

**Bidder's Conference:
Youth Services Operator in the
Metro North Region**

Presented by the:

Metro North Regional Employment Board

December 13, 2017, 2:00 – 3:00 p.m.

Agenda

- Overview Metro North REB
- Youth Services Overview
- Resources
- Purpose of RFP
- Funds Available
- Budget
- Eligible Bidders & Other Selection Considerations
- Submission Process & Review Process
- Proposal Content
- Other Next Steps & Questions

Overview Metro North REB

- 1 of 16 Workforce Development Boards in the Commonwealth
- Promote programs and policies that enable residents to maximize economic self-sufficiency and businesses to have access to a productive workforce
- Set local workforce policy
- Determine how to best utilize funds and state workforce development funds
- Develop partnerships to align the needs of employers to residents and maximize resources in the region
- Oversee Metro North One-Stop Career Centers

Workforce Innovation and Opportunity Act (WIOA)

- Signed into law July 2014
- First legislative reform of the public workforce system in 16 years
- Funded through the U.S. Department of Labor to help job seekers access employment, education, training, and match employers with skilled workers
- Requires each Workforce Board to competitively procure One-Stop Career Center Operator(s) to provide career, training, and employer services

Resources

- **Local:** Strategic Plan, FY'16 Annual Plan Executive Summary (mnreb.org)
- **State:** Policies (<http://www.mass.gov/massworkforce> and pg. 3)
- **Federal:** WIOA Law and Regulations (<https://www.doleta.gov/WIOA/> and pg. 3), WIOA Final Rules (https://www.doleta.gov/wioa/Final_Rules_Resources.cfm and pg. 3)
- **Labor Market Information and Innovative Practices:** Bibliography (Appendix A- p. 53 and http://mnreb.org/FY17_Career_Center_Procurement.php)

Purpose of the RFP

- To select a qualified Youth Services operator(s) to provide career, training, and employer services to the region's youth under WIOA, Connecting Activities and potential additional public and private funding.
- Innovative service delivery to provide services to in-school and out of school youth.
- Potential for renewals for up to 2 additional years.

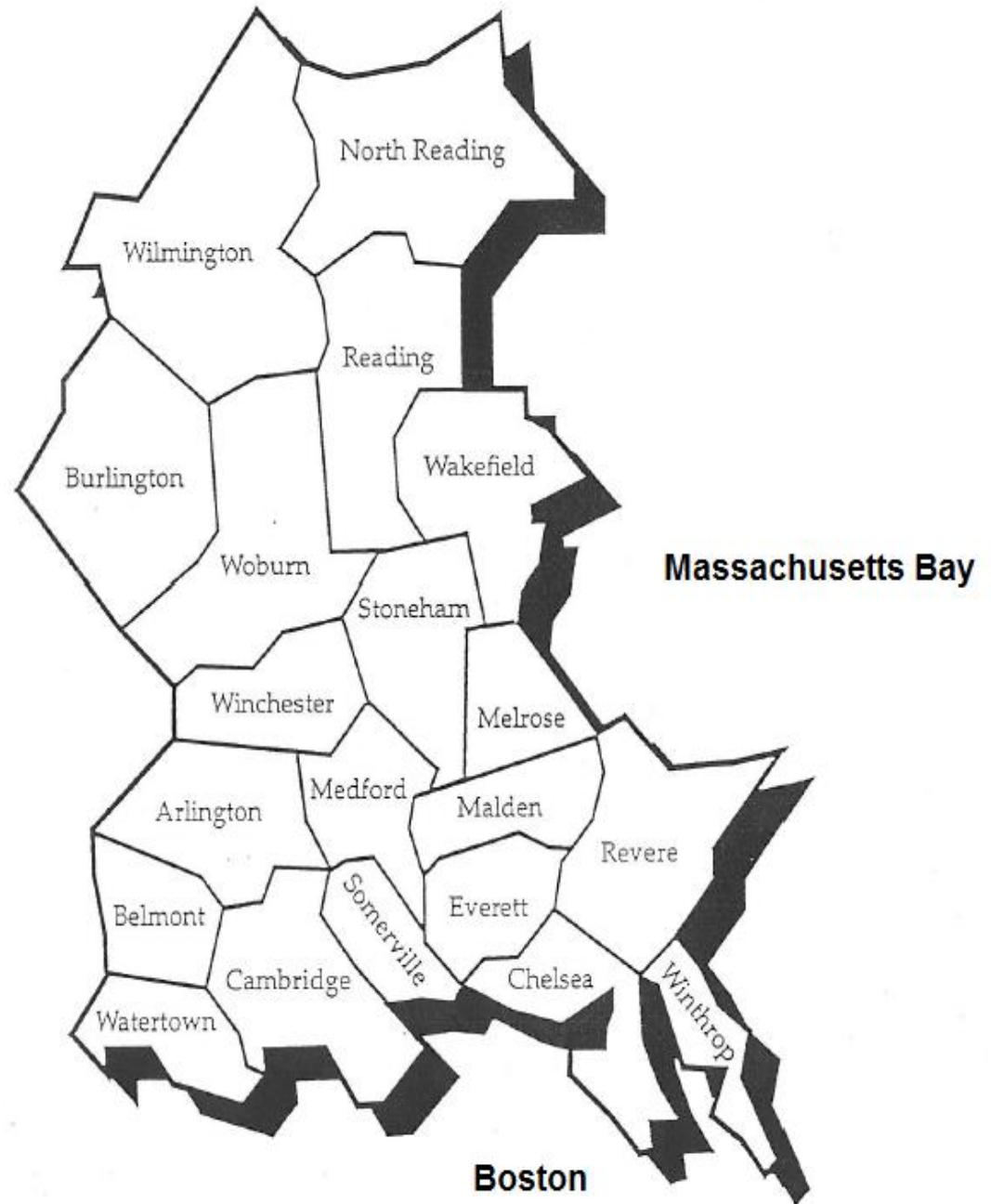
RFP Overview

- Introduction and Purpose
- Youth Operator Roles and Responsibilities
- Response Content and Instructions
- Disclaimers

Metro North Region

North: Burlington, Melrose, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, and Woburn.

South: Arlington, Belmont, Cambridge, Chelsea, Everett, Malden, Medford, Revere, Somerville, Watertown, and Winthrop



Youth Services

- Provide youth services to entire region
- WIOA youth service providers procured separately by the REB
- Reliable transportation mandatory
- Additional youth funding – Connecting Activities, Year-Round YouthWorks and AMP-It-Up

WIOA Youth Services

- Support the employment related goals of the region's WIOA Youth enrollees, while providing direction and assistance to the regional WIOA Youth Program Providers.
- Responsible for direct technical support (framework services) including intake and eligibility determination, development of individual service strategy, etc.
- Also provide general service support including career awareness, work readiness activities, internships, and employment opportunities.

WIOA In-School and Out of School Youth Current Partners

In School:

Bay Cove Academy Woburn Housing Authority
Cambridge Housing Authority Malden YWCA
Just A Start

Out of School:

Just A Start-YouthBuild Wakefield Public Schools
LARE Institute (Chelsea, Malden, CNA)

**Open Competitive RFP for WIOA youth providers to be released
February/March for FY 2019*

Connecting Activities Youth Services

- Connecting Activities is a MA Department of Elementary and Secondary Education (DESE) initiative that leverages a statewide infrastructure to support “college and career readiness” for all students.
- Youth Services Operator provides assistance with identifying and enrolling students in the program as well as providing technical assistance to each of the 6 participating schools.
- Additionally, provide systemic career awareness, job/internship placement services, job readiness workshops and activities, as well as ensure each school’s achievement of established goals.

Connecting Activities Participating Schools

- Chelsea High School
- Everett High School
- Malden High School
- Revere High School
- Somerville High School
- Woburn High School

Funding Availability

- Combination of WIOA youth and Connecting Activities funding sources
- In FY'19, approximately \$322,190 will be available for the Youth Services Operator(s)
- Funding amounts are subject to change and are approximated based on FY'18 actual funding.

Budget Form

- Refer to page 23 for instructions
- Complete Excel budget forms in order as each auto fills the next:
 1. Salaries
 - Complete the FTE (i.e., .5, 1) under the location (form will then auto fill the FTE column)
 2. Budget
 3. Narrative

New Youth Operator Considerations

- Possible carry-over of youth already receiving services.
- The Youth Services Operator should have a close working relationship with the region's One-Stop Career Centers as the centers serve as the high volume central locations for the Metro North workforce system. The selected Youth Services Operator should have a plan for how they will work with the Career Centers and the centers' WIOA youth providers.
- Performance based and cost reimbursable funding.

Eligible Bidders

- Private, for profit or non-profit company or a government agency. Eligible bidders include:

**Institutions of higher education;
Community organizations;
Non-traditional public schools, e.g., night or adult school, career or technical education school;
Workforce intermediaries;
Business organizations, including chambers of commerce;
Labor organizations;
Staffing or talent companies; and
A consortium of public agencies.**

*** Elementary and secondary schools are not eligible bidders.**

Collaborative and Sub-Contracting

- **Lead agency for the collaborative or partnership**
- **Roles and responsibilities of each collaborator**
- **Organizational chart**
- **Flow of funds**
- **Partner's fiscal responsibility**
- **Qualified fiscal agent**

Submission Process

- Letters of Intent are required by 4:00pm EST on December 20, 2017.
- Proposals are due by 4:00pm on January 26, 2018
- One original and 7 hard copies of completed proposal(s) are due at the Metro North REB's office, 186 Alewife Brook Parkway, Suite 216, Cambridge, MA 02138, no later than 4:00pm, January 26, 2018.
- Flash drive including one pdf with all required narrative, budget, and attachments, and the budget forms in Excel must be submitted.
- Proposal review period will occur January 26, 2018 – March 2018.

Evaluation Criteria

Criteria	Point Value
Organizational Structure and Capacity	15
Staff Plan and Qualifications	15
Program Design	30
Past Performance and Planned Outcomes	20
Financial Structure and Fiscal Plan	10
Innovation	10
Total Points Available	100

Proposal Contents

Please submit proposal in this order:

- Cover Page (Attachment B)
- Partnership Form (Attachment C)
- Executive Summary
- Narrative Response
- RFP Budget , Budget Narrative, and Salaries Chart
- Organization Chart
- Memorandum of Understanding (MOU) with partners (if a partnership application)
- Summaries of Key Personnel/Job Descriptions
- Fiscal Questionnaire (Attachment D)
- List of Board Members (names, business mailing address, affiliation, e-mail and phone numbers)
- IRS W-9 Request for Taxpayer Identification Number and Certifications*

Proposal Contents Continued

- If applicable, current Determination Letter from IRS verifying the organization is exempt from federal income tax under section 501(c)(3)*
- Certificate of Good Standing (from the Massachusetts Department of Revenue at www.mass.gov/dor)*
- Tax Exemption Certificate*
- Most recent IRS Form 990 (non-profit tax return) and MA Form PC (annual nonprofit state filing)*
- Copy of most recent financial audit*
- Signed Statement of Compliance and Disclaimer* (Attachment E)
- Certificate of Lobbying Activities * (Attachment F – link provided)

- *Only needed in the original copy

Post-Bidders Conference - Next Steps

- Bidder's Conference PowerPoint will be posted on mnreb.org by 12/15/17
- Letter of Intent due by 12/20/17
- Open Q&A period through 1/12/18
- Amendments and Q&A will be posted on the Metro North REB's website: <http://mnreb.org/rebrfps.php>
- Proposals due 1/26/18
- Proposal review period: 1/26/18 - 3/1/18
- Bidder's notified: Early March 2018
- Anticipated contract(s) commencement: 7/1/2018

Questions?

