



**Employ Prince George's Office of Administration
on behalf of the
Prince George's Local Workforce Development Board**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
REQUEST FOR PROPOSAL**

**FY 2022: YOUTH CAREER CENTER ONE STOP OPERATOR
RFP#: WDBRFP-002**

Important Dates

RFP Release Date: Tuesday, October 19, 2021

Virtual Bidder's Conference: Tuesday, October 26, 2021 | 3:00 - 5:00 PM EST

Proposal Due Date: Monday, November 22, 2021 | 5:00 PM EST

Proposals must be submitted via our online grant application portal no later than **Friday, November 22, 2021**, which can be accessed by clicking [here](#). **PROPOSAL APPLICATIONS SUBMITTED AFTER 5:00 PM EASTERN STANDARD TIME (EST) ON MONDAY, NOVEMBER 22, 2021 WILL NOT BE ACCEPTED.** The Board is not responsible for any errors of omission. Mailed, faxed, or emailed proposal(s) **will not** be accepted.

Prince George's County Local Workforce Development Board (LWDB) does not discriminate against faith-based organizations or against any Bidder or Bidders because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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INTRODUCTION AND INTENT

REQUEST FOR PROPOSAL

The Prince George's County Local Workforce Development Board (LWDB) is seeking innovative proposal(s) from individuals or consortium-based groups that demonstrate high performance and expertise in serving as a Workforce Innovation and Opportunity Act Title I Out-of-School Youth Provider and One Stop Operator (OSO) for the Prince George's County Youth Career Center. The OSO will provide Workforce Innovation and Opportunity Act Title I Out-of-School Youth service, deliver other non-Workforce Innovation and Opportunity Act youth workforce development services, and coordinate the delivery of services by partners located within the Prince George's County Youth Career Center. The One Stop Operator for the Prince George's County Youth Career Center will be mandated to provide a minimum of Workforce Innovation and Opportunity Act Title I Out-of-School Youth services and Wagner-Peyser Act services, and as the One Stop Operator secure additional partners and services for the Prince George's County Youth Career Center. Bidders are strongly encouraged to read Training and Employment Guidance Letter 04-15 issued by the U.S. Department of Labor and Section 121 Establishment of One-Stop Delivery Systems of Workforce Innovation and Opportunity Act, both outline the vision for the One-Stop system under the Workforce Innovation and Opportunity Act (WIOA).

The OSO will also be responsible performing traditional OSO operations, including securing partners for the Prince George's County Youth Career Center, coordinating the delivery of services of partners, providing Wagner-Peyser Act services and ensuring partners execute and MOU with the WDB. Additionally, the OSO will serve as a, and administer, WIOA Title I Out-of-School Youth (OSY) serves for Prince George's County youth ages 18-24. The OSO will be mandated to ensure the Prince George's County Youth Career Center offers the fourteen (14) required youth program elements mandated by WIOA.

Additionally, and as a WIOA Title I OSY service provider, the OSO of the Prince George's County Youth Career Center is required to provide career development services for eligible OSY that include recruitment, outreach, case management, paid and unpaid work experiences, career readiness activities, career pathway activities, and educational activities assisting with the attainment of a High School Equivalency (GED), occupational skills training leading to an industry recognized credential, financial literacy activities, self and career assessments, as well as follow-up services for six (6) months after program exit. Successful bidders will offer year-round programs that directly address the barriers facing our young people. The Bidders must also demonstrate the ability to establish partnerships with members of the Prince George's County Public Workforce System, branded and modeled as the Prince George's County American Job Center Community Network (www.pgcajc.com).

Recognizing that many community-based service providers may not have the capacity to administer federal WIOA funds, the LWDB encourages proposals developed by teams of partner programs (consortia proposals) that leverage the cultural competence, service delivery expertise and connections of community-based organizations with the program, administrative or fiscal capacity and expertise of other organizations.

The selected Contractor will implement a proven WIOA model with a focus on youth services. The program framework should be designed to serve customers with diverse needs and is a vital link in connecting out of school youth to education and employers. The selected provider will also be required to deliver the broad range of career, training, and related services defined by this RFP in close coordination with partner agencies established and required by WIOA, as well as additional partners whose services and resources may benefit out of school youth.

The LWDB is seeking high performing workforce development organizations with demonstrated experience and performance serving as a OSO and demonstrated experience and performance as a WIOA Title I OSY provider. The selected contractor will be required to operate the Prince George’s County Youth Career Center and provide WIOA Title I OSY services year-round for OSY in Prince George’s County. Proposals should offer innovative approaches to academic remediation, occupational skills training, career pathways, attainment of a General Education Diploma (GED) or its recognized equivalent, attainment of nationally recognized certifications, unsubsidized employment, paid and unpaid internships and/or post-secondary education., and operations for an American Job Center/One-Stop dedicated to serving OSY.

ISSUING ENTITY

The LWDB (<https://pgcajc.com/workforce-board/>) is a dynamic group of private and public sector partners that provides leadership, direction, and policy oversight for the Public Workforce System in Prince George’s County, branded and modeled as the Prince George’s County American Job Center Community Network. Our mission is to be a board that drives the innovation, integration, continuity, productivity, and efficiency of a workforce system that produces a robust, qualified, and skilled workforce that meets the needs of the business community.

The membership of the LWDB is represented by:

Business Sector	Department of Health and Human Services
Economic/Community Development	Adult Education/Literacy
Labor Organizations	Workforce Development Agency
Vocational Rehabilitation	Higher Education
Community Based Organizations	State Employment Services

The LWDB provides guidance and oversight of the Prince George’s County American Job Center Community Network and ensures that businesses have the skilled workers and resources needed to remain competitive and prosper. Job seekers can acquire the training and knowledge necessary to achieve long-term careers and begin to build wealth. Youth have access to opportunities in education, career exploration, and work experience with which to build careers.

YOUTH COMMITTEE OF THE LWDB

The LWDB has appointed its Youth Committee (YC) to provide information and assist with planning, operational, and other issues relating to the provision of services for youth per (WIOA Section 107). The YC, along with the American Job Center/One-Stop Delivery System Committee,

will review eligible proposals and make recommendations to the LWDB for final selection(s). The LWDB expects to award one contract not to exceed the total funding availability.

THE AMERICAN JOB CENTER COMMUNITY NETWORK (AJCCN)

The LWDB requires that all workforce development program related contractors be a member of the Prince George's County public workforce system, branded as the American Job Center Community Network (AJCCN). Membership requires an executed Membership Agreement, that lays forth all obligations of both parties under that document. Because of the fiscal relationship between Employ Prince George's and said contractors, the AJCCN membership will be at the Tier I level. The Membership Agreement is required to be executed at the same time as the Sub-Recipient Agreement. If a contractor refuses to sign the Membership Agreement and join the AJCCN, EPG will not execute a Sub-Recipient Agreement with the contractor.

PRINCE GEORGE'S COUNTY LOCAL WORKFORCE DEVELOPMENT AREA

The LWDB has one comprehensive American Job Centers (AJC), American Job Center Largo, and two satellite American Job Centers in Prince George's County, MD, American Job Center National Harbor, located in Oxon Hill, Maryland at the Tanger Outlets National Harbor, is a satellite American Job Center, along with the Prince George's County Youth Career Center, located in Suitland, Maryland. Prince George's County's AJC's offer a full range of services that exist to provide accessible, seamless, customer-driven services to job seekers, employers, and other stakeholders by working together in a professional, timely, and efficient manner.

The LWDB expects the Youth Career Center and all other affiliate sites to be welcoming facilities that offer exceptional customer service and valuable workforce opportunities to a broad range of businesses and job seekers at all our centers. The Youth Career Center shall provide help and guidance to OSY of all education and skill level, utilizing services for a variety of reasons related to their education and career development. Some users engage with the help of technological tools and informational resources while others may participate in more comprehensive, individualized education, career development, and job training services.

EX PARTE COMMUNICATION/CONFLICT OF INTEREST

Each Bidder shall ensure that no improper, unethical, or illegal relationships or conflicts of interest whether actual or apparent exist between or among the Bidder, the LWDB, and any other parties to this RFP. The Bidder is responsible for disclosing at the point of proposal submission or as soon as the situation arises of any such relationships. This includes interests that they may have with any individual or entity doing business with or proposing to do business with the Local Workforce Development Board (LWDB) or Employ Prince George's (EPG).

An employee or official may not be employed by or have a financial interest in any entity subject to their authority or of the Prince George's County agency, board or commission of which they are affiliated; or entity that is negotiating or has a contract with that agency, board or commission; or hold other position that may impair their judgment or impartiality.

The LWDB reserves the right to determine the pertinence of such relationships, when discovered or disclosed, whether intended or not, and to decide whether the Bidder's disqualifications and/or cancellation shall be at no fault or liability whatsoever to the LWDB. The LWDB's determination regarding any question of conflict of interest will be final.

All LWDB members, EPG Board members, officers, and staff are precluded from entertaining questions concerning the completion of the proposal or the procurement process outside the confines of the Pre-Proposal Bidders' Conference. Potential bidders are asked to respect these conditions by not making personal requests for assistance, except at the conference.

ELIGIBILITY STATEMENT

We acknowledge that the LWDB acts in compliance with the LWDB approved policy *1.400.100.002 Conflict of Interest Policy for Local Workforce Development Board, WIOA and 2 CFR 200.112 Regulations Regarding Disclosure of Financial Conflict of Interest.*

Now therefore, in consideration of the mutual covenants contained herein, the following parties are precluded from submitting proposals for LWDB Request for Proposals issued by EPG's Office of Administration:

Employ Prince George's Inc. Employees.
Employ Prince George's Inc. Board Members.
Employ Prince George's Inc. Executive Directors.
Employ Prince George's Inc. Committee and Subcommittee Members.
Employ Prince George's Inc. Employees serving as staff for the LWDB.

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations, and other entities operating in accordance with federal, state, and local law, and must have been in business for at least three years. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the federal government. Organizations currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal, State, City, or County department/agency, quasi-governmental agency, or the LWDB are ineligible to apply. A group of two or more applicants may apply as a consortium but the LWDB will award only ONE CONTRACT to the lead applicant/fiscal agent. All entities, whether directly contracted or subcontracted via the lead applicant/fiscal agent, will be held to the requirements of federal, state, and local policies. Please be aware that additional monitoring, compliance, and assessment requirements will become the responsibility of the lead applicant/fiscal agent. All selected applicants will have demonstrated experience and expertise in the provision of high-quality workforce development services to the target populations described in this RFP. Providers will be expected to ground their organization within the communities they serve with staff focused on providing culturally competent services and a history of successful workforce development programming.

VIRTUAL PRE-PROPOSAL BIDDER'S CONFERENCE

All organizations intending to bid either as a sole applicant or as the lead of a consortium proposal are encouraged to attend the Virtual Bidder’s Conference scheduled for **Tuesday, October 26, 2021** from **3:00 p.m. until 5:00 p.m. via Zoom**. The LWDB has selected this forum to present detailed non-competitive information session on the RFP and answer questions so that all interested parties will have the benefit of the same answers. All potential bidders are encouraged to attend. The conference will provide an overview of the RFP and bidding process and will be recorded for reference. Information for the Virtual Bidder’s Conference will be provided on the WDC’s RFP webpage www.pgcajc.com.

BIDDER’S QUESTIONS, COMMUNICATIONS AND CLARIFICATION PROCEDURES

Please submit all questions to regarding this RFP by email ATTN to the Director, Contracts & Operations Ericka Stevens at RFPSubmissions@co.pg.md.us (with the subject line “**RFP #WDB RFP-023-10/17 Questions**”) prior to the Virtual Bidder’s Conference as all questions will be reviewed and discussed only during this time. Answers furnished during the conference will not be official until EPG has published them, in writing as an addendum to the RFP by **Wednesday, October 27, 2021 at 5:00 p.m. EST**.

From the issue date of this RFP until the LWDB selects a proposal for award, the Contracting Officer is the sole point of contact concerning this RFP. The primary mode of communication between the Issuing Office and potential bidders will occur on EPG website: www.pgcajc.com.

Interested parties can download the Request for Proposals and additional documents from this website beginning **Tuesday, October 19, 2021**. This RFP is being made available electronically. If a Bidder electronically accepts the RFP, the Bidder acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event of a conflict between a version of the RFP in the Bidder’s possession and the Issuing Office’s version of the RFP, the Issuing Office’s version shall govern.

SCHEDULE FOR RFP SUBMISSION, REVIEW AND AWARDS

With exception of proposal submission deadline, EPG reserves the right to make changes to the timeline below.

ACTIVITY	RESPONSIBILITY	DATE
RFP Published	Potential Bidders	Tuesday, October 19, 2021
Deadline to submit Technical Questions and Non-Technical Questions via email Ericka Stevens at RFPSubmissions@co.pg.md.us (with the subject line “ RFP #WDB RFP-023-10/17 Questions ”)	Potential Bidders	Friday, October 22, 2021 at 5:00 PM EST <i>*No questions will be accepted after the close of Bidder’s Conference</i>

Pre- Proposal Virtual Bidder’s Conference Virtual EVENT	Issuing Office/Potential Bidders	Tuesday, October 26, 2021 from 3:00-5:00 PM EST
Answers to Potential Bidders questions posted to EPG website www.pgcajc.com on or around	Issuing Office	Wednesday, October 27, 2021 5:00 PM EST
Deadline to submit Proposal	Potential Bidders	Monday, November 22, 2021 5:00 PM EST
Selection of Successful Bidder on or around	Issuing Office	November 30, 2021
Program operations to begin NO LATER THAN	Successful Bidder	December 1, 2021
Two-Day Mandatory WIOA OSY Provider Training Virtual EVENT	Issuing Office/Awarded Sub-Recipient	December 10, 2021

POPULATION TO BE SERVED

The one-stop service delivery system is designed to provide all eligible out-of-school youth and businesses with access to a broad range of information, services, and career opportunities. As such, a diverse range of stakeholders utilize the Prince George’s County workforce system to pursue positive educational and career development outcomes. OSY come to the AJC and affiliate sites with differing levels of experience, skills, abilities, and barriers to career development opportunities in various occupations. The selected applicant(s) will have demonstrated experience in delivering workforce development services to a similarly diverse young adult population ages 18 years old to 24 years old on a comparable scale.

AWARD DURATION

The LWDB reserves the right to extend this award for a second and third program year at its sole discretion. Awards may be extended through **June 1st, 2023**, without further solicitation. Within and between program periods, consortium members may be added, changed, etc. as applicable. Contract provisions also provide for early termination for a variety of factors including non-compliance and convenience. LWDB reserves the right to cancel the contract at any point if performance criteria are not met, after written notification and a 90-day period for opportunity for corrective action.

Through this RFP, a total award of eight hundred thousand dollars and zero cents (\$800,000.00 USD) is anticipated to be available for eighteen (18) month term of the OSY program. Funds provided by this RFP (with or without reimbursement) shall not be used to duplicate services available in areas from other federal, state or local sources.

TYPE OF CONTRACT RESULTS FROM THIS RFP

Contracts executed as a result of this RFP will be paid through cost reimbursement unless otherwise specified. Final contracts will also be subject to any changes in legislation, regulations

or policies required by the funding sources. The LWDB reserves the right to vary or change the terms of any contract executed as a result of this RFP, including but not limited to funding levels, the scope of services, performance standards, and period of performance, as it deems necessary.

MINIMUM CONTRACTOR REQUIREMENTS:

Contractors must:

- Demonstrate a record of prior successful experience as an OSO/OSY service provider
- Demonstrate the extent or responsibility on prior projects
- Have experience operating large-scale programs for OSY with severe barriers to employment.
- Demonstrate familiarity with WIOA and its regulations, as well as other federal and state laws regarding job training, job placement assistance and supportive services to youth.
- Demonstrated a successful track-record of providing the proposed services to the target OSY population.
- Can fulfill contract requirements, including the indemnification and insurance requirements.
- Have the administrative and fiscal capability to: (i) provide and manage the proposed services on a cost-reimbursement basis, (ii) ensure an adequate audit trail, (iii) maintain audit ready files on-site, and (iv) meet all reporting requirements as prescribed by the LWDB, DOL, and USDOL.
- Recruit and serve OSY in facilities that are geographically distributed throughout the County or on public transportation routes. Program facility for OSY participants must be identified via lease in the proposal.
- Meet other proposal requirements as listed in this RFP and attachments

WIOA YOUTH PROGRAM REQUIREMENTS

WIOA ELIGIBILITY REQUIREMENTS FOR OUT-OF- SCHOOL YOUTH

Out-of-school youth served through this program, are defined through WIOA Section 129(a)(1)(b). A full list of the required fourteen program elements can be found at

<https://www.dllr.state.md.us/employment/mpi/mpi6-18.pdf>

REQUIRED WIOA YOUTH PROGRAM ELEMENTS

Each youth program bidder is responsible for providing access to all the services, which consists of **fourteen (14) program elements under WIOA Section 129(c)(2)** (provided directly or through referrals to other resources) must include:

- Instructions leading to completion of secondary school or recognized equivalent or a recognized postsecondary credential, including dropout prevention and recovery strategies, tutoring and study skills training, as appropriate;

- Alternative secondary school services, or dropout recovery series, as appropriate;
- Work-based learning including paid and unpaid work experiences with an
- academic and occupational education component, including year-round employment opportunities, pre-apprenticeship programs, internships, job shadowing, and on-the-job training opportunities, as appropriate;
- Occupational skill training, with and in the same context as workforce preparation activities and training for specific occupation or occupational cluster;
- Services that provide labor market and employment information about in-demand industry sectors or occupations in the local area such as career awareness, career counseling, and career exploration services;
- Activities that help youth prepare for the transition to postsecondary education and training;
- Financial literacy education;
- Entrepreneurial Skills/ Training;
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors, as appropriate;
- Comprehensive guidance and counseling which may include referral to other support agencies as needed;
- Supportive services;
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- Follow-up service for 6 months after the completion of participation.

The specific services youth participants will receive is based upon the youth's objective assessment and individual service strategy.

WIOA YOUTH PERFORMANCE OUTCOMES

Selected proposals will emphasize program outcomes. The following is a description of the initial performance outcomes the Youth Committee will use to measure program success. These outcomes reflect current USDOL policy. Under WIOA, there are **six (6) specific youth performance standards**. For the WIOA Title I Youth program, the primary indicators of performance are as follows:

- Youth education and employment rate second quarter after exit;
- Youth education and employment rate fourth quarter after exit;
- Median earnings second quarter after exit;
- Credential Attainment Rate;
- Measurable Skills Gains; and,
- Effectiveness in Serving Employers.

YOUTH PROGRAM DESIGN REQUIREMENTS

All programs and services must be client driven, NOT program driven. Programs must be geared to the needs of youth and the economy and specific counties being served. The selected applicant

will implement a proven WIOA model with a dual-customer focus on employers and youth. The program design must align with the LWDB's vision of the workforce development system. The system should be designed to serve a diverse range of customers with diverse needs and is a vital link in connecting youth to education and employers.

WIOA Section 129(c)(1)

- An objective, individualized assessment of the academic levels, skill levels, and
- service needs of each youth. Assessment should include a review of basic skills,
- work readiness skills, occupational skills, prior work experience, employability,
- interests, aptitudes, supportive service needs and developmental needs for the purpose of identifying appropriate services and career pathways for youth. Recent assessments conducted pursuant to another education or training program may be utilized.
- Development of individual service strategies for all youth served. The Service Strategy is an individual plan that identifies career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the youth, considering the assessment results. Recent service strategies developed for the youth under another education or training program may be utilized.

Services that provide:

- Activities leading to the attainment of secondary school diploma or recognized equivalent or a recognized postsecondary credential;
- Preparation for postsecondary educational and training opportunities;
- Strong linkages between academic and occupational education and that
- lead to the attainment of recognized postsecondary credentials;
- Preparation for unsubsidized employment opportunities, in appropriate cases; and
- Effective connections to employers, including small employers, of in demand industry sectors and occupations of the local and regional labor markets.

Effective programs will offer supportive services for targeted populations, such as transportation, connections to housing, and other social services such as access to court advocacy. These services may be provided by the program's career coach/advisor, or through collaboration with other agencies.

Bidders must demonstrate partnership, not merely endorsements with community resources (social services, health organizations, juvenile services), employers, unions, professional associations and/or post-secondary institutions. LWDB encourages applicants to consider ideas for collaboration with, or integration of, additional programs and services delivered or overseen by the LWDB, including any other programs and services for which the LWDB is currently seeking proposals.

In addition, Bidders should provide a strong school-to-career or college framework including soft skills. Soft skills component may include, but is not limited to, interpersonal skills such as teamwork, communication, and punctuality to better equip youth with the skills needed to succeed in occupations in LWDB's high growth occupations in demand industries. Providing an early

introduction and exposure to post-secondary education/careers and career exploration activities that allow youth to establish career goals is required.

WORK EXPERIENCE REQUIREMENTS

The WDC requires at least 20% of all awarded youth formula funds be devoted to paid work experiences. Providers must demonstrate a capacity to provide work- based learning programs, such as paid work experiences, summer and year-round employment, pre-apprenticeship, internships, job shadowing, and on-the-job-training that serve as the next steps in career development. This emphasis includes developing strategies and relationships to engage employers and the AJCCN system partners that serve industry (e.g., EPG Business Services Team).

PROGRAM DESIGN ACADEMIC REQUIREMENTS

To assist participating OSY in both academic and occupational successes, services must have a strong emphasis on academic skills gains in English language literacy and math computation. The target population to be served includes OSY who may have low basic skills, defined as at or below eighth (8th) grade level. All programs must provide academic services to assist in skills gains for basic skills deficient youth. EPG will work with contracted programs to identify appropriate tools that must be utilized to show skill level gains.

PROGRAM DESIGN EMPLOYER CONNECTION REQUIREMENTS

Documented and established connections to employers are essential in the creation of a system of providers that can effectively assist youth to become highly skilled and productive wage earners. They include both systemic and program level approaches to meaningful, quality connections to employers. These connections should lead to increased placements in employment or continuing education, as well as meaningful exposure to the world of work (part time or full-time) leading to measurable skill increases and career advancements. Employment related activities can include:

- Subsidized work experiences leading to unsubsidized employment
- Internships
- Job shadowing
- Exposure to various aspects of in-demand industries
- Job search assistance, placement and retention
- Project based learning
- Career mentoring
- Service learning
- Occupational skill training
- Employment opportunities directly linked to academic and/or occupational skills training

Bidders are required to make employer connections to leverage resources in the form of staff, funds for training, wages, operational needs related to training space, equipment etc.

COMPREHENSIVE PARTNERSHIP PLAN

Strong partnerships are critical in delivering effective services that will have the greatest collective impact. The LWDB is looking to align youth-serving institutions in order to increase access, reduce duplication, close service gaps and promote collaboration. Bidders must demonstrate career pathway partnerships with educational institutions and/or employers to develop specific activities and strategies to connect education, training, and employment activities for participating youth. Providers are expected to demonstrate strong partnerships within the youth serving systems in order to provide access to all fourteen WIOA Program elements. This may include formal MOUs or informal partnerships with systems/organizations such as the AJCCN, alternative education programs, juvenile and adult justice systems, housing programs, vocational rehabilitation programs, employers, and broader youth initiatives in the region.

BONUS – ENHANCED STRATEGIC PARTNERSHIPS/PILOTS

The LWDB seeks to highlight and encourage formal partnerships between WIOA providers and organizations that provide high-leverage services in the following strategies. In order to be considered for Bonus points in this section, applicants must provide formal partnerships and specific funding set aside for provision of these specific strategies.

If applying for Bonus points, applicants will describe the plan to partner and implement high-quality, research-based models of any of the following strategies (applicants may choose one or multiple of these):

- Registered pre-apprenticeship and/or apprenticeship
- Entrepreneurship
- Financial Literacy
- Mentorship

PROGRAM MANAGEMENT

CASE MANAGEMENT REQUIREMENTS

Bidder(s) must incorporate the following case management requirements into their WIOA programs.

- Eligibility Determination
- Orientation
- Comprehensive Assessment
- Supportive Services
- Follow-up/Case Notes
- Individual Service Strategy (ISS)

YOUTH FOLLOW-UP/RETENTION SERVICES REQUIREMENT

The youth follow-up services/retention requirement is designed to assist individuals interested in gaining employment to attain the work readiness skills necessary to succeed in the workplace. OSY participants should receive assistance in gaining nationally recognized industry credentials with a focus on finding and retaining unsubsidized employment. Employment programs feature career exploration, job readiness/soft skills development, career planning and work-based learning (including on the job training) that provide maximum opportunities for youth to learn theoretical and practical skills relevant to their career interests.

Follow-up services/retention services should be grounded in a comprehensive assessment of each participant's employment history, experience, as well as career interests, skills, and abilities. Assessments should be used to create a career goal that generates quality job matching, wage progression, and career ladder opportunities. Soft skills component may include, but is not limited to, interpersonal skills such as teamwork, communication, and punctuality to better equip youth with the skills needed to succeed in occupations in the LWDB's high growth occupations in demand industries. Job readiness components may include resume preparation, job search, and interviewing skills. Bidders must ensure access to these services in their responses.

Note: Any OSY whose assessment shows a need for any of the above elements must be provided with access to the service(s).

Assessments to identify the skills, competencies, and service needs of youth ages eighteen (18) through twenty-four (24). At a minimum, assessments shall include occupational skills, prior work experience, interests, aptitudes, support service needs, developmental needs.

The successful Bidder must provide services to youth through the completion of the OSY's ISS, which includes a minimum of six (6) months of follow-up services after exit of the program. Bidders' proposals must include continued follow-up and retention services for OSY exiters for the base year and option year one.

Follow-up Services for up to six (6) months after post participant exiting the program. Follow-up services do not extend the date of exit in performance reporting.

CONTINUOUS IMPROVEMENT

The LWDB desires a service provider with prior experience working with low-income young adults. Describe what new or additional strategies will be implemented for continuous improvement of the youth services.

STAFFING THE OSY PROGRAM

The Bidder must show understanding considered in the staffing and management of the project. The Bidder must submit all requested attachments listed on the Attachment Submittal Form for staffing.

COST REQUIREMENTS

The Bidder may propose costs associated with performing the scope of work identified in technical volume of the cost proposal and the Budget Summary of Costs Worksheet. The Bidder must submit a description of the proposed costs and explain the allocation by cost element. The Bidder must have an explanation of how costs will be recorded and tracked, and in the name and version of the proposed accounting system.

The successful bidder for WIOA service delivery in the Prince Georges County region will need to demonstrate a high degree of fiscal accountability, transparency and integrity in its financing and budgeting.

Moreover, the successful bidder will need to demonstrate the ability to maintain separate accounting streams for WIOA funds and be able to clearly show that WIOA funds have been used for their intended and allowable purposes under MDOL and LWDB policy.

IN-KIND AND CASH MATCH RESOURCES

To efficiently deliver proposed services, it is important to leverage resources. Bidders are encouraged to include in-kind resources that will be dedicated to this service contract. These in-kind resources must directly support the proposed program activities and must be documented with a Letter (s) of Commitment. Examples of in-kind resources include:

- Staff time from contractor and/or related subcontractors.
- Facilities expenses where the program services are performed
- Participant expenses such as stipends, wages, incentives, travel, tuition, books, fees, tools or required work clothes, and other supportive services
- Equipment used in providing services
- Program based outreach and/or media support

PROPOSAL PREPARATION AND FORMAT REQUIREMENTS

Proposals must be submitted via our online grant application portal no later than **Friday, November 22, 2021**, which can be accessed by clicking [here](#). Proposals not received by the deadline will be automatically disqualified from competition – **no exceptions**. Mailed, faxed, or hard copy proposals will not be accepted.

Bidders must include all the required attachments listed on Attachment Submittal Form that pertain to the proposal. **No additional attachments are allowed**. Failure to include required attachments will disqualify the proposal. Bidders may submit attachments as part of their electronic submission.

PROPOSAL NARRATIVE AND SCORING GUIDELINES

IMPLEMENTATION PLAN

STAFFING AND MANAGEMENT REQUIREMENTS

The Bidder must describe the relevant experiences, resources, and qualifications of the proposed staff to be assigned directly to this project. In addition, describe the experiences of personnel in implementing similar services, and state the Bidder's ability to commit full time key personal for the full contract performance period.

- a. **Key Personnel:** Bidders should identify key personnel; Program Manager, Fiscal Personnel, and Other Key Personnel, as full-time and part-time employed staff, and/or all Subcontractors (*this does not preclude the Bidders responsibility to follow federal procurement requirements*). Provide dates of employment, job titles, and relevance of previous experience of work undertaken by the employee and proposed partners.
- Program Manager:** The Bidder will identify and assign a Program Manager who will provide management, administrative, and technical interface with EPG personnel in the day-to-day performance of the contract. *For the Program Manager of the project, describe relevant experience in managing projects of similar size, scope and dollar amount.*
 - Fiscal Personnel:** The Bidder will identify and/or assign fiscal personnel who will provide fiscal responsibility, accountability, reporting, and monitoring that interfaces with EPG personnel in the day-to-day fiscal transparency of the contract. *Provide qualifications of fiscal staff that will be responsible for fiscal, procurement, internal controls, reporting, and self-monitoring; thereby, demonstrating the ability and acceptance of fiscal liability for grant funds. (Office of Management and Budget Circular A-133 and 29 CFR Parts 96 and 97; 2 CFR 200).*
 - Other Key Personnel:** The Bidder will identify and provide the qualifications of key personnel by activity (*i.e., recruitment, eligibility determination, assessment, case management, etc.*) **including number of hours of relevant training.** The intention is to identify the connection between the qualifications and experience of key personnel and the value their expertise will bring to the proposed program.

EVALUATION FACTORS FOR AWARD

The following is the total weight for this RFP. Bidders **must have a total of 80% or higher** in the scoring methodology to be recommended to the LWDB for final consideration.

SCORING METHODOLOGY	
WIOA Required Elements	30
Safety, COVID protocols, Virtual Service Delivery of Service	10
Program Management and Outcomes	20
Commitment to Partnership and Work Experience	20
Equity Focus	10

Fiscal Capabilities	10
BONUS POINTS	
Bonus Points Enhanced Strategic Partnerships/Pilots (up to 15 points)	
BONUS ONE HOUR BIDDER INTERVIEW	10
TOTAL AVAILABLE POINTS	125 POINTS

BEST AND FINAL OFFERS / ONE HOUR BIDDER INTERVIEW

The LWDB and EPG reserves the right to conduct one hour interview with Bidders for the purpose of obtaining “best and final offers” as follows:

- Enter into pre-selection negotiations;
- Schedule oral presentations; and
- Request revised Proposals.

The YC will limit any discussions to those Bidders whose proposals have the potential for selection. **The LWDB will award to the responsible Bidder(s) whose proposal, conforming to the solicitation, will be the most advantageous to the County, cost or price and other factors.** Additionally, the LWDB may award grants or contracts on a sole-source basis if it determines that there is an insufficient number of eligible providers of youth workforce services activities in the local area involved (such as a rural area) for grants and contracts to be awarded on a competitive basis.

APPLICANT COMPETENCY

All applicants must have the technical competence, knowledge and expertise, management, administrative capabilities and capacity, professional staff, financial resources, and stability, as well as administrative and fiscal systems to carry- out the work described in this RFP. Applicants must meet high standards of public service and fiduciary responsibility. The LWDB requires assurance that the selected applicant’s performance of the terms and conditions of any agreement resulting from this RFP be undertaken in accordance with the highest level of integrity and business ethics. Applicants must be able to implement a system of self-monitoring, including the review of key data related to performance, quality assurance, financial integrity and accuracy, and one-stop center operations. Applicants are responsible for being knowledgeable of all laws, regulations, rules, and policies of the funding sources identified in this RFP. If the LWDB determines, (at its sole discretion), that the selected applicant is not responsible or that it does not possess the administrative, fiscal, and/or technical resources and capabilities necessary to successfully perform under the terms and conditions of an agreement, it shall terminate the agreement immediately.

As the primary provider of WIOA Title I Youth Services in the counties, the selected applicant(s) will actively participate with the LWDB in shaping and informing the local workforce

development system. As such, the selected applicant will assist in the development and will maintain current knowledge of and expertise in:

- Federal, state, and local policies including WIOA and its implementing guidance;
- Evidence-based workforce development practices and viable career pathways;
- Local workforce development programs, social service agencies, and related resources; and,
- Local labor market information including workforce and employer dynamics.

Successful delivery of services solicited by this RFP will require the service provider's ability to perform the services and functions of what is described in the following: Workforce Innovation Opportunity Act and key Training and Employment Guidance Letters (TEGL) from the US Department of Labor including, but not limited to, the following:

- 20 CFR Parts 675,677,678,681, and 683;
- TEGL 23-14: WIOA Youth Program Transition;
- TEGL 8-15: Youth Program Transition Guidance;
- TEGL 21-16: WIOA Title I Youth Formula Program Guidance.

BIDDER'S CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS

By submitting its proposal, each Bidder understands, represents, and acknowledges that:

A Bidder or his/her authorized representative may withdraw or modify his/her proposal by written notice received, at the Issuing Office's address, prior to the exact hour and date specified for proposal receipt.

The Bidder's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in negotiations, contractual obligations, and awarding the contract(s). The Bidder agrees that the proposal will remain firm for a period of one hundred twenty (120) calendar days after the date specified for receipt of proposals or until a sub-recipient agreement is fully executed.

Bidders selected and serving as a WIOA OSO are sub-recipients of a Federal award and thus are required to follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

Each Bidder, by submitting its proposal, authorizes the LWDB to release to the State of Maryland information concerning the Bidder's Maryland taxes, unemployment compensation, workers' compensation liabilities, and total compensations for individuals charged to the subrecipient agreement.

The Bidder has arrived at the cost(s) and amount(s) in its proposal independently and without consultation, communication, or agreement with any other Bidder or potential Bidder. The Bidder

shall not disclose any of these items on or before the proposal submission deadline specified in this RFP.

The Bidder has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this sub-recipient agreement, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

The Bidder has not made, under separate sub-recipient agreement with the LWDB, any recommendations to the Issuing Office concerning the need for the goods and services described in its proposal or the specifications for the goods and services described in the proposal.

The Bidder is not currently under suspension or debarment in the State of Maryland, any other State or the Federal government and, if the Bidder cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification (2 CFR 200.213).

The Bidder must clearly identify and describe the services being offered in response to this RFP. Bidders are cautioned that the organization, as well as the thoroughness of the response, is critical to the evaluation process.

The Bidder's Proposal forms must be legible and complete in their entirety, with all required supplemental information presented in an organized, comprehensive, and easy-to-follow manner.

The LWDB is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process, or in anticipation of award of the sub-recipient agreement.

The LWDB reserves the right to reject any proposal if the evidence submitted by the Bidder proves the Bidder is not qualified to carry out the obligations of the RFP and to complete the Project as specified.

The LWDB may make investigations (including on-site visits and contacting any or all references) as deemed necessary, to determine that the Bidder's competence, number of qualified employees, business organization, and financial resources are adequate to perform per the RFP.

To the best knowledge of the person signing the proposal for the Bidder, the Bidder, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Bidder has disclosed in its proposal.

To the best knowledge of the person signing the proposal for the Bidder and unless the Bidder has otherwise disclosed in its proposal, the Bidder has no outstanding, delinquent obligations including, but not limited to, any Federal and State tax liabilities not being contested on appeal or other obligation of the Bidder that is owed.

Until the selected Bidder receives a fully executed and approved written sub-recipient agreement from the Issuing Office, there is no legal and valid sub-recipient agreement, in law or in equity. The LWDB reserves the right to vary or change the terms of any sub-recipient agreement executed as a result of this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the sub-recipient agreement period, as it deems necessary in the interest of the Board and its programs, pending availability of funds.

The fully executed Agreement will require the selected Bidder to assume responsibility for all goods and services offered in its proposal whether it produces them itself or through subcontract. Additionally, if the Bidder uses any subcontractor, the proposal should be clear on the roles, responsibilities, and outcomes of each. The substitution of one subcontractor for another must be made at the discretion and prior written approval of the Issuing Office. The LWDB considers the selected Bidder to be the sole point of contact regarding all contractual matters.

Bidders shall not issue press releases, internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.