



# WIOA Youth Virtual Bidder's Conference

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Employ Prince George's on behalf of the Prince George's  
County Local Workforce Development  
November 1, 2021, 3:00-5:00 p.m.

# TODAY'S AGENDA

## Introductions

**Lisa M. Barber** *Chief Administrative Officer, LWDB Board Staff & Administrative Agent*

## Request for Proposal Overview

**Ericka N. Stevens** *Director, Contracts & Operations*

## Program Performance & Data Management Overview

**Vernice González** *Director, Program Performance & Data Management*

## Cost & Pricing Overview

**Jeffrey Dufresne** *Chief Financial Officer, LWDB Board Staff & Fiscal Agent*

# OBJECTIVES FOR TODAY

- 01 Background of the Workforce Innovation and Opportunity Act (WIOA)
- 02 Purpose of Request for Proposal
- 03 Role of the Youth One Stop Operator
- 04 WIOA Performance Goals
- 05 Funding, Cost & Pricing, & Period of Performance

# MEETING COURTESIES & HOUSEKEEPING

- This presentation is being recorded and will be posted to [www.pgcajc.com/rfps](http://www.pgcajc.com/rfps) for your reference.
- Please use the chat box to ask a question and be sure to include your affiliation.
- Please include the slide number (where applicable) that your question is in reference to.
- Please limit questions to one concise inquiry to allow as many attendees as possible to participate.
- Please remain muted until you are called.
- Note: We will review each question submitted within the chat at the **end** of the presentation.

# ONGOING QUESTIONS & INFORMATION

- ❑ All updates, documentation, and information regarding this RFP can be found at [www.pgcajc.com/rfps](http://www.pgcajc.com/rfps) or [www.employpg.org/rfps/](http://www.employpg.org/rfps/)
- ❑ Q & A Process
  - All questions should be emailed to [RFPSubmissions@co.pg.md.us](mailto:RFPSubmissions@co.pg.md.us)
  - Please included “**RFP# WDBRFP-002 Questions**” in the subject line of the email.
  - All questions from today’s bidders conference will be posted to the EPG website on or around **Wednesday, November 3rd, 2021.**

# ELIGIBILITY STATEMENT

We acknowledge that Employ Prince George's (EPG) acts in compliance with the Local Workforce Development Board (LWDB) approved policy 1.400.100.002 Conflict of Interest Policy for the 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 Employees;
- ☐ Employ Prince George's Local Workforce Development Board Members and Committee and Subcommittee Members;
- ☐ Employ Prince George Corporate Board Members
- ☐ Employ Prince George's serving as staff for to the LWDB

# ELIGIBLE BIDDERS

WIOA Section 121(d)(2)(B): “An entity (public, private, or nonprofit), or consortium of entities including a consortium of entities that, at a minimum, includes three (3) or more of the one-stop partners described in subsection (b)(1), of demonstrated effectiveness, located in the local area, which may include;

- An institution of higher education;

- An employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency

- A community-based organization, nonprofit organization, or intermediary;

- A private-for-profit entity;

- A government agency; and

- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

**EXCEPTION:** Elementary schools and secondary schools shall not be eligible for designation or certification as one-stop operators except that non-traditional public secondary schools and area career and technical education schools may be eligible for such designation or certification and secondary schools shall not be eligible for designation or certification as one-stop operators except that non-traditional public secondary schools and area career and technical education schools may be eligible for such designation or certification.

# 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 LWDB or EPG.

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, PGC Board members, committee 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 this conference.



# WIOA YOUTH CENTER OSO RFP TIMELINE



# PURPOSE OF REQUEST FOR PROPOSAL

Through this RFP, LWDB is soliciting a vendor or multiple vendors to provide:

- 01 A comprehensive workforce development services program for Out-of-School Youth (OSY) ages 18-24 years old in Prince George's County.
- 02 Coordination of service delivery of the Youth One-Stop Career Center partners, service providers and other partners working with the Career Center in Prince George's County.
- 03 Enhanced partnerships with specific funding to support Registered Pre-Apprenticeship and Apprenticeship, Entrepreneurship, Financial Literacy, and Mentorship.

# WHAT YOU NEED TO DO TO APPLY

01

The application for this RFP can be found using our virtual submission portal via the following link: [https://www.grantrequest.com/SID\\_6250?SA=SNA&FID=35008](https://www.grantrequest.com/SID_6250?SA=SNA&FID=35008)

02

All of the following attachments must be uploaded in the Application Portal:

- Certification MBE Utilization and Fair Solicitation Affidavit
- Certification Regarding Acorn Prohibition Form
- Certification Regarding Lobbying
- Drug Free Workplace Requirements Certification
- Pre-Award for Relocating Establishments
- Pre-Award Survey
- Proposal Affidavit
- Statement-of-Compliance-Form
- W9 Form
- WIOA OSY Performance
- WIOA OSY RFP Forms Submittal List



## American Job Center Community Network Partnership Agreement

**Tier I Service Provider/Affiliated Site** – Core American Job Center partners mandated by Federal and State WIOA Regulations, local American Job Center partners mandated by the CLEO and WDB, contracted WIOA Title I service providers of the WDB, and partners receiving workforce development funding by Employ Prince George's

**Tier II Access Point** – Partners who provide free workforce development or workforce development related services to Prince George's County residents and businesses

**Tier III Community Stakeholder/General Member** – Partners who are not legally or financially connected to the WDB nor Employ Prince George's, are not certified as an AJCCN Access Point, who are connected to the AJCCN to represent specific communities and receive information about AJCCN partners, programs, and operations

# WIOA OVERVIEW



**Labor market & employment information**



**On-the-job and work experience training**



**Supportive Services**



**Financial Literacy Education**



**Occupational Skills Training**

# WIOA YOUTH 14 PROGRAM ELEMENTS

1

Tutoring, study skills training, instruction, and dropout prevention

2

Alternative secondary school services or dropout recovery services

3

Paid and unpaid work experience

4

Occupational skills training

5

Education offered concurrently with workforce preparation and training for a specific occupation

6

Leadership development opportunities

# WIOA YOUTH 14 PROGRAM ELEMENTS

7

Supportive services

8

Adult mentoring

9

Follow-up services

10

Comprehensive guidance and counseling

11

Financial literacy education

12

Entrepreneurial Skills training

13

Services that provide labor market information

14

Postsecondary preparation and transition activities

# WIOA YOUTH **ELIGIBILITY**



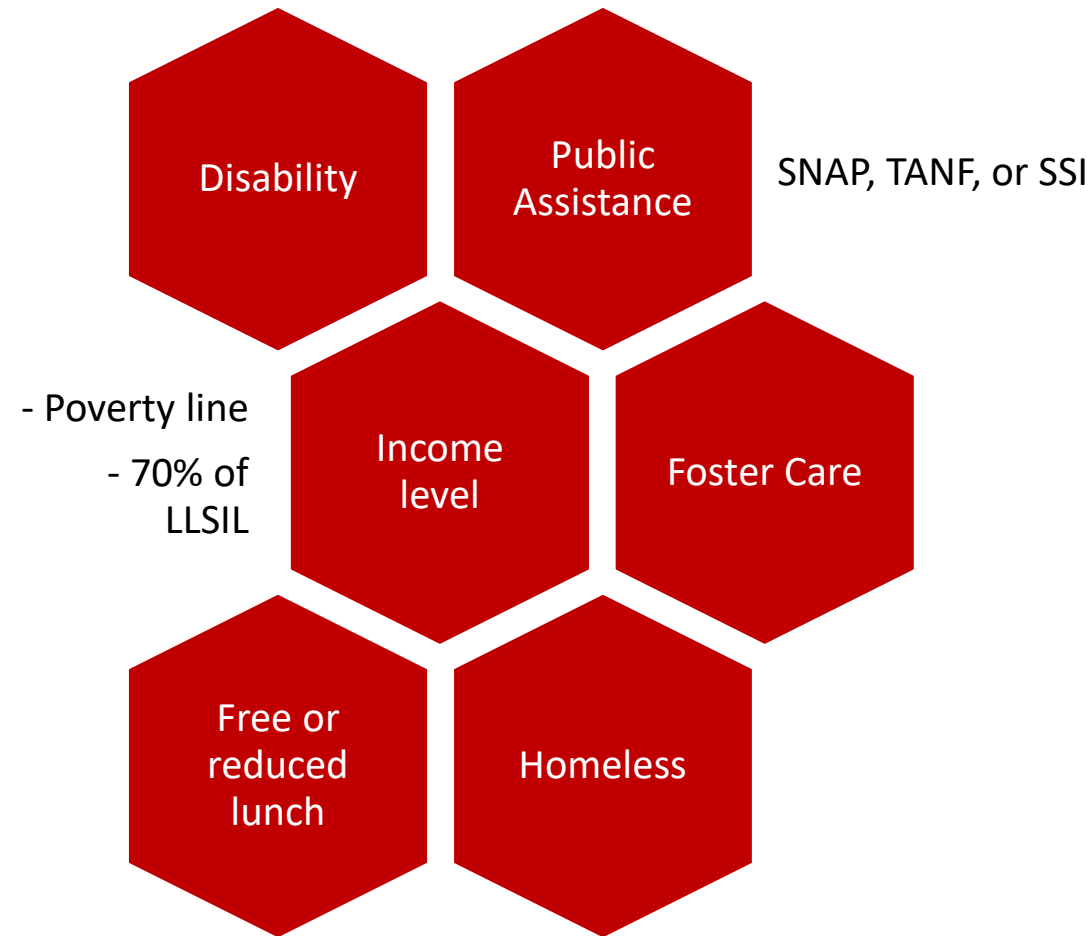
OSY is an individual who is:

1. Authorized to work in the U.S.;
2. Not attending any school;
3. Register for Military Selective Service, if applicable;
4. Between ages of 18-24 at time of enrollment;
5. Meet one or more of the following barriers;
  - a. A school dropout
  - b. Basic skills deficient or an English Language Learner ^
  - c. Subject to the juvenile or adult justice system
  - d. Homeless individual, a runaway, or an individual who is in foster care or who has aged out of the foster care system
  - e. Pregnant or parenting
  - f. Individual with a disability
  - g. Requires additional assistance ^

^Barrier requires youth to also be low-income



# WIOA ELIGIBILITY: **LOW-INCOME DETERMINATION**



# DEFINITIONS

## REPORTABLE INDIVIDUAL

An individual who has taken action that demonstrates an intent to use program services and who meets specific reporting criteria of the program including:

- Individual's who provide identifying information
- Individuals who only use the self-service system; or
- Individuals who only receive information-only services or activities

## PARTICIPANT

An individual who:

- Meets the definition of reportable individual
- Has received services beyond the information-only and self-service activities
- Has satisfied all applicable programmatic requirements for the provision of services

Additional requirements for a Youth Participant include:

- Eligibility Determination & Objective Assessment
- Development of an individual service strategy
- Received 1 of 14 WIOA Youth program elements

# YOUTH PROGRAM DESIGN

## Assessment

Objective assessment of each youth participant that meets the requirements of WIOA and includes a review of the academic and occupational skill levels, as well as the service needs and strengths, of each youth for the purpose of identifying appropriate services and career pathways for participants and informing the individual service strategy;

## Individual Service Strategy

Develop, and update as needed, an individual service strategy based on the needs of each youth participant that is directly linked to one or more indicators of performance described in WIOA, that identifies career pathways that include education and employment goals, that considers career planning and the results of the objective assessment and that prescribes achievement objectives and services for the participant;

## WIOA Youth 14 Elements

The design framework for youth programs in the local area, and how the 14 program elements required in § 681.460 are to be made available within that framework. The WIOA Youth Programs have two unique expenditure requirements (OSY and WEX).

# YOUTH PROGRAM DESIGN

## Case Management

Provide case management of youth participants, including follow-up services using the Maryland Workforce Exchange. Keeping updated case notes, services, employment and credential attainment. Youth must receive follow-up services for a minimum duration of 12 months.

## Information and Referral

Providing these participants with information about the full array of applicable or appropriate services available through the Local WDBs or other eligible providers, or American Job Center partners; and referring these participants to appropriate training and educational programs that have the capacity to serve them either on a sequential or concurrent basis.

## Supportive Services

Supportive services for youth, as defined in WIOA section 101(59), means services that are necessary to enable an individual to participate in WIOA programs.

# INDIVIDUAL SERVICE STRATEGY

## WHAT

A dynamic record of information based on the needs of each participant, and directly linked to one or more indicator of performance

## WHO

For any individual who is an enrolled in WIOA Title I Youth program and any Local program

## WHY

Used to determine the combination of services needed for the participant to reach educational, training, and employment goals

## WHEN

Jointly developed by the participant and the program staff during enrollment

# INDIVIDUAL SERVICE STRATEGY

## ASSESSMENTS

Includes assessment of academic level, occupational skills, career/interest inventories and aptitudes

## GOALS

Documents the rationale for services and reasons why the individual was enrolled in the program

## OBJECTIVES

Provides action steps for individual goals and include any services that fall under education, training or supportive services

# WIOA PERFORMANCE MEASURES

**01** Employment Rate 2<sup>nd</sup>  
Quarter after Exit

**02** Employment Rate 4<sup>th</sup>  
Quarter after Exit

**03** Median Earnings 2<sup>nd</sup>  
Quarter after Exit

**04** Measurable Skills  
Gains

**05** Credential Attainment  
Rate

**06** Effectiveness in Serving  
Employers

# WIOA MEASURABLE SKILLS GAIN

Measures the percentage of participants who, during a program year, are in education or training programs that lead to a recognized post-secondary credential or employment, and who are achieving measurable skill gains toward the credential or employment:

Types of Measurable Skill Gains:

- (1) Documented achievement of at least one educational functioning level of a participant who is receiving instruction below postsecondary level
- (2) Documented attainment of a secondary school diploma or its recognized equivalent
- (3) Secondary or post-secondary transcripts for a sufficient number of credit hours
- (4) Satisfactory or better progress report towards established milestones, from an employer or training provider who is providing training
- (5) Successful passage of an exam in attaining technical or occupation skills



# WIOA CREDENTIAL ATTAINMENT RATE

Measures the percentage of participants enrolled in an education or training program who attain a recognized postsecondary credential or secondary school diploma during participation in the program or within one year after exit

## Special Rule relating to Secondary School Diplomas

- Participants who obtain a secondary school diploma or its recognized equivalent must also be employed, or enrolled in an education or training program leading to a recognized postsecondary credential within one year following exit

# WIOA YOUTH FOLLOW-UP SERVICES

*Critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training.*

## **Follow up Services:**

- Begin immediately following the last expected date of service in the youth program
- May include regular contact with participants employer, including assistance in addressing work-related issues
- Must be provided for a minimum of 12 months
- Should be in line with participant's individual service strategy
- \*\*must include more than only contact attempts for securing documentation in order to report a performance outcome

## **Includes:**

- Labor market & employment information
- Activities to prepare for transition to postsecondary education and training
- Supportive services
- Financial literacy education
- Adult mentoring

# WIOA LOCAL GOALS PY21 & Program Management

## YOUTH

WIOA Youth Program	PY21 Performance Goals
Employment Rate 2 <sup>nd</sup> Q after Exit	70%
Employment Rate 4 <sup>th</sup> Q after Exit	65%
Median Earnings 2 <sup>nd</sup> Q after Exit	\$3,450
Credential Attainment	61%
Measurable Skills Gains	48%

### Digital Files

All participant files will be digital – using state database, local record keeping

### Data Entry

Real-time data entry required

### Tracking Measures

Ability to track and measure outcomes to meet state and local outcomes

# WIOA PAST PERFORMANCE – PY20 Q4

<b>Employment Rate 2<sup>nd</sup> Quarter after Exit</b>	<i>Local Goal Adults</i>	76%
	<b>Adults</b>	<b>81%</b>
	<i>Local Goal DW</i>	80%
	<b>DW</b>	<b>83.7%</b>
	<i>Local Goal Youth</i>	70%
	<b>Youth</b>	<b>67.2%</b>
<b>Employment Rate 4<sup>th</sup> Quarter after Exit</b>	<i>Local Goal Adults</i>	71%
	<b>Adults</b>	<b>69.5%</b>
	<i>Local Goal DW</i>	76%
	<b>DW</b>	<b>76.1%</b>
	<i>Local Goal Youth</i>	65%
	<b>Youth</b>	<b>65.3%</b>

<b>Credential Attainment</b>	<i>Local Goal Adults</i>	60%
	<b>Adults</b>	<b>60.6%</b>
	<i>Local Goal DW</i>	56%
	<b>DW</b>	<b>52.2%</b>
	<i>Local Goal Youth</i>	60%
	<b>Youth</b>	<b>35.7%</b>
<b>Measurable Skill Gains</b>	<i>Local Goal Adults</i>	52%
	<b>Adults</b>	<b>72.3%</b>
	<i>Local Goal DW</i>	52%
	<b>DW</b>	<b>58.8%</b>
	<i>Local Goal Youth</i>	48%
	<b>Youth</b>	<b>71.8%</b>

# REGULATIONS & MONITORING

Funded by Federal WIOA Youth Grant

**Money and regulations flow:**

**US DOL > MD DOL > PGCLWDB/EPG > You**

**Pre-monitoring to assess capacity**

**Desk monitoring performed monthly on invoice**

**On site monitoring performed at least annually**

# WORK EXPERIENCE (WEX)

**All programming should include the following as a major component:**

- Summer employment opportunities
- Pre-apprenticeship programs
- Internships and Job Shadowing
- On-the-Job training opportunities

**WEX Requirement:**  
Minimum 25% of funds spent on WEX

- Wages or Stipends for youth for their time spent working & learning
- Incentives for youth in their WEXs
- Staff Time or Consultant time:
  - Planning WEX
  - Finding WEX
  - Training/Preparing for WEX
  - Monitoring or collecting success stories about the WEX

# IN-KIND MATCH

- Funds from another source that co-fund this program
- Not mandatory but viewed favorably
- Resources flowing in to enhance the program

- List on budget proposal to get bonus points
- Track and report on monthly invoices
  - Subject to monitoring



Example Budget	Unit	Qty	Cost	Cost Breakdown (WEX/Non)		Inkind
Mgmt Position	Annual Salary	18 months & % of time here	Budgeted \$	Balance non WEX Activities	Balance of WEX Activities	\$
e.g., Career Consultant	\$27 / hour	Hours * Weeks * Period * % time	Budgeted \$	\$\$	\$\$	
Fringe Costs for Staff	Fringe Cost/Salary Cost = Rate%	Sum of Salary Cost	Rate * Salary \$	\$\$	\$\$	
Total Cost of Staff			Subtotal	Subtotal	Subtotal	
Supplies, Travel...	\$	#	\$\$\$	\$\$	--	
Occupational Training, Supportive Svs...	\$\$	##	\$\$\$	\$\$	--	
WEX Wages	\$\$	##	\$\$	--	\$\$	
WEX Stipends	\$\$	##	\$\$	--	\$\$	
Other			-			
Indirect Rate						
Fee/Profit						
Total Cost			\$\$A	\$\$A - B	\$\$B	\$\$
	Total Served: #	Cost Per Participant		<div> <div>WEX \$</div> <div>Total Cost\$ =25%+</div> </div>		



# EVALUATION PROCESS

All applications will go through an identical evaluation, rating, and notification process.

01

**Compliance Review** Once the proposal deadline has passed, all applications will be vetted for compliance. Only applications within compliance will be considered by the rating committee.

02

**Rating Committee** The LWDB Rating Committee will rate the compliant applications. Each committee member will use a standard scoring rubric to score applicants.

03

**Selection** The Rating Committee will put forward recommended awards to the LWDB for final approval.

# EVALUATION PROCESS *cont.*

04

**LWDB Action & Contract Award** Once approved, all applicants will be notified of the LWDB's decision.

05

**Appeals Process** An appeal must be made in writing within seven (7) calendar days from the date of the Notice of Award decision.

06

**Negotiations and Contracts** Contract agreement terms will begin on January 5th, 2022, and end on June 30th, 2023, for the base program year.



**QUESTIONS?**