



Updated: March 11, 2021

WORKFORCE INVESTMENT BOARD OF TULARE COUNTY

WIOA YOUTH PROGRAMS

REQUEST FOR PROPOSAL

Questions and Answers

Posted: March 1, 2021

Q1: Can we focus on one particular group such as in-school youth or do we have to broadly be prepared for all?

A: No, a respondent cannot focus only on one particular group such as in-school youth. In-school youth is just one of the targeted populations identified in the RFP. Proposals must be comprehensive and address the needs of both out-of-school and in-school youth as described in the RFP

Q3: What's the average amount of the grant award each year?

A: Refer to section 1.2 page 2, the amounts provided are estimates for PY 21-22. WIB has not received its funding allocations for PY 21-22. The stated dollar amount in the RFP is based on the projected availability of funding and subject to change. Refer to section 1.3 page 3 of the RFP for the estimated funding by geographic area.

Q4: Will multiple subrecipients be awarded in each area?

A: Refer to Section 1.3, Solicitation page 2. The WIB will award only one subrecipient per geographic area. A separate proposal must be submitted for each area. Respondents may bid on all five areas. However, the WIB intends to only award up to three areas to a single entity, if it is in the best interest of the WIB.

Q5: Page 16, 4.3.9. Follow-up Services: This section indicates that participants who have dropped out of the program but need additional services will also be provided follow-up services. Do those follow-up services need to occur quarterly, the same as for participants that complete their education, training, or employment goals?

A: Follow-up is required for all enrolled participants upon completion, at a minimum, quarterly for up to a year. Participants who have dropped out of the program but need

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additional services will also be provided follow-up services. Refer to Glossary of Terms Attachment L of the RFP for further definition.

Q5: Can you give an example of when an ex-parte communication form is needed?

A: Any communication with WIB members or proposal evaluators is prohibited. Any respondent who wishes to collaborate with a member of the WIB regarding their proposal must complete an Ex Parte conflict of interest form, Attachment I.

Q6: Does the WIB have a goal for the number of youth served in each area? Is the goal 30, 100, or 1,000?

A: Respondents must propose the number of new OSY participants to serve in each area from July 1, 2021, through June 30, 2022. For ISY, refer to Attachment M, Participant Plan for In-School Youth.

Q7: How many youth were served last year through this program?

A: 441 youth were served in PY 19-20.

Q8: Is it appropriate for an organization that isn't going to apply for funds, to offer their services to partner as advocates for students? If an organization has direct mentoring services to students who need jobs and work experience, can this organization refer students to organizations that receive funding under this RFP?

A: Yes, if a respondent does not directly provide one of the program elements, such as mentoring services, they must describe their relationship with an organization that does provide this service and demonstrates their ability to make seamless referrals to the organization. Refer to page 14, section 4.2.10 of the RFP.

Q9: Can you share with us how many of those served were ISY or OSY?

A: During PY 2019-2020, the Youth@Work system provided career services to 441 young adults in Tulare County, this includes 35 ISY and 406 OSY.

Q10: What agency is currently administering the program?

A: Tulare County Office of Education – SEE Program, Community Services Employment and Training (CSET), and Proteus, Inc.

Q11: Is there a subpopulation of youth that is currently underserved, such as English language learners or teen parents?

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A: WIOA Youth eligibility sets guidelines for which youth are eligible to participate. See Section 4.2.2 WIOA Eligibility page 11 “An OSY is an individual who is” and page 12 “An ISY is an individual who is”. These two sections describe underserved populations to be served within this RFP.

Q12: Page 10, section 3.7, 7th bullet: “Provide internal monitoring and oversight of all program activities and requirements, including those provided by collaborative partners.” Are work sites considered collaborative partners? Is there a definition of collaborative partner? To what extent are we required to monitor collaborative partners (i.e. should we be doing periodic site visits, etc.)?

A: Subrecipients are required to monitor and oversee all WIOA program and financial activities including partnerships with collaborative entities such as employers, subcontractors, vendors, etc. The WIB Youth Work Experience Directive TUL 20-06 and its attachments provide guidance to monitor and oversee the placement of youth at worksites. WIB Directive TUL 20-06 can be found at www.tularewib.org.

Q13: Pages 24 and 25 of the RFP: The second paragraph on page 25 says “Past performance for respondents contracted to provide WIOA Youth, Adult, and Dislocated Worker services by the WIB in the past five years, will be provided to the evaluators by the WIB.” Can you clarify if that means agencies currently under contract do NOT have to provide these references separately?

A: All respondents must provide three (3) references from organizations/agencies that respondent has had direct involvement for projects of similar size and scope.

In addition to the three references from organizations/agencies, the past performance for respondents contracted to provide WIOA Youth, Adult, and Dislocated Worker services by the WIB in the past five years will be provided to the evaluators by the WIB.

Q14: On page 18, the 4th quarter after exit employment rate is higher than the 2nd quarter. Should it be higher?

A: The performance goal for Employment Rate 4th Quarter After Exit on page 18 of the RFP is correct.

Annually, the WIB negotiates WIOA Adult, Dislocated Worker, and Youth performance goals with the State of California Employment Development Department (EDD). Please refer to EDD Information Notice WSIN 20-15, Attachment 3, PY 20 and 21 Youth Final Performance Goals by Local Areas at the following web address https://www.edd.ca.gov/Jobs_and_Training/pubs/wsin20-15.pdf

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Also, for information about calculating WIOA performance measures, please see EDD Directive WSD 20-02 Calculating Local Area Performance and Nonperformance at https://www.edd.ca.gov/Jobs_and_Training/pubs/wsd20-02.pdf

Q15: Page 24 of the RFP titled Proposal Narrative states, "All respondents must attach organizational chart, one showing the leadership of the organization and another chart indicating the organization's intended staffing operations for the Youth@Work Program." The following line states, "The organizational chart and will not be included as part of the page limit." Is that a typo or is there supposed to be something else after the and?

A: The sentence is corrected to read as follows, "Organizational charts will not be included as part of the page limit", removing the word "and".

Posted: March 3, 2021

Q16: Is the Tulare WIB required to submit Past Performance Attachment H on behalf of a respondent if the respondent is currently contracted for WIOA Youth, Adult, or Dislocated Worker services?

A: The WIB does not submit Past Performance Attachment H on behalf of its subrecipients in response to the RFP. Please refer to Q13 response.

Q17: Where will Past Performance references state the name of the project of similar size and scope that the respondent has had direct involvement with?

A: References will enter the name of their contracted project in the "Contract Title" field in Attachment H page 1 and will further provide a narrative in the "Description of Services Provided" section.

Q18: Attachment H – Past Performance Questionnaire: Can a respondent request and receive a list of agencies that submitted this form on behalf of responding agency for past RFP procurement?

A: Yes, WIB can provide a list of references that submitted past performance questionnaires about the respondent for the PY 2017 procurement. The respondent must submit a request to WIBProcurement@tularewib.org.

Q19: Ex Parte Communication Attachment I – If a respondent employs a family member of a WIB staff member, and the respondent employee is involved in the development of the RFP proposal, should the Ex Parte Communication Prohibition and Conflict of Interest Certification Form be submitted?

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A: Section 2.4, page 6 of the RFP states, “Any respondent who wishes to collaborate with a member of the WIB MUST fill out the Ex Parte Conflict of Interest, Attachment I.”

Therefore, Attachment I should only be submitted if the respondent’s employee intends to “collaborate” with a WIB member or evaluator.

Also, WIB members, evaluators, and WIB staff involved with the evaluation of proposals must sign a conflict of interest and non-disclosure of information agreement.

Posted: March 8, 2021

Q18: Attachment H – Past Performance Questionnaire: Can a respondent request and receive a list of agencies that submitted this form on behalf of responding agency for past RFP procurement?

Revised A: Yes, WIB can provide a list of references that submitted past performance questionnaires about the respondent for the PY 2017 procurement if applicable. The respondent must submit a request to WIBProcurement@tularewib.org. Past performance questionnaires were not required from past and current subrecipients for the 2017 youth procurement, therefore questionnaires are not on file for all respondents.

Q20: Attachment F, the printed name block and title block are not live for entry. On Attachment G, the title block is not live for entry. I am using Adobe Pro, but also tried in Microsoft Edge. Can those forms be fixed and re-uploaded?

A: Section 6.3 page 23, PDF formatted attachments are to be submitted as a PDF. Attachments F and G require wet signatures to be submitted. Listed below are options Respondents may consider.

- 1) Once forms F and G are downloaded and saved as a PDF, the forms can be edited to add the name and title of the authorized representative. After the name and title are added, print the form for signature. The form with an original signature should be scanned and saved as a PDF.
- 2) Print and handwrite in or type the name and title of the authorized representative. Scan and save the form as a PDF with the original signature.

Q21: Attachment D- Budget and Budget Form Calculations, has a column for “Tulare County Probation 7/1/21-06/30/22” but the funding chart on page 20 of the RFP does not include a line of funding for “Tulare County Probation 7/1/21-6/30/22”. Is it the Tulare WIB’s intent for

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respondents to include a Probation program budget estimate outside the formula funds provided on page 20 of the RFP?

A: Attachment D- Budget and Budget Forms is revised to remove “Tulare County Probation 7/1/21-06/30/22”. The revised version of Attachment D is available on the WIB’s website www.tularewib.org.

Q22: Can the Tulare WIB share a list of the attendees at the WIB Youth Bidders’ Conference?

A: Attached is the list of attendees for the Youth Bidder Conference on February 25, 2021.

Attendee List		
First Name	Last Name	Agency
Adam	Peck	WIB of Tulare County
Amanda	Olguin	CSET
Blanca	Bonilla	WIB of Tulare County
Bruce	Smith	Tulare-Kings Counties Youth for Christ
Carla	Calhoun	CSET
Claire	Hall	Reaching Higher TC
Craig	Wierenga	WIB of Tulare County
Daisy	Guzman	CSET
David	McMunn	WIB of Tulare County
Desiree	Landeros	WIB of Tulare County
Esta	Willman	CSET
Janelle	Hickey	CSET
John	Gonzalez	WIB of Tulare County
Jonathan	Zeigler	Eckerd
Julie	Davis	Ca Tutoring
Laurel	Hernandez	WIB of Tulare County
Lisa	Martinez	WIB of Tulare County
Manny	Castro	Tulare-Kings Counties Youth for Christ
Mario	Flores	Light House Rescue Mission
Martha	Guerra	Proteus, Inc.
Mary	Rodarte	WIB of Tulare County
Nicole	Ferreira	CSET
Paresh	Solanki	TCOE
Ryan	Leasure	WIB of Tulare County
Sam	Williford	WIB of Tulare County
Shawna	Rodriguez	Proteus, Inc.
Suzanne	Foran	Eckerd
Tammy	Aguilera	Eckerd
Terry	Schmal	CSET
Trinidad	Rodriguez	Proteus, Inc.
Ty	Davis	Agency Not Available

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Q20 Revised: Attachment F, the printed name block and title block are not live for entry. On Attachment G, the title block is not live for entry. I am using Adobe Pro, but also tried in Microsoft Edge. Can those forms be fixed and re-uploaded?

Revised A: Attachment F and G have been updated to include fillable fields for name, title, and date. The revised versions of Attachment F and G are available on the WIB's website www.tularewib.org.