

TRANSMITTAL

MEMORANDUM

December 12, 2008

TO: Workforce Development Council Youth Program Design Committee

FROM: Dwight Johnson, Employment and Training Administrator

SUBJECT: Develop Procurement Guidelines for WIA In-School Youth Projects, PY2009

ACTION REQUESTED:

State staff recommend the Committee review how the Council's decisions will be incorporated into a Request for Proposal (RFP) document, and provide staff with further guidance regarding the RFP's organization and narrative. The draft RFP outline below incorporates the Council's decisions, includes related WIA federal regulations and highlights major decision points for the Committee.

BACKGROUND:

As requested by the Workforce Development Council, the Youth Program Design Committee has been expanded to include representation from each area of the state to finalize the procurement processes for WIA in-school youth projects with funding to begin July 1, 2009.

WIA Youth Program Design decisions made by the Workforce Development Council at its September 10 meeting will guide the procurement process and are summarized below. Transmittal #7 is attached from that meeting.

- Set aside 30 percent using local area's WIA Youth Program funds for in-school youth enrolled in alternative high schools or secondary program offering technical training
- Competitively procure the set aside on a regional basis for delivery of the design framework and the seven WIA youth program elements for in-school youth
- Require each Youth provider to meet or exceed a 50/50 staff/participant expenditure rate
- Require 100 percent match of local school district Carl Perkins and/or local technical education funds
- Require projects to develop occupational skills in demand by high growth industries and to feed into specific high growth industry pipelines
- Allow respondents to compete for delivery of the entire design framework and allowable program elements, or any portion thereof; allow respondents to compete for each area's full 30 percent set aside, or any portion thereof
- Allow 100 percent match to be met with in-kind and/or cash which directly support the activities of the in-school project

- Priority of services will be given to individuals from juvenile justice, those aging out of foster care, pregnant and parenting youth and individuals with disabilities

Draft Outline for Youth Program Design RFP

- The State will competitively procure in-school youth projects for WIA funds set aside on a regional basis.

RFP will provide a narrative description of the state’s six areas and a visual map of Idaho with regions clearly marked. The RFP will clarify that each response to the RFP must describe a project partnering with one or more local school districts. Since each area has a multitude of school districts, the applicant may submit more than one project proposal within the geographic area or may submit project proposals from more than one area. Required federal guidelines regarding identification of the applicant (name of business, type of business, etc) will be included in the RFP. Proposals will be accepted for 30 days after official release and public announcement of the RFP.

Proposal should include:

- Name of business, type of business, address, contact person*
- Specific area of application*

Decision Point – Historically, WIA youth services have been procured for one year, with the option to extend additional years, up to three years, if annual performance is met. With Committee approval, State staff will include this process in this RFP.

- Respondents will be allowed to compete for each area’s full 30 percent set aside, or any portion thereof.

RFP will provide estimated amount of funds available (30 percent of each area’s WIA youth funds). The State anticipates PY2009 funding comparable to current fund levels. RFP will include federal and state policies regarding allowable expenses, as well as State policies and processes regarding reimbursement to the provider and to vendors for participant services.

Area One	\$166,700
Area Two	\$116,150
Area Three	\$154,000
Area Four	\$43,800
Area Five	\$32,600
Area Six	\$48,800

Proposal should include:

- Amount of funds requested*
- Budget which reflects minimum 50/50 split between WIA staff and participant expenses; matching funds may not be included in this equation*
- Budget narrative for each line item*

- d. *Anticipated quarterly expenditures for 12 months of project*
- e. *Narrative regarding program activity for initial months of contract when school is not yet in session*
- f. *Assurance that applicant will comply with the State's billing and support service processes*

Decision Point – If only one proposal is received for an area, the Committee may determine that since competition is no longer a concern, the proposal will not be ranked. The Committee would review the proposal to determine if the RFP requirements are met, and if so, award the contract.

Decision Point – If no proposals are received for a specific area of the state, or if those reviewed are determined to be non-responsive, the Committee may reserve the right to revert the set aside funds to the One Stop Operator for ongoing youth program delivery in that area.

Decision Point – The Committee should consider the relative weight of project costs vs. other project selection criteria. The Committee may consider awarding additional points for the effectiveness of the proposal in the number and quality of services provided for the money expended.

- Require 100 percent match of local school district Carl Perkins and/or local technical education funds. RFP will state the definition of match as being met with in-kind and/or cash which directly support the activities of the project.

Proposal should include:

- a. *Description and dollar amount of match; source of match*
- b. *Description of how match supports activities of the project; narrate the roles of the school district and the applicant in this project*
- c. *Letter from school district verifying dollar amount of match and role of the school district in the project if applicant is other than the school district*

Decision Point – Since 100 percent match of local school district funds is a requirement, the Committee may choose to complete an initial review to determine yes/no on match; if 100 percent match is not documented, the proposal would be considered non-responsive, and no ranking would be made.

Decision Point – The Committee may consider awarding additional points for match above the 100 percent minimum requirement.

- Projects must serve in-school youth enrolled in alternative high schools or secondary program offering technical training. Priority of services must be given to individuals from juvenile justice, those aging out of foster care, pregnant and parenting youth and individuals with disabilities.

RFP will provide the definition for *in-school youth* (Transmittal #7, page 2). RFP will include federal and state guidelines for WIA Youth program eligibility – must be 14-21 years, low income and have specific barrier(s) to employment. RFP will include policies regarding

eligibility documentation and required data-entry in the state's Internet secure-socket WIA MIS system.

Proposal should include:

- a. *Description of who will be served; applicant may target within eligibility parameters. Examples:
 - 1) May serve junior/senior high school students, not all 14-21 years olds
 - 2) May serve all priority groups, or just pregnant, parenting youth*
- b. *Description of outreach/recruitment efforts*
- c. *Description of staff accessibility to potential participants*
- d. *Description of staff/system process to determine eligibility, collect and retain verification documents*
- e. *Assurance that the applicant will comply with requirements to data-enter application and participation records necessary to meet federal reporting guidelines*
- f. *No fee to access state's Internet-based WIA MIS system, however applicant may include funds for personal computer in budget proposal*

Decision Point – Applicants must give priority service to individuals from juvenile justice, those aging out of foster care, pregnant and parenting youth and individuals with disabilities. The Committee may consider awarding additional points if the proposal's description regarding who will be served is backed up with statistics from the partnering school district or other reliable source regarding incidence in the population/partnering school district. Awareness of the priority groups should support the proposed service and recruitment plans.

- Respondents may compete for delivery of the entire design framework and allowable program elements, or any portion thereof. RFP will provide full descriptions of design framework and allowable program elements (Transmittal #7, page 3). RFP will provide federal regulations regarding the 10 elements, noting that WIA funds may not be used to acquire those elements commonly available in the area to low income youth. Since tutoring, alternative school, guidance and counseling are commonly available to low income youth in Idaho, these three elements will typically be coordinated with other providers in the communities rather than purchased with WIA funds. The 10 elements may be provided in combination or alone at different times during a youth's development, as determined appropriate for each individual youth based on each participant's objective assessment and individual service strategy.

Proposal should include:

- a. *Narrative of how design framework and each of the seven elements will be provided by the applicant, project partner or other community partner. Delineate which elements are commonly available to low income youth in the project's community that will be coordinated with other providers, rather than purchased with WIA funds*
- b. *Description of case management processes that will ensure provision of appropriate elements for each participant*
- c. *Staff and/or organization experience or training with case management processes, particularly with youth*

Decision Point – The Committee may consider awarding additional points for experience, such as case management experience serving youth, experience with WIA case management and having working relationships already established with community resources.

- Require projects to develop occupational skills in demand by high growth industries and to feed into specific high growth industry pipelines

Proposal should include:

- a. Description of the occupational skills that will be developed through this project and the high growth industries in the area in need of such skills*
- b. Description of how the skills and industries were identified as high growth*
- c. Description of the project's activities that will develop the occupational skills identified*
- d. The role of the WIA funded staff and any partner staff in delivering and/or supporting these activities*
- e. Description of existing pipeline, or pipeline that will be developed, to feed participants into these high growth employment opportunities*

Decision Point – The Committee may consider awarding additional points for thorough analyses of labor market information in support of selected occupations/industries and their pipeline and/or selection of critical occupations.

- WIA performance measures for these youth projects will be focused on placement in unsubsidized employment OR placement in post-secondary education.

The RFP will provide details regarding program exit and documentation processes and will clearly define “entered employment” and “entered post-secondary education”.

Proposal should include:

- a. Description of connection to employer community, especially those in high growth industries targeted in the project*
- b. Description of connection to post-secondary education institutions in the area*
- c. For the twelve month contract, provide planned number for:*
 - 1) Participants active in the project*
 - 2) Exiters*
 - a) Number exited to unsubsidized employment,*
 - b) Number exited to post-secondary education*
 - 3) Number remaining active in the project*

Decision Point – The Committee may consider awarding additional points for projects offering dual credits to participants.

Decision Point – Since higher levels of education correlate to increased wage earnings, the Committee may consider awarding additional points for projects more closely tied to post-secondary education vs. unsubsidized employment.

FURTHER ACTION:

Based on input and decisions made by the Committee today, State staff will develop a draft RFP document. State staff recommend the Committee establish a review schedule prior to adjournment of the Dec. 12, 2008 meeting.

Attachment:

- Transmittal #7 WIA Youth Program Design, Sept. 10, 2008