

Youth Services Bidders' Conference

August 13, 2013



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Overview of Today's Session

- Review RFP
- Highlight some areas to consider
- Answer questions about the process

WE WILL NOT

- Discuss individual program designs
- Give feedback on program designs

CORRECTION

Page 5 – Program elements referred to on page 5 in paragraph 3 are the ones referenced on page 4 and 5 AND NOT page 7-9.



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WCF Youth Committee

- Youth Committee was convened in November 2012
- Responsible for oversight of WIA Youth Funds
- Desires to provide eligible youth with opportunities to gain employability skills, complete high school graduation, and enter growing careers



Youth / Young Adults to be Served

- Seeking providers to collectively serve an additional 700 youth in the five county region
- Currently have 1 provider to serve up to 550 youth
- Seeking additional provider or providers to serve youth in the five county region



Procurement Parameters

- Cost reimbursement contracts
- Approximately \$3.2M to obligate
- Contract period is October 1, 2013 thru October 1, 2014
- Intent is to build capacity for 2014 summer employment options.



Eligible Providers

- Types: Government , community and faith-based, private/public organizations, for-profit / non-profit
- Two years experience providing youth services
- Must have capacity to be insured for not less than \$1M
- Capacity Checklist – Attachment H



Subcontracting

- Proposer must discuss procurement of any subcontracted services
 - Include how subcontracts will be managed – pg. 15
 - Subcontract must be referenced in budget – pg. 16
 - Please include a staffing chart for subcontracts
- If you partner with another agency in your response, you will still have to show the procurement process used to select the vendor
- Procurement will have to follow WCF policy or
 - if after review of agency policies - a contractor's policy may be considered.

Procurement

- Procurements with an aggregate cost of up to \$5,000.00 may be considered a small business purchase and shall not require any formal procurement but will require two price comparisons (oral or written).
- For procurements with an aggregate cost of \$5,001.00 up to \$24,999, Service Provider shall secure two written quotes.
- For procurements for purchases of \$25,000 to \$99,999 the Service Provider shall require at least three written quotes which will be documented.
- Service Provider shall publicly advertise and competitively procure for purchases of \$100,000 or more.



Purpose of WIA Funds

Title I of WIA provides funds to states and local workforce areas to deliver a comprehensive array of youth development services. The goal of WIA Youth program is to improve the long-term job prospects of young people by providing basic skills, work readiness skills, occupational skills training, and citizenship skills.

- **Services** - Prepare youth for post secondary educational and employment opportunities. WIA youth services consist of the ten program elements required at WIA section 129 (c). Each local area is required to offer all ten program elements, but not every youth must receive all ten.
- **Eligibility** - a youth must be low income, ages 14-21 with one of six barriers including basic skills deficient; school dropout; homeless, a runaway or in foster care; pregnant or parenting; an offender; or an individual who requires additional assistance to complete an educational program, or to secure and hold employment.

Youth Committee Focus

- Linkages to academic/occupational learning;
- Employability/work maturity/life skills;
- Alternative for high school completion;
- Exposure to labor market information;
- Opportunities to explore post-secondary options (preferably linked to STEM);and
- Job placement and retention services



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WCF Youth Eligibility

- Youth Committee has defined the service group as 16 to 21 who are low income AND have a documented barrier – Refer to pages 3- 4
- See Attachment I for current income levels
- Additional information on WIA program eligibility – www.floridajobs.org
- Resources will also be posted on Q&A section of WCF website.



Overview of Design Features

- Elements on pages 5-6 are required
- We want to hear HOW these will be delivered.
- WIA requires that 10 elements be provided in the local delivery system. – page 5
- Providers do not have to deliver all WIA elements, but elements must be available to youth through referral or partnership.



In-school Youth Priorities

- High school diploma attainment or credential (state, national, industry recognized)
- Increased basic skills – math / reading
- Increased skills in work readiness and/or occupational skills
- Transition to post-secondary, employment, military or advanced training.



Out of School Youth Priorities

- High school diploma attainment or credential (state, national, industry recognized)
- Training programs, including entrepreneurial training
- Work maturity skills
- Increased basic skills – math / reading
- Increased skills in work readiness and/or occupational skills



Work Experience – Required

- Interested in wages paid to youth
- Consider youth and abilities of youth
- Targeted / growing occupations
- Worksite agreements will be required
- Attendance and payroll process must be articulated in the response
- Will be heavily monitored by WCF
- Provider responsibilities – page 4

Work Experience

- Background checks and drug testing may be required for all youth.
- Consider what options may be available for youth who do not meet the necessary criteria for placement.
- To be further discussed with providers.

Performance Goals

- Refer to page 6 and Attachment B
- Discuss how you will ensure performance will be met and documented.
- Achieved performance will be strongly considered for contract renewal.
- Enrollments are key – must have at least 50% of number to be served by 4/10/14.



Performance

Younger Youth 16-18

- Literacy /Numeracy Gains – TABE; one EFL
- Skill Attainment – basic skills, work readiness, occupational skills
- Credentials – Preferably HS Diploma
- Placement – Employment, post-secondary education, advanced training, military, apprenticeship

Older Youth 19-21

- Literacy /Numeracy Gains – TABE; one EFL
- Credentials – HS diploma or industry, national, state recognized credential
- Placement – Employment, post-secondary education, advanced training, military, apprenticeship
- Employment wage rate - \$.50 above minimum wage
- Retention rate – has the individual remained in a placement for up to 6-9 months after program completion



Statement of Work

- Refer to pages 8-11
- Please be clear and concise on responses to questions asked
- If you would like to serve both in-school youth and out-of-school youth, please include two separate statements of work on the strategies for each group



Facilities

- Please remember Letters of Intent for space that is currently not being utilized.
- Must meet ADA standards
- If you are including existing space, please provide a rationale for cost.



Incentives

- Youth Committee passed a policy on 4/4/2013 that caps incentives at \$500 for each participant.
- Please use established cap or lesser amount for planning purposes.
- Incentives must be based on milestones or progress.

Partnerships / Collaboration

- Very important to the Youth Committee
- MOUs must outline each partner's commitment (financial and non-financial) and be signed by authorized signatories
- Letters of Support can not be substituted for formal agreements



Budget

- Refer to page 16
- Budget - Attachment D
 - Fringe rate: discuss what is included
 - Mileage/Travel: discuss how it is calculated and why it is needed. State approved rate is \$.445/mile. Contractors will be subject to state travel policy. Policy will be posted on WCF website's Q&A section
 - Internships/Work experience: remember to include processing costs/fees if applicable
 - Support Services: childcare, health, housing, car repairs ARE NOT allowable.



Budget

- Rent/Equipment – need to include as cost, but will have to follow WCF procurement rules.
- Indirect rate - will need to provide documentation of how this rate was arrived.
- Professional Services / Subcontract - include in the budget and describe how costs were determined
- Profit – capped at 6%
- Make sure budget totals are correct
- Staffing Chart – Attachment E

Performance Holdback

- Contracts are cost reimbursement and –
 - IF for-profit: there will be a performance holdback equal to the amount of profit; benchmarks will be set to earn the amount.
 - IF non-profit: WCF reserves the right to retain 5% of the total amount of overhead and reimburse that amount based on required performance.

Tools to Assist You

- Attachment F –
Proposer's Checklist
- Attachment G-
Technical Review Worksheet
- Attachment H –
Organizational Capacity Checklist
- Attachment I –
Income Table for WIA services
- Attachment J –
Scoring Sheet

Dates to Remember

- Final technical questions must be submitted by 3 p.m. on 9/4/13 via email – publicresponse@wcfla.com
- Responses are due September 6th by NOON, EST at WCF Board Offices.

QUESTIONS?

Resource Links

www.floridajobs.org/PDG/Memos/WIAConsultationResourceGuide.pdf

www.floridajobs.org/PDG/wia/WIA_YouthGuidePartsAppA-B.pdf

http://www.doleta.gov/Youth_services

- TEGL No. 27-09 – WIA Youth Program Guidance for PY 2010
- TEGL No. 30-10 - WIA Youth Program Guidance for PY 2011
- TEGL No. 18-11 – Improving Literacy and Numeracy Gains for WIA Participants
- TEGL No. 31-10 Increasing Enrollment and Improving Services to Youth with Disabilities



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