

Workforce Central Florida

Bidder's Conference for WIA Youth RFP

Date: August 13, 2013

The Bidder's Conference began at 9:05 a.m. Compliance Director Nilda Blanco opened the Bidder's Conference by thanking all those in attendance for their interest in working with Workforce Central Florida.

WCF opening comments:

We are going to review the RFP today. Please feel free to ask questions. If there are subsequent questions after today, there is an email in the RFP [publicresponse@wcfla.com](mailto:publicresponse@wcfla.com). You can send questions to that email which will eventually come to me and I will respond to your questions and post them on our website. The questions will be up there for everyone else to review as well, which is part of keeping our process open and fair. As we go through this morning please feel free to ask questions. If we get to a slide and you have a specific question please feel free to interrupt.

What we hope to accomplish today is review the RFP, highlight areas to consider and answer any questions about the process. I will tell you there are two things I will not be able to do this morning: discuss individual program designs or give you feedback on program designs.

I did want to bring to your attention 1 slight correction, on page 5, paragraph 3, there are pages that are referenced and it says pages 7 & 9 and it is really pages 4 & 5. This correction is will also be posted on our website.

**Question Procurement Parameters:** Are these are 13 month contracts?

**Response:** October 1, 2013 thru October 1, 2014

**Question:** So it is 13 month budgets and not 12 month?

**Response:** This is a one year contract. We are going to be crossing over our funding years but we are really trying to build capacity for a summer of 2014 employment program. In the past, WCF offered a summer work experience program and unfortunately that program was not in compliance with the intent of the funds and intent with the legislation. The legislation clearly asks for a year round programming. So we are looking to begin these contracts in October, to begin that year round programming. This will take those students through the summer of 2014 and provide services on the back end to make sure they continue to grow.

**Question Eligible Providers:** To clarify, for non-profits who are serving as prime contractors, could they have a subcontractor that would be a for-profit?

**Response:** We are looking for the actual respondent to be a non-profit. That would be a local non-profit.

**Question Eligible Providers:** The actual proposer?

**Response:** Yes. In the documentation we would look to see whether or not that respondent is eligible for the 10 points.

**Question Eligible Providers:** Where you are saying you need two years' experience providing youth services. You are obviously in essence looking for Workforce Investment services but some of the non-profits don't have specific WIA program service. So is the real intent to try to find a provider that has youth services in general?

**Response:** We definitely need to have an organization that has at least two years' experience working with young people in the specified age group. There are probably components that they offer that could fall under WIA elements but if they do not have as much WIA experience our youth committee has directed staff to provide additional technical assistance to those agencies.

**Question Eligible Providers:** The 10 points for non-profit, can you clarify again? If in fact you are out of state, you then provided services in the state for 15 years and locations in the state do not qualify for those 10 points.

**Response:** It is really based on your incorporation, so if your corporate office is in incorporated in Maryland but you serve here that is where I need to look at.

**Question Non-Profit:** Could you define local non-profit?

**Response:** We would want to see an organization that is in Central Florida, has offices and serves local Central Florida individuals. We are looking at not national companies that have offices here in central Florida but local non-profits that are here. So if we have a, agency X, who is a 501-c3 and is here in central Florida in our 5 county region, you will get the 10 points. If you are a large national corporation that happens to have an office here but your incorporation is national, you would not be eligible for those non-profit points. That was the intent of the WCF Youth Committee.

**Question Subcontracting and Procurement Requirements:** What if you can't get 3 competitive quotes for the \$25,000 to \$99,000? What if you are trying to sub-contract for a particular service but there are only 2 organizations that do it and you can't find a 3<sup>rd</sup> sub-contractor for a quote?

**Response:** That is where you would talk to me and I would assist in preparing a memo. We would need to have some documentation that basically said you looked in the five-county region and there are only two providers of this unique service, these are the two quotes and this is how we are going through the selection process.

**Question Provider Responsibilities:** Specific to the recruiting non-profit, private or public employees in collaboration with WCF Business Services. Explain the "In collaboration with"?

**Response:** We have a Business Services team at Workforce Central Florida that does a lot of outreach to our employer community. We would want to make sure we coordinate who is being contacted and how they are being contacted so we don't have six people knocking on the same door. So when we look at preparing for summer youth employment 2014, this collaborative will be working on all those pieces come January as far as the strategy as to, who are your natural partners, who are some new partners that you want to engage, and then how we collaborate

with our business services team. For example, there may be a partner your program would really like to engage but haven't had the opportunity we can say "Hey Business Services we want to reach out to Employer X" and they say we have a relationship with Employer X already so we'll help you facilitate that.

**Question Work Experience:** On the focus of the local non-profit community provider I assume a lot don't do work experience and this is probably a new avenue. Are you looking for when you speak about working with the collaborative partner and the Business Services unit, for the provider to respond and show you the infrastructure that they can bring to the process as opposed to trying to reach out to a bunch of different employers to put in the process? You are looking for more how we manage that system as opposed to finding the employer?

**Response:** That is a very good point. In the bullets that we outlined and in your response to work experience you should look at how will this work experience enhance your design, how does it all come together, and those fundamental pieces of the mechanics of working a work experience project. You could highlight areas of employers that you currently work with and say in our current work we have relationships with these 10 employers which are an example of what we can bring to a bigger discussion or a partnership discussion.

**Question Work Experience wages:** Are the wages for work experience still paid through the WIA program?

**Response:** Yes. You would need to include the wages for work experience in your budget. So if you are going to provide work experience for 50 youth, you have to think about all the costs that are associated with those 50 youth.

**Question Liability Insurance:** What about liability insurance?

**Response:** You definitely want to take worker's compensation into account as well. Through the state, all of our WIA funded participants are covered under worker's compensation but it is very limited. It only covers the actual injury or any kind of medical attention for the injury. It does not cover anything else like lost wages or additional supports in order for you to get the medical attention. It does not do what a worker's compensation policy that we are familiar with would do. So when you are looking at your costs for your work experience that is one of the factors you should consider as well.

**Question Performance Goals:** The performance goals listed on 6 & 7; you want the youth to meet those in the first year?

**Response:** Based on the individuals exiting or closing that they are meeting those benchmarks.

**Question Goals:** When we submitted on the first response we often reflected these goals on 6 and 7 and some of the feedback we heard is "Oh your response was really good but your goals are over stated". So I am trying to understand that feedback for the goals listed here to not do that again.

**Response:** When you are looking at talking about your goals, it would help the committee in reviewing this if you talk about your goals. There are goals that will be achieved with youth that

will stay with you and there are goals that will be achieved with youth that will leave you. If you are going to serve 100 youth in a year, from October to October, you may say we are going to exit 60% of your participants. That means in a year, those youth are going to get all these skills, complete the program, move into follow-up and they would have achieved those milestones. Then you have this group of youth that could do this and this in year one but their intent (like in school youth) is to stay that second year so how do those base performance goals help you leap into those other ones. If you have 60 youth and you are exiting 30 you would say the 30 that I am keeping are going to accomplish "X" and "Y" in the first year, these other youth are going to accomplish "XYZ ABC" and by doing that I have met these benchmarks.

**Question Literacy/Numeracy:** Can you explain again the EFL and grade level?

**Response:** I will post a Literacy/Numeracy PowerPoint on the website that explains that and in that there is an Educational Functional Level (EFL) table. TABE was cross walked and was updated. There used to be four educational functional levels and now there are eight. Remember that one grade level may not necessarily equal one EFL. A youth could have to increase two grade levels to achieve one EFL.

**Question Statement of Work:** On page 2 of the main RFP it states you can now focus on specialized populations such as teen parents, juvenile justice and foster care so does that require a separate statement of work?

**Response:** Statements of work should be in school or out of school and you can articulate those specific populations in those two groups. You could write a statement of work that says we are going to serve in school foster care youth or in school teen parents and this is our focus.

**Question Incentives:** Did the committee discuss a goal for participant costs for what they would like to see spent on average?

**Response:** On average in the state it is about \$3800 to \$4000. You will see an average for the in school population may be less and out of school may be more expensive so you need to get that blended cost.

**Question Partnership/Collaboration:** Do you want the MOU included with the proposal?

**Response:** Yes . If you are engaging people to help you with MOU's or engaging people to provide MOU's, please make sure they give them back to you and put them in your proposal. Don't send them to WCF.

**Question Partnership/Collaboration:** Knowing that letters of support are not MOU's, are you saying don't put them in there or we can include them but make sure that any formal agreements are also included?

**Response:** You can put them in, those are nice, but - for example if you are partnering with a specific agency to provide space and they say we are going to give you a letter of support saying you can use our space, we would rather see an MOU in that arrangement. If it is another partner that says we will be a great referral partner because we can't do that "WIA stuff" so we are going to partner with you and provide referrals, you can do a letter of support. If it is something very substantive financial or non-financial an MOU would be preferred. An example

of a non-financial MOU that would be very helpful is if you are partnering with X agency and they are committing to provide workshops 2 days a week. It is not a financial exchange of money but a partnership that has financial implications to it. You want to articulate that in an MOU.

**Question Facilities:** If the entity was going to provide its own facility as an in kind, you also want to see that as a MOU or do you want to see facility only if there is a cost involved?

**Response:** If the partner or proposer is providing the facility as in kind there is a column in the budget spreadsheet that looks at that in kind. You could substantiate the value of that in kind in your narrative and put the number in the budget.

**Question Facilities:** Do you want an MOU for that particular in kind line item?

**Response:** No. Eventually in the contracting process we would do that but in your proposal we would not need it.

**Question Support Services:** Are bus passes allowable?

**Response:** Yes transportation is allowable. Bus passes and gas cards. You need to document how you are going to issue them and also how those are going to go in and out.

**Question Performance Holdback:** So the hold back is equivalent to the amount of the profit? It would not exceed 6%? That would be the maximum of the hold back.

**Response:** Yes, if you say our total operating cost is \$600,000, 6% of that would be your performance hold back and you could offer up some discussion as to how you anticipate earning those dollars back.

**Question Funding:** You have a minimum of 30% of the funding is for out of school. Is there a goal that the committee would like to see the split of funds between in school and out of school?

**Response:** The youth committee really wanted to be able to get to that number based on the quality of the responses. They were hesitant to set a fixed rate and say, for example, we are going to hit 48%. So we have to look at our total allocation which is about 5.2 million dollars and say 30% of that must be spent on out of school youth programming. So if we are a little above that amount we are okay if we are below that is obviously a concern.

**Question Limitations:** Are there limitations for subcontractors for services?

**Response:** I don't see that there's a limitation but the caveat to that is that you document just how those will be procured. That is the piece you will have to articulate. If there is something you want to include in your proposal that is unique and you can determine or articulate that it is a sole source and you can document it, you can include that discussion in your proposal and also subsequently use that in the contract piece of the process.

**Question Youth Services:** Can you provide a copy of the services being provided through the current youth contract?

**Response:** I can provide you a current Project ConNEXTion fact sheet that has that.

**Question Presentations:** The last round there were presentations and looking at the timeline it does not appear that we are going that route this time.

**Response:** We work for a Board of Directors who will subsequently make up our review committee, and they may or may not choose to do presentations. If we do have presentations, it will be a very short turnaround.

**Question Contracts:** Last time there was one provider chosen and this time there is a little more money. Do you see the intent of the Workforce Board trying to have more contracts out of this sum of money as opposed to one single contract?

**Response:** Yes with the amount of money in the RFP, we do expect that through the process we could have several providers.

**Question Counties:** Do you have to offer services in all 5 counties?

**Response:** You can indicate one or more counties in your proposal.

The Bidders' Conference was brought to a close and attendees were reminded to submit additional questions via the posted website. Attendees were also reminded that the WCF staff and Board of Directors should not be contacted during the procurement period.

The Bidders' Conference came to a close at 10:45 a.m.