



# Out of School Youth Bidder's Conference

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Employ Prince George's on behalf of the  
Prince George's County Workforce Development  
March 23, 2022 | 12:00 - 1:00 p.m.

# TODAY'S AGENDA

## Introductions

**Walter Simmons**, *President & CEO, Workforce Development Board Executive Director*

## Request for Proposal Overview

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

**Amanda Wagner**, *Chief Operating Officer, Workforce Development Board Staff*

## Cost & Pricing Overview

**Jeffrey Dufresne** *Chief Financial Officer, Workforce Development Board Staff*

# OBJECTIVES FOR TODAY

01

Purpose of Request for Proposal

02

Role of the Out of School Youth Provider

03

Funding, Cost & Pricing, & Period of Performance

# MEETING COURTESIES & HOUSEKEEPING

- This presentation is being recorded and will be posted to [www.employpg.org/rfps](http://www.employpg.org/rfps) and [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 must be emailed to [RFPSubmissions@co.pg.md.us](mailto:RFPSubmissions@co.pg.md.us)
  - Please included “**RFP# WDBRFP-004 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 **Friday, March 25, 2022.**

# ELIGIBILITY STATEMENT

We acknowledge that Employ Prince George's (EPG) acts in compliance with the Workforce Development Board (WDB) approved policy 1.400.100.002 Conflict of Interest Policy for the WDB, 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 WDB Request for Proposals issued by EPG:

- ☐ Employ Prince George's
- ☐ Employ Prince George's Employees
- ☐ Employ Prince George's Board Members
- ☐ WDB Members and Standing Committee Members
- ☐ Employ Prince George Corporate Board Members

# ELIGIBLE BIDDERS

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.

Eligible applicants must have been in business for at least three years and must be in good standing at the state and local level.

A group of , or County department/agency, quasi-governmental agency, or the WDB are ineligible to apply. A group of two or more applicants may apply as a consortium but the WDB will award only ONE CONTRACT to the lead applicant/fiscal agent.

# 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 WDB, 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 WDB or EPG.

The WDB 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 WDB. The WDB's determination regarding any question of conflict of interest will be final.

All WDB members, EPG 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.

# OSY YOUTH CAREER SERVICES RFP TIMELINE



# ISSUING ENTITY

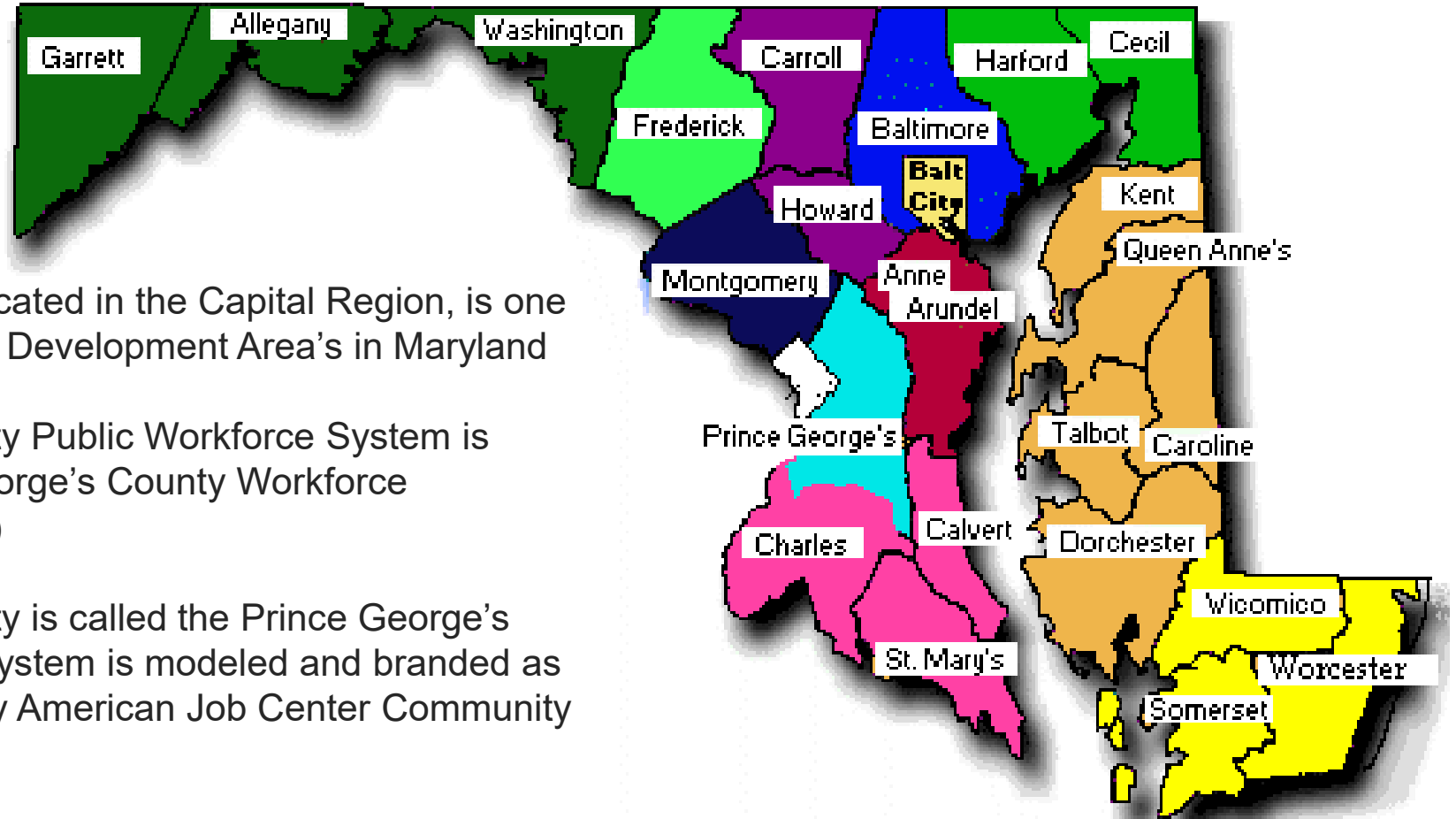
The Prince George's County Workforce Development Board is a dynamic group of private and public sector partners that provides leadership, direction and oversight for the Public Workforce System in Prince George's County, Maryland.

The WDB's workforce strategies are designed to reduce skills gaps across targeted in-demand industries with an emphasis in the following in-demand industries:

- Healthcare & Social Services
- Food & Beverage Manufacturing
- Advanced Manufacturing
- Construction and Real Estate
- Professional, Scientific & Technical Services
- Education
- Transportation and Logistics
- Government Services
- Information Technology
- Business Services
- Recreation, Tourism & Hospitality
- Accommodation and Food Services
- Retail Trade

The focus is on advancement along an in-demand career pathway, an approach that encourages job seekers to pursue incremental, progressive skills that will lead to better jobs as they advance along a career pathway.

# MARYLAND PUBLIC WORKFORCE SYSTEM



- Prince George's County, located in the Capital Region, is one of thirteen Local Workforce Development Area's in Maryland
- The Prince George's County Public Workforce System is governed by the Prince George's County Workforce Development Board (WDB)
- The Prince George's County is called the Prince George's County Public Workforce System is modeled and branded as the Prince George's County American Job Center Community Network (AJCCN)
- The AJCCN serves more than 205,000 job seekers and 4,000 businesses annually with over 80 partners



## American Job Center Community Network Membership

**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

# INTRODUCTION AND INTENT

The Prince George's County Workforce Development Board is seeking to contract with an out-of-school youth career services provider that has demonstrated history of providing workforce services to youth in urban and suburban communities.

Each Bidder should be familiar with serving out-of-school youth, ages 18 -24. Priority consideration will be made for Youth Service Provider(s) that show demonstrated success serving the neediest youth populations, including, but not limited to:

- Youth Aging Out of Foster Care
- Youth in the Juvenile Justice System
- Children of Incarcerated Parents
- Youth with Disabilities
- English Language Learners
- Youth Residing in a household where the parent/guardian or head of household experiences the following barriers: a) does not have a high school diploma or GED b) an English Language Learner, Immigrant or Refugee c) a criminal conviction

# FUNDING AND CONTRACT TERM

The Workforce Development Board anticipates total funding of up to **\$840,000.00** for OSY programs will be available for contract/s awarded through this RFP

The Workforce Development Board will award funding to one or more entities that demonstrate the ability to effectively deliver and manage services as described within the RFP at the best value.

Contracts executed as a result of this RFP will be paid through cost reimbursement.

Agreements are anticipated to have terms effective **July 1, 2022**, through **December 31, 2023**. The WDB reserves the right to renew agreements for up to two (2) additional (18) eighteen-month periods based on contractor performance, achievement of benchmarks, funding availability, ability to leverage funds and compliance with all applicable regulations and other program requirements.

# MINIMUM CONTRACTOR REQUIREMENTS

Contractors must:

- Demonstrate a record of prior successful experience as a WIOA service provider
- Demonstrate, with detail, the extent or responsibility on prior projects
- Have experience operating WIOA Programs that serve a minimum of fifty (50) job seekers annually and a minimum budget of \$400,000.00 U.S. Dollars.
- 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 English Language Learners, immigrants, refugees and asylees the target OSY population.
- Demonstrated experience providing workforce development services in urban and suburban communities.
- 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 WDB, 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

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>

Proposals should address how the fourteen program service elements will be delivered by the service provider or partners. In addition to the fourteen program elements, respondents must describe their strategy for completing the following:

## **Outreach and Recruitment**

The selected Service Provider(s) shall conduct outreach and recruitment efforts throughout Prince George's County to generate quality enrollments of youth participants. Outreach shall be conducted in conjunction with the American Job Center Community Network partners and will include service providers, programs, and educational institutions. Service provider(s) will be required to establish a social media presence, and written strategy, targeting OSY in Prince George's County and the DC Metropolitan Region.

## **Eligibility, Orientation, Assessment and Suitability**

The selected Service Provider(s) must complete a WIOA Orientation prior to enrollment. Assessments that evaluate the OSY's career interests and basic skills must also be administered prior to enrollment. shall assess OSY for eligibility. OSY eligibility will be determined using the Maryland Workforce Exchange (MWE) WIOA application and will align with eligibility guidelines outlines in TEGl 21-16

# WORK EXPERIENCE

At least 30% of WIOA Youth Program funding must be spend on work-based learning. The selected Service Provider(s) is expected to provide work-based learning activities that include, but are not limited to:

- Registered Apprenticeships
- Pre-Apprenticeships
- Work Experience and Internships; and
- On-the-Job Training

The following costs are allowable and can be applied to the 30% work-based learning expenditure requirement:

- Wages or Stipends for youth for their time spent working and learning
- Incentives for youth, to meet Work Experience milestones, to attend Work Experience orientation sessions for employers or participants
- Preparing and facilitating classroom training related to Work Experience, including job readiness training
- Monitoring and evaluating Work Experience; and
- Gathering success stories

There is no hard limit to the amount of staff time a contractor can charge to Work Experience but staff time without participant wages/stipends and activities related to Work Experience will become a performance issue.

# PERFORMANCE AND IMPACT MEASURES

The selected Service Provider(s) must develop and implement performance management practices to ensure strong program evaluation. The Service Provider(s) will be responsible for successfully achieving WIOA Youth Required Performance Measures and Impact Measures

## **WIOA Youth Required Performance Measures**

- Education and Employment Rate – 2<sup>nd</sup> Quarter After Exit
- Education and Employment Rate – 4<sup>th</sup> Quarter After Exit
- Median Earnings – 2<sup>nd</sup> Quarter After Exit
- Credential Attainment
- Measurable Skill Gains

## **Impact Measures**

- Fiscal KPI – contract expenditure rate it on target (allowing for a variance of +/- 10%) to account for program flow and budget deviations
- Service Level KPI – enrollments are on target with the enrollment plan (allowing for a variance of +/- 10%) to account for program flow
- Average cost per participant
- Referral Rates – number of individuals enrolled/co-enrolled in partner programs
- Completion Rates – number of active individuals who completed training/number of individuals with a training activity
- Training Related Placement and Retention – the total number of customers positively placed in employment or post-secondary education related to their training/the total number of customers who completed training

# AMERICAN JOB CENTER COMMUNITY NETWORK

The WDB requires that all workforce development program related contractors be a member of the Prince George's County Public Workforce System, branded and modeled 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, and the Contractor(s) will be required to attend all monthly and quarterly AJCCN meetings. 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, Employ Prince George's will not execute a Sub-Recipient Agreement with the contractor.

The selected Service Provider(s) is expected to participate in the American Job Center Community Network (AJCCN) Meetings which are held to encourage communication among partners, leverage resources and discuss effectiveness of the system, and create strategies to serve all customers.

The Youth Service Provider(s) is expected to coordinate the development of MOU's and/or contracts to offer all the fourteen WIOA elements with the relevant partners represented in the AJCCN.

# FISCAL ACCOUNTABILITY

The selected Service Provider(s) operations must be conducted in compliance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) and with fiscal accountability and stewardship of the federal funding supporting the activities

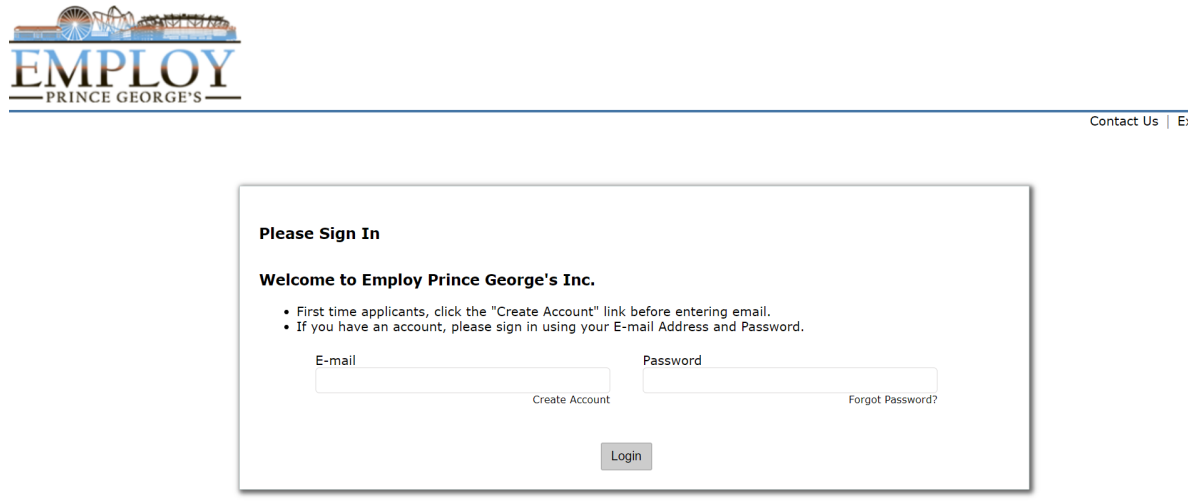
## Financial System Requirements

- **Budget Controls:** The organization has a method for tracking planned expenditures that allows it to compare actual expenditures or outlays to planned or estimated expenditures
- **Cash Management:** The organization's cash draws are necessary and reasonable, and the timing and amount of such draws appear to be as close as possible to the actual disbursement of federal funds for the payment of allowable and allocable costs incurred under the contract.
- **Program Income:** The organization is aware of the requirements for earning, spending, and reporting program income.
- **Cost Allocation:** The organization only allocates costs to the contract to the extent that a benefit was received.
- **Allowable Costs:** The organization has a system in place to ensure the program is incurring necessary and reasonable costs and is only charging allowable and allocable costs to the contract.
- **Internal Controls:** Effective control, integrity, and accountability are maintained for subrecipient cash, personal property, and other federally funded assets.
- **Financial Reporting:** The organization has an accounting system that allows it to maintain accurate and complete disclosure of the financial results of its contract activities and those of its sub-recipients according to the financial reporting requirements of the contract.
- **Documentation Required for Monitoring and/or Invoice Submittal:** The selected service provider(s) will review requirements with the WDB upon award.

# PROPOSAL PREPARATION

Proposals must be submitted via our online grant application portal no later than **April 18, 2022**, which can be accessed by clicking the following link:

<https://www.grantrequest.com/Login.aspx?ReturnUrl=%2fapplication.aspx%3fSA%3dSNA%26FID%3d35008%26sid%3d6250&SA=SNA&FID=35008&sid=6250>



The screenshot shows the login page for Employ Prince George's Inc. At the top left is the company logo, which features a stylized bridge and the text "EMPLOY PRINCE GEORGE'S". To the right of the logo are links for "Contact Us" and "Exit". The main content area is titled "Please Sign In" and "Welcome to Employ Prince George's Inc.". It contains two bullet points: "First time applicants, click the 'Create Account' link before entering email." and "If you have an account, please sign in using your E-mail Address and Password.". Below these are two input fields: "E-mail" and "Password". Under the "E-mail" field is a link for "Create Account", and under the "Password" field is a link for "Forgot Password?". A "Login" button is centered at the bottom of the form.

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.

# 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 WDB 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 WDB for final approval.

# PROPOSAL EVALUATION

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

SCORING METHODOLOGY	
Program Narrative	25
Fiscal Budget/Narrative	25
Organizational Background/Evidence of Experience	15
Management & Performance	15
Safety, COVID protocols, Virtual Service Delivery of Service	10
BONUS Points for demonstrated experience service English Language Learners, immigrants, refugees and asylees.	10
<b>TOTAL AVAILABLE POINTS</b>	<b>100 POINTS</b>

The WDB reserves the right to conduct one-hour interviews 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

# EVALUATION PROCESS *cont.*

04

**WDB Action & Contract Award** Once approved, all applicants will be notified of the WDB'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 **July 1, 2022**, and end on **December 31, 2023**, for the base program year.



**QUESTIONS?**