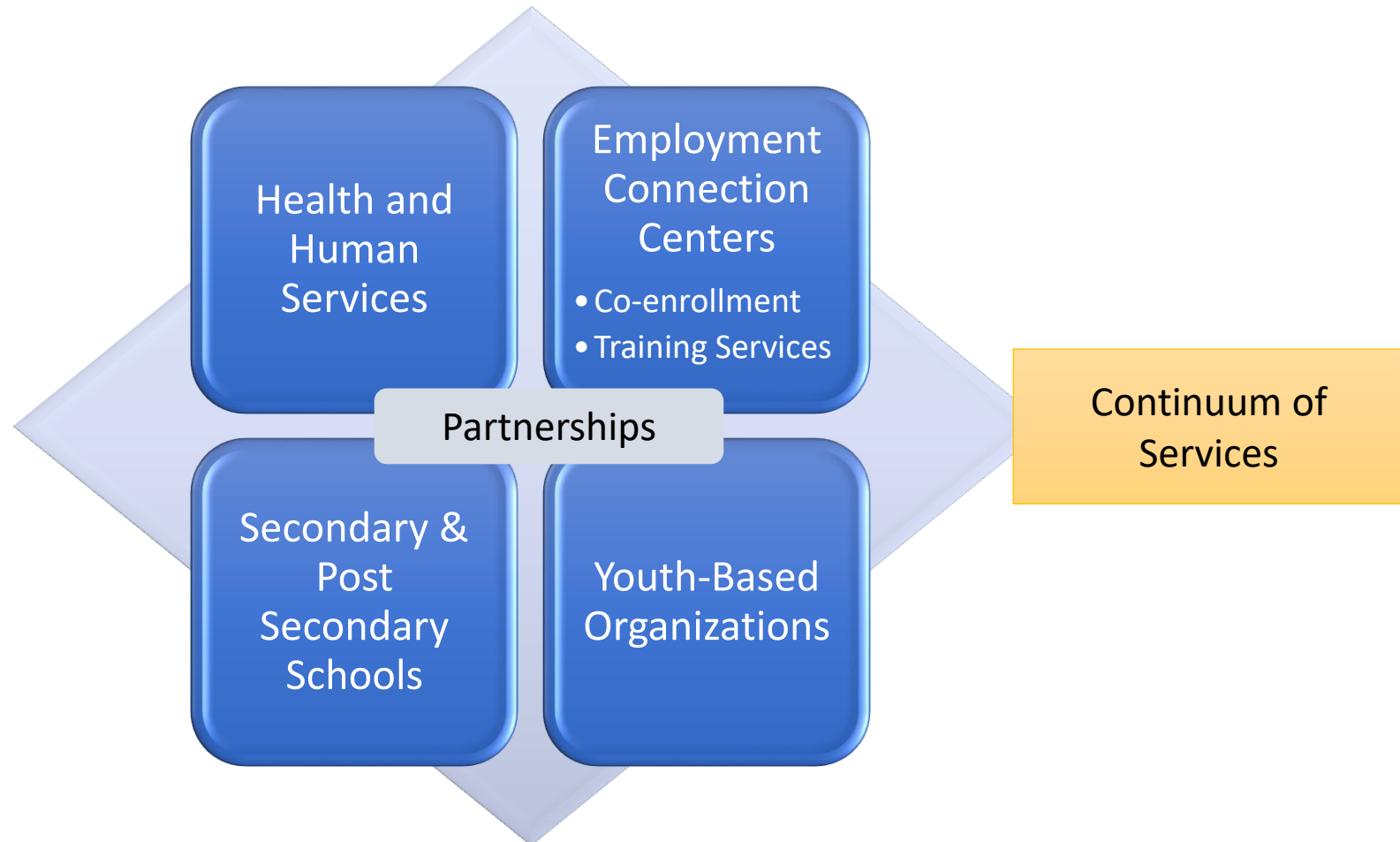


Students with Disabilities





4.6 Partnership and Collaboration





4.7 Performance Measures

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

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*

**Section 4.7 page 18*



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

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



Attachments

Forms	Attachments	Submission
Proposal Title Page	Attachment A	PDF and Hard Copy with Wet Signature
Signatory Authorization	Attachment B	PDF and Hard Copy with Wet Signature
Proposal Checklist-Table of Contents	Attachment C	Original Format
Budget and Budget Forms	Attachment D	Original Format
Certification Regarding Lobbying	Attachment E	PDF and Hard Copy with Wet Signature
Instructions for Certification/Certification regarding Debarment	Attachment F	PDF and Hard Copy with Wet Signature
Standards of Conduct	Attachment G	PDF and Hard Copy with Wet Signature
Past Performance Questionnaire	Attachment H	Original Format
Ex Parte Communication Prohibition and Conflict of Interest	Attachment I	If applicable
Resume(s) of Manager		
Organizational Charts		
<ol style="list-style-type: none"> 1. Leadership of organization 2. Intended Staffing 		

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

Agency Name:		
Address:		
Agency Telephone #:		
Contact Person:	Title:	
Contact Telephone #:	Contact Fax #:	
Contact Email:	Federal I.D. #:	
Agency Status		
<input type="checkbox"/> Public Non-Profit	<input type="checkbox"/> Private Non-Profit	<input type="checkbox"/> Private for Profit
<u>WIOA Title I Youth Career Services</u> Select one area per proposal		
<input type="checkbox"/> Area I - Porterville	<input type="checkbox"/> Area IV - Dinuba/Orosi	
<input type="checkbox"/> Area II - Tulare	<input type="checkbox"/> Area V - Exeter/Farmersville	
<input type="checkbox"/> Area III - Visalia/Goshen		
CERTIFICATION OF PROPOSAL CONTENT:		
<u>Duplication of Services and Conflict of Interest</u>		
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.		
<u>Cost/pricing Data and Proposal Content</u>		
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

SIGNATORY AUTHORIZATION

I HEREBY CERTIFY THAT

Name & Title

IS AUTHORIZED TO SUBMIT PROPOSALS FOR, AND BY VIRTUE OF HIS/HER SIGNATURE, BIND

Organization Name

TO CONTRACTUAL AGREEMENTS FOR THE PERIOD

Contract Term

Signature of Governing Body Official:	
Typed Name:	
Title:	
Date Signed:	
Signature of Official Authorized to Bind Agency:	
Typed Name:	
Title:	
Date Signed:	

Note: Should circumstances require a change in the above, a new Signatory Authorization shall be completed and forwarded to the WIB. Failure to provide the information above may result in the disqualification of your proposal.

Budget Forms

Attachment D

- Budget Form
- Budget Narrative
- Summary of Operational costs
- Equipment Purchase costs
- Participant Plan

Proposed Site:

LINE ITEM	FTE's	Project Funding	Out-Of-School	In-School
		Total	7/1/21-6/30/22	7/1/21-6/30/22
PERSONNEL COSTS				
Salaries (List the job title below)		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Total Salaries		-	-	-
Fringe Benefits Cost		-	-	-
Fringe Benefit Rate=				
Staff Cost Associated with Work Experience				
TOTAL PERSONNEL COSTS		-	-	-
EQUIPMENT PURCHASE & LEASE COSTS				
Equipment/Furniture Purchase		-	-	-
Equipment Lease		-	-	-
TOTAL EQUIPMENT PURCHASE & LEASE COSTS		-	-	-
FACILITIES INFRASTRUCTURE COSTS				
Rent (Building Space)		-	-	-
Facility/Equipment Repair & Maintenance, Custodial, Utilities, Telephone, Security		-	-	-
TOTAL FACILITIES INFRASTRUCTURE COSTS		-	-	-
PROFESSIONAL SERVICES				
Cell Phone, Internet Access, Marketing, Outreach, Professional Fees, Membership dues		-	-	-
TOTAL PROFESSIONAL SERVICES		-	-	-
SUPPLIES COSTS / Subscriptions				
Office Supplies (postage, printing, copying)		-	-	-
TOTAL SUPPLIES COSTS		-	-	-
SUBCONTRACTOR				
Subcontractor		-	-	-
TOTAL SUBCONTRACTOR COSTS		-	-	-
STAFF TRAVEL & TRAINING COSTS				
Travel		-	-	-
Training		-	-	-
TOTAL STAFF TRAVEL & TRAINING COSTS		-	-	-
PARTICIPANT COSTS				
Participant Wages (Work Experience)		-	-	-
Participant Fringe Benefits		-	-	-
Support Services		-	-	-
TOTAL PARTICIPANT COSTS		-	-	-
INDIRECT COSTS				
Indirect Costs		-	-	-
TOTAL INDIRECT COSTS		-	-	-
OTHER COSTS				
Payroll Processing		-	-	-
Insurance Costs		-	-	-
TOTAL OTHER COSTS		-	-	-
TOTAL PROGRAM BUDGET		-	-	-

Past Performance Questionnaire – Attachment H

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

PAST PERFORMANCE QUESTIONNAIRE

Please complete this questionnaire for the Workforce Investment Board of Tulare County-Request for Proposal. Email no later than March 19, 2021 at 12:00 PM to WIBProcurement@tularewib.org with the subject line title "Past Performance and "Agency".

Name of organization for which the questionnaire is being completed:

Click here to enter text.

Name of individual and organization providing information:

Click here to enter text.

Title: Click here to enter text.

Signature: Click here to enter text. Date: Click here to enter a date.

Mailing Address: Click here to enter text.

Telephone: Click here to enter text. Click here to enter text.

Email Address: Click here to enter text.

Contract Information if current WIOA 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

EX PARTE COMMUNICATION / CONFLICT OF INTEREST

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

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

Some respondents may like to collaborate with members of the WIB, and/or its committees on their proposals. Technically, such collaboration is a violation of the *ex parte* communication rule. However, we do recognize the value that such collaborations may bring to our system and have developed the Conflict of Interest Form to ensure that these types of arrangements do not place respondents in jeopardy. **Any respondent who wishes to collaborate with a member of the WIB or WIB Committees MUST have the collaborative partner fill out this form and submit as an attachment to their proposal.**

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

EX PARTE CERTIFICATION

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

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

To Provide the Following Services:

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

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

Date: Click or tap here to enter text.

Signature: Click or tap here to enter text.

Proposal Narrative





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

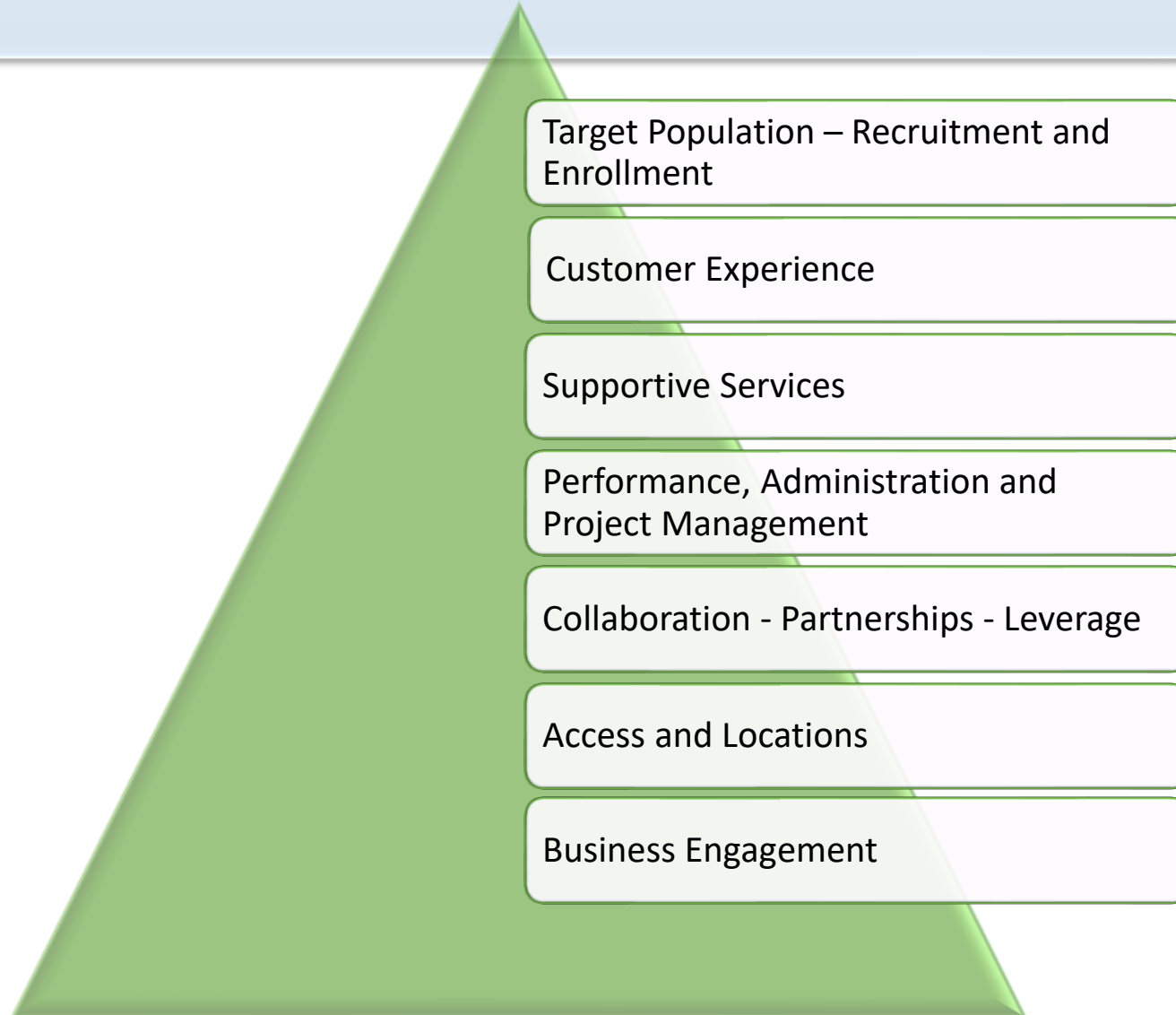
Organizational Charts

1) Leadership

2) Intended Staffing



7.2.1 Program Design & Innovation Service Delivery





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



Financial Requirements



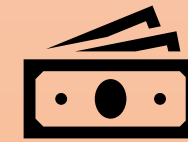
Workforce Investment Board
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Driving Economic Success





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

Proposal Narrative	Proposal	Points Possible
Section	Page Limits	1-100
Title Page and Executive Summary	2	5
Organizational History, Qualifications, and Past Performance	2	15
Program Design and Innovation Service Delivery	10	30
Program Components	10	35
Project Financial Plan and Budget	1	15
Total	25	100

Questions

