WIOA Youth RFP Respondents Orientation

OCTOBER 22, 2020
# Agenda

<table>
<thead>
<tr>
<th>Topic</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Welcome and Expectations for Today</td>
<td>10:00 am</td>
</tr>
<tr>
<td>Source and Purpose of Funding</td>
<td>10:05 am</td>
</tr>
<tr>
<td>RFP Design Process</td>
<td>10:10 am</td>
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<tr>
<td>RFP Overview &amp; Solutions Profile</td>
<td>10:15 am</td>
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<tr>
<td>Budget &amp; Staffing Overview</td>
<td>11:05 am</td>
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<tr>
<td>Job Quality (Working Metrics) Overview</td>
<td>11:25 am</td>
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<tr>
<td>RFP Submission Overview</td>
<td>11:35 am</td>
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<tr>
<td>Workforce eBid Overview</td>
<td>11:40 am</td>
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<tr>
<td>Proposal Format &amp; Evaluation Overview</td>
<td>11:55 am</td>
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<tr>
<td>Award Overview &amp; Additional Requirements</td>
<td>12:05 pm</td>
</tr>
<tr>
<td>Timeline</td>
<td>12:10 pm</td>
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<tr>
<td>Questions</td>
<td>12:10 pm</td>
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<tr>
<td>Participant Networking &amp; Collaboration</td>
<td>12:35 pm</td>
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</table>
What to Expect

• Please put your name and org in the Chat

• Please put all questions in the Q & A

• All presentations and questions will be on our Youth RFP website

• Any questions after the Orientation, or specific to your organization should be sent to youthRFP@workforce.org

• LOTS of information!

• Built-in time for Collaboration
Source and Purpose of Funding
Where does the funding come from?

Department of Labor (DOL)
Workforce Innovation and Opportunity Act (WIOA)

State of CA – Employment Development Department (EDD)
Oversees funding and State administration

We anticipate an estimated $4.3M will be released.

We administer and fund on behalf of the City and County of San Diego.
Purpose of Funding

- **Interests and Preferences**
  - Take RIASEC assessment to understand your career personality type and working style then connect it to live job postings.

- **Labor Market Information**
  - Explore priority sectors and occupations in San Diego County that are growing and pay self-sustaining wages.

- **Knowledge, Skills, and Abilities**
  - Access quality credentials, certifications and licenses to articulate your talents to others. Build essential skills like emotional intelligence, which are key to workplace success. Learning can occur in many ways, from the classroom, to the computer, to the job site.

- **Job Necessities, Opportunities and Features**
  - Think about what basic supports, career pathway options and benefits or services are most important to you using the job quality framework. Life is not static, so needs change over time.

Your next move

sdworkforce #thisisworkforce workforce.org
RFP Design Process

- May – Townhalls with 135 participants, including youth
- June – Board approved the RFP framework
- July – August - Nine workgroups
  - Topics included population specific measures and program design strategies
  - 10 youth participants, each participating in at least 2 workgroups
  - Youth helped develop the program design and evaluation criteria
- September – RFP development
- October – Release of the RFP
RFP Overview & Solutions Profile
2 Youth RFPs

- Estimated releasing 4.3 million in funds per program year
- Funding a total of 5 Subrecipients
## Scope of Work – Career Center

<table>
<thead>
<tr>
<th>WHO</th>
<th>Career Center</th>
</tr>
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<tbody>
<tr>
<td>WHAT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In-school youth services</td>
</tr>
<tr>
<td></td>
<td>Out-of-school youth services</td>
</tr>
<tr>
<td></td>
<td>ELL, Immigrant/Refugee dual enrollment coordination of services</td>
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<tr>
<td></td>
<td>Transition services for current active &amp; follow up youth</td>
</tr>
<tr>
<td>WHERE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 Main Career Centers</td>
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<tr>
<td></td>
<td>3 Affiliate Sites</td>
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<tr>
<td></td>
<td>Other Access Points</td>
</tr>
<tr>
<td>WHEN</td>
<td></td>
</tr>
<tr>
<td></td>
<td>June 1, 2021 – June 30, 2022</td>
</tr>
<tr>
<td>HOW</td>
<td></td>
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<tr>
<td></td>
<td>$1.9 million / Not to exceed $4,000 cost-per-youth</td>
</tr>
<tr>
<td></td>
<td>Funds distributed geographically</td>
</tr>
</tbody>
</table>

Option to extend 3 additional 1-year terms
Scope of Work – Population Specific

WHO
Out-of-school Black opportunity youth services
Out-of-school Homeless youth services
Out-of-school Justice Involved youth services
*Out-of-school ELL, Immigrant/Refugee youth services

WHAT

WHERE
Main location AND Affiliate Sites Other Access Points

WHEN
July 1, 2021 – June 30, 2022
Option to extend 3 additional 1-year terms

HOW
$600,000/ Not to exceed $5,300 cost-per-youth
Total amount $2.4 million

*In partnership with Career Center
Scope of Work – ELL/Immigrant/Refugee

- Dual service delivery model
  - Multi-organization support system
  - Dual-enrollment required
- No duplication of services
  - Leveraged resources
- Shared outcomes
- Subrecipients will develop the internal partnership once funded organizations are established
Solutions Profile – The Why?

- Career Center services to maximize partnerships & leverage resources
- Narrowed focus on four specific populations by disconnection rate for impact
- Universal program design elements for continuity
  - Facilitate referrals
  - Utilize partnerships in and out of network
  - Shared resources
  - “Network-wide” approach
Program Design
Overview

Youth/Peer-to-Peer Mentoring, Adult Mentoring, & Career Navigation (Staffing)

- Eligibility & Compliance Specialist (Staffing)

Outreach & Recruitment ➔ Eligibility ➔ Orientation & Enrollment ➔ Assessments ➔ Goals (ISS)

- Referrals as Applicable
- Career Pathways

Youth/Peer-to-Peer Mentoring, Adult Mentoring, & Career Navigation (Staffing)

- Business Services (Staffing)

WIOA Program Tracks ➔ Universal Services ➔ Core Program Activities ➔ Follow Up Services ➔ Outcomes & Impact

- Basic and Essential Skills Training (BEST)
- Education / Training / Employment
- Incentives & Stipends
- Performance (Standard & Impact)
- 14 Program Elements, including Referrals as Applicable
- Supportive Services

Education / Training / Employment

Incentives & Stipends

Supportive Services

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Outreach & Recruitment

• Identify and recruit potentially eligible youth
• Working with additional organizations, such as:
  • Local government & government systems
  • Community organizations
  • School systems
• Must identify communities by name and by using zip codes in your responses
Eligibility (ISY)

In-School Youth

- Age 14-21
- Attending School
- At risk of dropping out
- Low income

- Individual with a disability
- Justice involved
- Homeless
- Foster youth
- Pregnant or parenting
- Basic Skills Deficient
- English language learner
- *Other, as defined by the local board

*Includes Immigrant/Refugee
*No more than 5% of youth enrolled

Minimum of one or more
Eligibility (OSY)

Out-of-School Youth

Age 16-24

- Individual with a disability
- Dropout / not attending for min. one quarter
- *Justice involved
- *Homeless
- *Foster youth
- Pregnant or parenting
- Basic Skills Deficient
- *English language learner
- **Other, as defined by the local board

Not attending School

Low Income and

- Required
- Minimum of one or more

*Population Specific
**Includes Immigrant/Refugee
Eligibility

• The Career Center can enroll population specific OSY youth if they qualify under an additional documented criterion
  • Population specific youth should be referred to the appropriate contract, or dual-enrolled when necessary

• Population Specific subrecipients must document the required criteria making them eligible under that contract
  • Black Opportunity Youth must qualify under OSY (Race/ethnicity does not qualify you for WIOA services)

• English Language Learners (ELL), Immigrant and Refugee Youth must be dual-enrolled in both the Career Center and the Population Specific programs. This is a required partnership.

• All eligibility criteria must be documented based on the Operations Manual, Chapter 7, Part 2 – WIOA Youth Eligibility
Access & Locations

• Career Center is required to:
  • Be located in the three main Career Center locations
  • Have access points at the three affiliate locations

• Population Specific subrecipients must:
  • Have a main office location
  • Have access points throughout San Diego County

• All subrecipients may have additional affiliate sites and community access points, as needed
Orientation & Assessments

- Workforce Partnership will standardize WIOA orientation and program assessments
  - Youth must receive information on all available services
  - Youth must receive a universal assessment
    - Includes the Objective Assessment (OA)
- Subrecipients may provide additional orientation and assessments based on their specific program design, as needed
Individual Service Strategy (ISS)

- Subrecipients are required to document participant goals on their ISS
  - ISS Goals are related to results of the OA
  - ISS Goals are connected to WIOA program services
  - Services provide opportunity for successful completion of ISS goals
  - Completed program services and participant outcomes show success in alleviating barriers identified on the OA
Referrals

• All in-network (including program partners) and out-of-network referrals must be documented

• Youth should be referred to other organizations if:
  • They do not meet WIOA eligibility
  • They require further assessment or basic needs prior to program participation
  • A program partner will provide the WIOA service
Career Navigation

• Career Navigation = Case Management
  • Career Navigator (Staff) = Case Manager

• Career Navigation includes the coordination of services in recruitment through follow up to guide youth towards self-sufficiency

• Career Navigators should be trained in trauma informed care and human-centered design
Career Pathways

• WIOA strong on Career Pathways
• Youth are required to receive information on career pathways and related industries
  • Workforce Partnership will provide Labor Market Information to all subrecipients on an annual basis
  • Workforce Staff will partner with subrecipients to provide youth with appropriate occupational information
• Will be using Career Coach
Participant Engagement & Retention

• Youth must receive active services, at minimum, every 30 days
  • Recommended weekly/bi-weekly
• Cohort models are preferred and encouraged
  • Based on youth feedback
• Subrecipients must demonstrate ability to manage caseloads and provide monthly services to engage participants
• Program engagement & retention is an enhanced performance measure
Core Program Activities

Education
- Tutoring/study skills training
- Dropout prevention & recovery
- Post-secondary preparation & enrollment
- Alternative secondary school services
- Job shadowing and career exploration

Training
- Occupational skills training (classroom based)
- Job shadowing and career exploration
- Eligible Provider Training List (ETPL)
- Youth Services Education Provider List (YSEPL)
- Apprenticeship Training

Employment
- Work experience
- Job shadowing and career exploration
- Internships
- Pre-Apprenticeships
- On-the-job training
14 Youth Program Elements

Tutoring, study skills training, instruction, and dropout prevention services

Alternative secondary school services and dropout recovery services

Paid and unpaid work experiences

Occupational skills training

Education offered concurrently with workforce preparation and training

Leadership development opportunities

Supportive services

Adult mentoring

Follow up services

Comprehensive guidance and counseling

Financial literacy education

Entrepreneurial skills training

Services that provide labor market information

Post-secondary preparation and transition activities

REQUIRED UNIVERSAL SERVICES
WIOA Program Tracks

A: Education
- Placement Secondary/Post Secondary
- Attainment Secondary/Post Secondary

B: Employment & Experience
- Work experience/Work based learning
- Placement in Employment/Apprenticeship

C: Employment & Training
- Training/Apprenticeship Credential Attainment
- Placement in Employment

D: Employment & Education
- HS diploma/GED
- Placement in Employment
Basic & Essential Skills Training

**REQUIRED UNIVERSAL SERVICES**

**Prerequisites**
- Preparation for Services
- Enrollment & Assessments
- ISS Goals
- Basic Needs Met

**Tier 1**
- Preparation for Core Program Activities
  - Basic Skills
  - Essential Life & Work Skills
  - Work Readiness
  - Academic Preparation

Minimum 20 Hours Required (Max 30)

*Electives Max 20 Hours

**Tier 2**
- Concurrently with Core Program Activities
  - Intermediate Skills
  - Essential Skills Enhancement
  - Track Specific Skills

Minimum 8 Hours Required (Max 15)

*Electives Max 20 Hours

**Tier 3**
- Preparation for participant outcomes & follow up services
  - Advanced Skills
  - Leadership skills

*Electives Max 15 Hours

**REQUIRED UNIVERSAL SERVICES**

Minimum 20 Hours Required
(Max 30)

Minimum 8 Hours Required
(Max 15)

*Electives Not Required
Incentives & Stipends

• Stipends paid for attendance and participation in BEST
  • $10/hr
  • Minimum and maximum number of paid hours noted on each tier
• Incentives paid for successful completion of BEST tiers and other program activities
• Subrecipients must budget for both incentives and stipends as noted on the draft policy
• Subrecipients may submit additional stipends and incentives based on their individual program design
## Supportive Services

<table>
<thead>
<tr>
<th>Transportation</th>
<th>Childcare and dependent care</th>
<th>Housing and utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational testing</td>
<td>Tools and uniforms</td>
<td>Work attire and interview clothes</td>
</tr>
<tr>
<td>Books, fees, and school supplies</td>
<td>Legal aid services</td>
<td>Employment/training application, testing and certification fees</td>
</tr>
</tbody>
</table>

- Supportive services are needs for successful participation in program activities
- Must be linked to an ISS goal **and** a program service
- Required in budget
  - In-kind is required
Follow Up Services

• Required to be provided for 12 months
• Continuation of services supporting program outcomes
  • Program outcomes are documented quarterly
• Youth development activities
  • Leadership activities
  • Encourage volunteering as peer mentors
Performance

Standard
- Enrollment
- Placements
- Median Earnings
- Credential Attainment
- Measurable Skills Gain
- Effectiveness Serving Employers

Enhanced
- Diversity in track enrollment
- Program retention
- Placement employment > self-sufficiency wage
- Placement in post-secondary (retention)
- Placement in a related occupation to training
- Attainment of post-secondary degree
- Attainment of a training credential/license/certificate
- Placement with the same employer (retention)
- Partner referrals w/positive outcomes
- Co/Dual Enrollment w/positive outcomes

*Funding dependent

*Funding Incentives

ATTACHMENT
## Performance

Population Specific groups will also develop additional impact performance metrics. Examples include:

<table>
<thead>
<tr>
<th>Group</th>
<th>Metrics</th>
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<tbody>
<tr>
<td>ELL, Immigrant, or Refugee</td>
<td>• Improvement in English and vocational vocabulary</td>
</tr>
<tr>
<td>Homeless</td>
<td>• Unstable to stable housing</td>
</tr>
<tr>
<td></td>
<td>• Mental health services</td>
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<tr>
<td>Justice Involved</td>
<td>• Recidivism</td>
</tr>
<tr>
<td></td>
<td>• Hiring rates</td>
</tr>
<tr>
<td>Black Opportunity Youth</td>
<td>• Hiring rates</td>
</tr>
<tr>
<td>All Population Specific Groups</td>
<td>• Reduction in disconnection rate</td>
</tr>
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<td></td>
<td>• Change in “wealth”</td>
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</table>
Additional Strategies
Partnerships & Collaboration

- **Internal Partnerships**
  - MOU Partners
  - Other WIOA Serving Partners
  - Other WIOA Title Partners

- **External Partnerships**
  - Youth serving systems
  - Community partnerships

- **Workforce Partnership**
  - Eligibility & referral systems
  - Trainings, assessments & resources
  - Develop “network-wide” service strategy
Strategic Pillars

- Inclusive Business Growth
- Job Quality
- Outcomes-Focused Funding
- Population-Specific Interventions
- 2Gen
2-Gen & Job Quality

2-Gen Approach

• 2-Gen programs develop a family-friendly holistic program design
  • Support for participants who are pregnant, parenting, or providing eldercare
  • Access to programs for all family members who need it

Job Quality

• Tracking and promoting WIOA services that provide access to quality jobs
• Tracking relationships with employers that lead to quality jobs
• Tracking additional supports needed for youth to pursue quality jobs
• Leading by example and staffing quality jobs
Budget & Staffing Overview
Project Budget

- Budget
- Budget Narrative
- Cost Allocation Plan
- Indirect Rate Agreement, if applicable
**Indirect Costs**

- Costs not identified as specific program costs, that are equitably allocated to all programs.
- Used by organizations with an Indirect Rate approved by an authorized agency, 15% max.
- Respondent that have **never received** a federally negotiated indirect cost rate may propose to use a de minimis rate of up to 10% of its modified total direct costs.
- A copy of the approved Indirect Cost Rate or a proposal memo to use a de minimis rate must be attached.

**Cost Allocation**

- Cost Allocation Plan identifies how costs are accumulated under an account and identifies the allocation methods used for distributing those costs to benefiting programs.

**For Profit**

- Profits earned in providing federally funded activities are not considered program income.
- Profit must be a separate element of contract price, will be finalized during contract negotiations.
- Respondent must describe the methodology of how profit was attained and are responsible for completing a Profit Analysis Worksheet.
- A fair and reasonable profit is established by referencing 2 CFR 200.323(b).
- For additional guidance on negotiated profit, reference 29 CFR 95.44(c).
## Project Budget Highlights

<table>
<thead>
<tr>
<th>Participant Costs</th>
<th>Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Supportive services</td>
<td>• Minimum 25%</td>
</tr>
<tr>
<td>• Incentives &amp; Stipends</td>
<td>• Participant wages</td>
</tr>
<tr>
<td>• Subsidized training and work-based learning costs (Classroom, ETPL, YSEPL, Pre-Apprenticeships, Apprenticeships)</td>
<td>• Staff time</td>
</tr>
<tr>
<td>• On-the-job training (Subsidized wages – 50% employer match)</td>
<td>• Participant &amp; Employer Orientations</td>
</tr>
<tr>
<td>• Work experience wages</td>
<td>• Classroom or academic training</td>
</tr>
</tbody>
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<table>
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<tr>
<th>In-Kind Match</th>
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<tbody>
<tr>
<td>• 25% in-kind or cash match for total participant costs</td>
</tr>
<tr>
<td>• 10% in-kind or cash match of total contract amount</td>
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</tbody>
</table>
Required Staffing

Career Navigator(s)
• Assist with enrollment
• Coordinate services
• Case management documentation

Adult Mentor(s)
• Support, motivation, & guidance
• Participate in BEST, as appropriate

Peer Mentor(s)
• Support, motivation, & guidance
• Participate from recruitment through follow up and beyond

Eligibility, Compliance & CalJOBS Specialist
• Conduct and verify eligibility
• Conduct internal monitoring of participant eFile(s)
• Understand system and platform requirements
• Run & verify CalJOBS reports and performance data

Business Service Representative(s) (BSR)
• Engage employers in program activities
• Engage w/ participants in work-related activities
• Secure work-based learning opportunities
• Coordinate and report employment & employer performance outcomes
Budget Template Overview
Budget Template Overview

• you must submit a Budget Narrative for each Budget
• the idiom - it's better to ask forgiveness than permission
  Does NOT apply here
  ✓ send questions to youthRFP@workforce.org
• enter data in blue highlighted cells
• fill out worksheets (tabs) left to right
  • fill out columns left to right
• input your information, DO NOT copy and paste
• if a cell has a comment – read the entire text
• In the Cost Analysis worksheet
  ✓ check to see if you have red(ish) highlighted cells

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<tbody>
<tr>
<td>Adult Mentor – minimum 50%</td>
<td>70.0%</td>
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<tr>
<td>Peer Mentor – minimum 50%</td>
<td>Under 40.0%</td>
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Job Quality Overview (Working Metrics)
Job Quality

• Quality Jobs - those with decent pay, benefits and predictable hours.

• The Workforce Partnership’s job quality framework and indicators may be found at https://workforce.org/jobquality/.

• Assessment - how is your organization currently meeting job quality
  • (a) upload of documentation into the Working Metrics tool
  • (b) submission of any supporting materials

• All partners and organizations that are part of the proposal must submit their own assessment.
How It Works

6 Fast & Easy Steps

Step 1: RFP respondent will receive an invitation to join Working Metrics based on Intent to Bid (due November 19)

Step 2: Working Metrics provides training & support to respondent

Step 3: Respondent creates company account & profile. Primary Contact can invite other users to collect and upload employee data.

Step 4: Respondent gathers easily collected job data from HR system (UI data, diversity data)

Step 5: Respondent submits company job data as part of RFP requirements (due December 3)

Step 6: Job Quality information is evaluated based on scoring rubric in RFP
What is Working Metrics?

Working Metrics has partnered with The Aspen Institute to provide a cloud service that makes it fast and easy for companies to measure, benchmark and score their job quality & diversity.
Gather Job Information

Each quarter your HR Department provides the following data:

1. **Employee Wage Data**
   - Last Quarter’s Wages per employee
   - Employee wages from same quarter 3 years prior

2. **Diversity Data**
   - Last quarter’s Gender & Race/Ethnicity per employee
   - Employee gender & race/ethnicity for same quarter 3 years prior

3. **Benefits Plan Data (answer for average worker at firm)**
   - Health Insurance/% of premium paid by company contribution
   - Retirement Plan/% of salary paid covered by company contribution
   - Annual paid leave/number of vacation, sick & personal, days

4. **Your Data is Private & Secure**
   - Company data is **not** shared with anyone
   - Company results are shared **only** with organizations it authorizes
Provide Data

Uploading Data
- You may submit your HR system report
- Or copy data into spreadsheet template on the site

Employee Earnings Data
- Employee ID No.
- Gross Quarterly Wages

Employee Diversity Data
- Gender
- Race/Ethnicity

Benefits Data
- Next Slide
Benefits Questionnaire
Please answer the following questions about your company’s benefits programs as appropriate for Q4 2017.

Paid Leave
Does your company offer paid leave to employees/associates?
Yes - 33 days

Health Insurance
Does your company offer health insurance to employees/associates?
Yes - Under 60% employer contribution

Retirement Plan
Does your company offer a retirement plan for employees/associates?
Yes - 3% employer contribution

Select pull-down on each question to complete Employee Benefits Questionnaire
Select number of annual paid leave days
Select employer’s contribution to health insurance premium
Select employer’s contribution to retirement plans
Click SAVE to complete Benefits Questionnaire & calculate Social Impact Score
Next Steps

**Support:** The team will provide you with various forms of support to make things as easy/fast as possible:

- Training: Webinars, Q&A’s, Email & phone support
- Documentation: Overview Presentation

**Contact Us:** Reach out with questions or technical issues

[Working Metrics](mailto:support@workingmetrics.com)
support@workingmetrics.com
Workingmetrics.com
RFP Submission Overview
Submission

Notice of Intent – Due November 19, 2020 and no later than 5:00 p.m. (PST)

Proposals – Due December 3, 2020 and no later than 5:00 p.m. (PST)
# Proposal Submission

<table>
<thead>
<tr>
<th>Section</th>
<th>Section Title</th>
<th>Page Limit(s)</th>
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<tbody>
<tr>
<td>I.I.</td>
<td>Notice of Intent</td>
<td>Complete Form on Website (Workforce eBid)</td>
</tr>
<tr>
<td>III.C.</td>
<td>Additional Attachments</td>
<td>10 Pages</td>
</tr>
<tr>
<td>III.E.</td>
<td>Cover Page</td>
<td>1 Page</td>
</tr>
<tr>
<td>III.E.</td>
<td>Organizational Qualifications and Project Management</td>
<td>2 Pages</td>
</tr>
<tr>
<td>III.E.</td>
<td>Organizational Chart</td>
<td>1 Page</td>
</tr>
<tr>
<td>III.F.</td>
<td>Past Performance</td>
<td>2 Completed Questionnaires</td>
</tr>
<tr>
<td>II.A. &amp; III.G.</td>
<td>Solutions Profile</td>
<td>25 Pages</td>
</tr>
<tr>
<td>II.B &amp; III.H.</td>
<td>Project Budget</td>
<td>Budget Packet (budget must be submitted in Excel)</td>
</tr>
<tr>
<td>II.B.1 &amp; III.H</td>
<td>Required Staff Positions</td>
<td>2 Pages</td>
</tr>
<tr>
<td>II.C. &amp; III.I.</td>
<td>Job Quality</td>
<td>Complete Working Metrics</td>
</tr>
<tr>
<td>III.G.6</td>
<td>Peer Mentor &amp; Peer Engagement</td>
<td>Complete the Chart (1 Page)</td>
</tr>
<tr>
<td>III.G.7</td>
<td>14 Program Elements</td>
<td>Complete the Chart (4 Pages)</td>
</tr>
<tr>
<td>III.G.7</td>
<td>WIOA Program Tracks</td>
<td>Complete the Chart (2 Pages)</td>
</tr>
<tr>
<td>III.G.12</td>
<td>Employer Engagement</td>
<td>Complete the Chart (2 Pages)</td>
</tr>
<tr>
<td>IV.C.</td>
<td>Conflict of Interest Disclosure Form</td>
<td>Complete Form on Website (Workforce eBid)</td>
</tr>
</tbody>
</table>
How to Submit a Request for Proposal (RFP)

- Create e-Bid account
- RFP Submission Requirements
  - Complete Notice of Intent to Submit a Proposal
    - e-Bid will not allow the submission of proposal
- Upload budget file in MS Excel Format
- Upload Proposal as one (1) document
  - Required Attachments
  - Supporting Documents
- Sign Conflict of Interest Disclosure Form
- Complete Proposal Checklist
- Acknowledge of Proposal Submission
Submission Requirements: D-U-N-S Number

- Dun & Bradstreet Data Universal Numbering System (D-U-N-S) requirement
- To register or search for a D-U-N-S number, visit the Dun & Bradstreet website or call (866) 705-5711
- Quick turn around time and is free of charge
- e-Bid organization number

https://fedgov.dnb.com/webform/searchAction.do
Submission Requirements: Budget File & Proposal Package

- Upload budget file in MS Excel Format
- Upload Proposal as 1 document
  - PDF
  - Validation of documents
- Ability to change and update during submission stage
Workforce e-Bid Overview
Proposal Documents

RFP
All applications for both RFPs are due on Thursday, December 3, 2020 by 5 p.m. PST.
Download Youth One-Stop Career Center Services RFP
Download Population Specific Services RFP

Submit Notice of Intent/RFP

Attachments
Below are attachments for you to download and fill out (when applicable) for submission with your RFP:

- 14 Youth Program Elements
- Basic and Essential Skills Training
- Budget – In School Youth (ISY) Career Center Services
- Budget – Out School Youth (OSY) Career Center Services
- Budget – Youth Population Specific
- Budget Narrative
- Budget Narrative Instructions
- Contractual General Provisions
- Contractual Performance Measures
- Contractual Service Agreement Template
- Glossary of Terms
- Incentive and Stipend Policy
- Past Performance Questionnaire
- Proposal Checklist
- Statement of Qualifications (SOQ)
- Technology and System Requirements
- WIOA Program Tracks
- Chart – 14 Youth Program Elements
- Chart – Employer Engagement
- Chart – Peer Mentor and Peer Engagement
- Chart – WIOA Program Tracks

• RFP documents located in Workforce Partnership Funding Page
• Download RFP document
• Extract RFP attachments Zip File
Workforce e-Bid

- Virtual Experience
- Electronic Signatures
- Email Confirmation
Workforce e-Bid Flow
Request for Proposal (RFP)

Registration
- Create account
- Complete Respondent Information

Notice of Intent
- Select Program Services
- Complete, Sign, and Confirm

Proposal Documents
- Upload Budget
- Upload Proposal

Conflict of Interest Disclosure Form
- Provide Response
- Complete, Sign, and Confirm

Proposal Checklist
- Review Proposal
- Review Budget

Submit Proposal
- Complete, Sign, and Acknowledge submission of proposal

e-Mail notification will be sent with a copy of signed form
Create a Workforce e-Bid Profile

**RFP**
All applications for both RFPs are due on Thursday, December 3, 2020 by 5 p.m. PST.
Download Youth One-Stop Career Center Services RFP
Download Population Specific Services RFP

**SUBMIT NOTICE OF INTENT/RFP**

- Access Workforce e-Bid website
- Complete the security questions to request access
- E-Mail Notification
  - Log onto e-Bid with temporary password to complete initial set up
- One organization profile
Receipt of Confirmation and Acknowledgement

Sign to Confirm and acknowledge

- Digital signature
  - Certification
  - Acknowledgement
  - Submission
- Submit and Confirm signature
- E-Mail notifications
  - Receipt of Confirmation
- Green Submit/confirm Icons
- View-only mode
How to File Notice of Intent to Submit a Request for Proposal

- Complete organization information
- Main point of contact and email address
- Two (2) proposals
  - Four (4) Population-Specific
  - One (1) Career Center Services
How to File Notice of Intent to Submit a Request for Proposal

- Select the desired program(s)
- Click the ‘Submit Notice’ button
- List organization name as it appears on the budget
  - Up to 4 program specific
  - 4 regions
- Complete, sign, and acknowledge the Notice of Intent to Bid Form
How to Upload Proposal Package

- Notice of Intent requirement
  - e-Bid will not allow submission of proposal
- Upload budget file in MS Excel Format
- Upload Proposal as one (1) document
  - Solutions Profile
  - Required Attachments
  - Supporting Documents
- Proposal view window
How to Submit a Conflict of Interest Disclosure Form

- Required to submit
- Click orange icon to access Conflict of Interest Disclosure (COID) Form
- One (1) Conflict of Interest Disclosure Form for each RFP
How to Submit a Conflict of Interest Disclosure Form

- Click the magnifier icon
- Required to type response for each question
- Click the ‘Sign’ tag to digitally sign the form
- Complete, sign, and acknowledge the Conflict of Interest Disclosure Form
Proposal Checklist

- Verify the listed checklist item.
- Enter the page number for the location of the item found within the proposal package. (i.e. Budget Narrative, page 10)
- Select "Done" to close the checklist
Confirmation of Proposal Submission

- Conduct final review of proposal
- Select confirmation button
- Click the ‘Sign’ tag to digitally sign the form
- Complete, sign, and acknowledge the Submission of Proposal Form
- Read-only status
  - No updates after confirmation
### Workforce e – Bid Icons

#### Request for Proposal (RFP)

<table>
<thead>
<tr>
<th>Program</th>
<th>NOI Date</th>
<th>RFP Submitted</th>
<th>Budget File(s)</th>
<th>RFP</th>
<th>View</th>
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<tbody>
<tr>
<td>Youth Career Center Services</td>
<td>10/19/20</td>
<td>10/19/20</td>
<td>X, X</td>
<td>PDF</td>
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<td>Black Opportunity Youth</td>
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<td></td>
<td><img src="https://example.com" alt="View" /></td>
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</table>

**Question Mark** – Section Guide  
**Magnifier** – View by Program Service  
**Document** – View individual document  
**Excel** – Read Only Document  
**PDF** – Read Only Document

**Blue Upload** – Missing Document  
**Green Upload** – Upload Complete  
**Exclamation Point** – No Upload Allowed  
**Checkmark** – Proposal Checklist  
**Exit** – End Session
Workforce e – Bid Assistance

Check Junk e-Mail box for missing notifications
Contact e-Bid Support for technical assistance
Proposal Format & Evaluation Criteria Overview
• Respondents must adhere to the following formatting requirements:
  • Font size: 11 point
  • Font: Arial
  • Margins: At least one inch
  • Line spacing: Double-spaced
  • Language: English
  • All pages numbered
  • All attachments labeled
Evaluation

200 Total Points

- Organizational Qualifications and Project Management (15 points)
- Past Performance (20 points)
- Solutions Profile (100 points)
- Project Budget & Required Staff Positions (30 points)
- Job Quality (20 points)
- Zoom Interview (15 points)
Organizational Qualifications and Project Management (15 Points)

- Refer to Section III.E. to complete required components below
- Include staff resumes as part of the proposal packet

Cover Page (1 Page)
Table of Contents
Organizational Qualifications & Project Management (2 Pages)
Organizational Chart (1 Page)
Past Performance (20 Points)

Need 2 completed questionnaires submitted

Questionnaires must be for projects in the last 5 years

If joint proposal, attachment is completed by lead entity

Contracts with the Workforce Partnership in the last 2 years, must be completed by us

Refer to Section III.F. and Attachment – Past Performance Questionnaire

Referring agency must submit the questionnaire
Questions address topics under the Solutions Profile
Each section will be scored individually
The entire Solutions Profile will be scored on demonstration of partnerships, collaboration and evidence-based practices throughout
Population Specific respondents should address specific barriers and solutions in their responses
Career Centers should address specific barriers as part of their overall strategy in their responses
Required attachments:

- CHART 14 Youth Program Elements
- CHART Employer Engagement
- CHART Peer Mentor & Peer Engagement
- CHART WIOA Program Tracks
Project Budget & Staffing (30 Points)

• Questions address topics under the Project Budget and Required Staffing Positions
• Required staffing responses submitted as a narrative (2 pages)
• Scored as a whole
• Required attachments:

- Budget
- Budget Narrative
- Cost Allocation Plan
- Indirect Rate Agreement, if applicable
Job Quality & Zoom Interview

- **Job Quality (20 Points)**
  - Scored based on Working Metrics
    - Currently meeting job quality standards
    - Plans to further develop and enhance job quality framework over the next year
  - All partners and organizations must submit their own assessment

- **Zoom Interview (15 Points)**
  - Scores in the 25th percentile and higher will move on to the oral interviews
  - 30 minutes for the interview
  - Panel of five individuals
Award Overview & Additional Attachments
Technology and System Requirements

- Technology Equipment
- CalJOBS
- Workforce eFile
- Partner & Career Portal
- Working Metrics
- On-demand Library
- Workshops/Events
- Next Move
Contract Award
Youth One-Stop Career Center Services – June 1, 2021
Population Specific – July 1, 2021

- Conflict of Interest Disclosure Form
- General Provisions
- Contractual Service Agreement Template
- Statement of Qualifications (SOQ)
- Cooling Off Period
- Restriction on Disclosure
- Appeal Process
Timeline
# Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 15, 2020</td>
<td>Release RFP</td>
</tr>
<tr>
<td>October 22, 2020</td>
<td>Respondents Orientation</td>
</tr>
<tr>
<td>November 16, 2020</td>
<td>Last Day to Submit Questions</td>
</tr>
<tr>
<td>November 19, 2020, 5pm</td>
<td>Notice of Intent Due</td>
</tr>
<tr>
<td>December 3, 2020, 5pm</td>
<td>All Proposals Due</td>
</tr>
<tr>
<td>January 25 – 29, 2021</td>
<td>Zoom/In-Person Interviews</td>
</tr>
<tr>
<td>February 1, 2021</td>
<td>Evaluation Complete</td>
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<tr>
<td>February 18, 2021</td>
<td>Anticipated Award Notification</td>
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<tr>
<td>June 1, 2021</td>
<td>One-Stop Career Center RFP Contract Starts</td>
</tr>
<tr>
<td>July 1, 2021</td>
<td>Population-Specific RFP Contracts Starts</td>
</tr>
</tbody>
</table>
Questions
Questions

• Not all questions submitted during the Respondents Orientation will be answered today unless the question can be answered by citing a section of the published RFP

• All questions will be documented and answered in writing within 3 business days

• All questions and answers will be published to our FAQ on the website

• Questions may also be submitted to YouthRFP@workforce.org on or before November 16, 2020
  • Recommended for more specific questions
Participant Networking & Collaborations
Start a Conversation

• Select anyone you’d like to speak with from the Chat
• Choose an empty table (you may need to look at a different “floor”)
• Send them a message of which table # to meet
• Double click on the table to join the table
• Limit of 6 per table
• You can move from table to table
• Click on “Tile View” on bottom left to make attendees bigger