

# WIOA Youth Virtual Bidder's Conference

JANUARY 21<sup>ST</sup>, 2021

WELCOME! As a roll call, in the chat please share:

NAME  
ORGANIZATION  
EMAIL



[SEAKINGWDC.ORG](http://SEAKINGWDC.ORG)

# House Keeping

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- Please remain muted
- Add questions to the chat
- This presentation is being recorded, will be posted for reference
- We hope to share out the entire roster of folks who were able to make it – if you'd like to remain off that list, email Sean Morrin ([smorrin@seakingwdc.org](mailto:smorrin@seakingwdc.org))

# OBJECTIVES FOR TODAY

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- Background on funding requirements for the Workforce Innovation and Opportunity Act (WIOA)
- An overview of the requirements, scope, and logistics of the RFP process
- Guidance on how to seek support in the application process

[seakingwdc.org/rfp20-01](http://seakingwdc.org/rfp20-01)

# REQUEST FOR PROPOSALS (RFP) #20-01

## WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) YOUTH PROGRAMS

[READ ANNOUNCEMENT](#)

January 11, 2021

### APPLICATION DOCUMENTS

- [Request for Proposals 20-01](#)
- *Required Attachments:*
  - [Letter of Intent to Bid](#)
  - [Proposal Checklist](#)
  - [Proposal Cover Sheet](#)
  - [Statement of Compliance](#)
  - [Planned Outcomes](#)
  - [Budget and Cost Proposal](#)

### APPLICATION TIMELINE

1. Request for Proposal (RFP) Released - **January 11, 2021**
2. Virtual Bidder's Conference - **January 21, 2021, 1 pm - 3 pm**
3. Letter of Intent to Bid Due - **January 29, 2021**
4. Last Day to Submit Questions - **February 8, 2021**
5. Proposals Due - **February 15, 2021 by 5 pm**
6. Anticipated Award Notification - **March 26, 2021**
7. Contract(s) Start - **July 1, 2021**

### QUESTION & ANSWER DIGEST



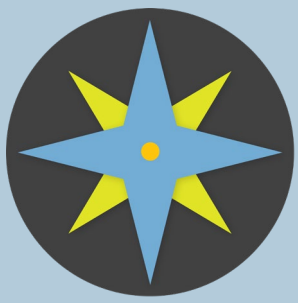
## REQUEST FOR PROPOSALS (RFP) #20-01

**Workforce Innovation and Opportunity Act (WIOA)  
Youth Programs**

Request for Proposal (RFP) Released	January 11, 2021
Virtual Bidder's Conference	January 21, 2021, 1:00pm-3:00pm



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# Context: WIOA YOUTH

- What is this funding?
  - Workforce Innovation and Opportunity Act (WIOA) funds - DOL→ESD→WDC
- WIOA Youth Goals
  - Increase access to education
  - Attain credentials
  - Prepare for post-secondary and advanced training
  - Secure employment with career pathway opportunities

# WDC STRATEGIC PLAN STRATEGY AND ALIGNMENT

## **Invest in and prioritize youth of color**

- Explicit about centering racial equity and alignment with regional plan to address disparities
- Address outreach and access to diverse communities

## **Ensure work experience is high quality and linked to employers and pathways in in-demand fields**

- WIOA requirement of 20% expenditures on work experience
- Tiered approach to work experience
- Enhanced partnerships with specific funding to support Registered pre-apprenticeship and Apprenticeship, Entrepreneurship, Financial Literacy and Mentorship.

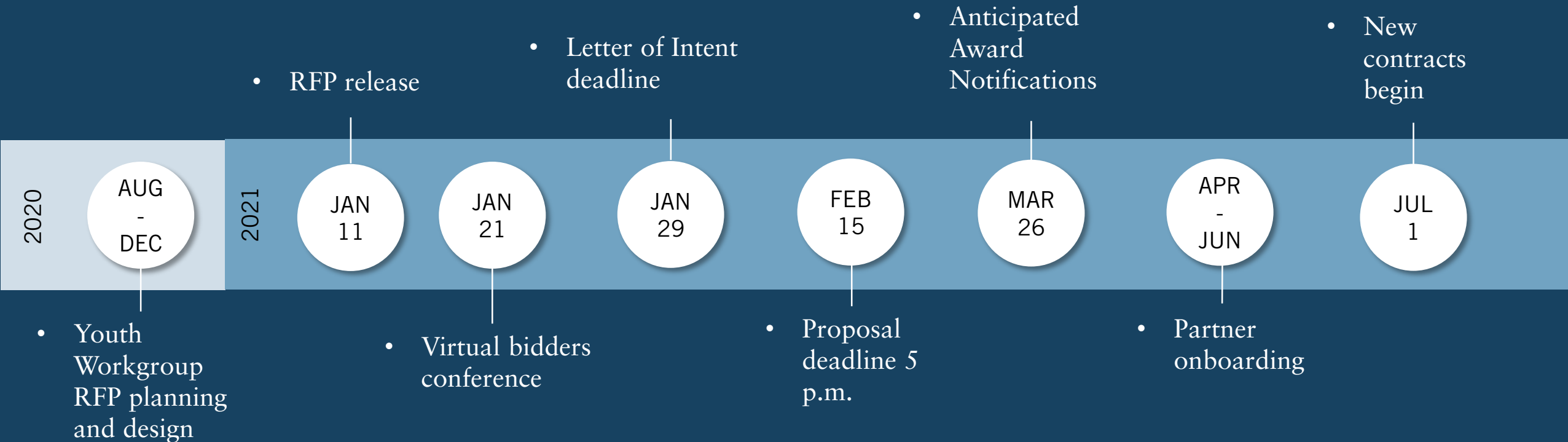
## **Embed youth voice in planning, process, and service delivery**

- Plan to ensure youth voice in co-design of service delivery and engagement strategies

## **Highlight navigation and support**

- Case management best practices
- Enhanced partnerships with MOUs and specific funding
- Emphasis on post-secondary and advanced training supports

# WIOA YOUTH RFP TIMELINE





# NAVIGATING THE RFP



- Part 1 – Background and Context
  - Intent – all the info you might need to understand scope of funding and logistics
  - WDC’s statement of purpose
- Table of Context – clickable links

## **PART 1: BACKGROUND & CONTEXT INFORMATION**

### **A: INTRODUCTION**

### **B: LOGISTICAL INFORMATION**

1. Where to Find Updates and Information Regarding this RFP
2. Bidder Questions
3. Procurement Timeline
4. Virtual Bidder’s Conference
5. Mandatory Letter of Intent to Bid
6. Eligible Applicants
7. Funding Availability and Requirements
8. Allowable Use of Funds
9. Type of Contract Results from this RFP

### **C: BACKGROUND**

1. Workforce Development Council of Seattle-King County (WDC)
2. Roles and Responsibilities of WDC
3. Workforce Innovation and Opportunity Act Overview

### **D: PROGRAM DESIGN**

1. Needs Statement
2. WIOA Youth Eligibility and Enrollment
3. WIOA Program Requirements
4. Emphasized Programming
5. Equity Focus
6. BONUS – Enhanced Strategic Partnerships/Pilots

### **E: PROGRAM MANAGEMENT**

1. Performance Outcomes
2. Administrative Requirements

# NAVIGATING THE RFP



- Part 2 – Proposal Instructions
  - Intent – what you actually need to do to apply
- Table of Context – clickable links

## **PART 2: PROPOSAL INSTRUCTIONS**

### **F: PROPOSAL FORMAT**

1. Proposal Requirements
2. Withdrawals
3. Proposal Narrative and Scoring Guidelines
  - I. Organization Description
  - II. Demonstrated Effectiveness
  - III. Implementation Plan
  - IV. Planned Outcomes
  - V. Budget and Cost Proposal

### **G: EVALUATION PROCESS**

1. Compliance Review
2. Rating Committee
3. Selection
4. Board Action and Contract Award
5. Appeals Process and Access to Evaluation Information
6. Negotiations and Contract

### **H. REQUIRED ATTACHMENTS**

1. Letter of Intent to Bid Form
2. Proposal Checklist
3. Proposal Cover Sheet
4. Statement of Compliance Form
5. Planned Outcomes Form
6. Budget and Cost Proposal Form

### **I: DISCLAIMERS AND GENERAL PROVISIONS**



# PART 1 OVERVIEW

BACKGROUND AND CONTEXT INFORMATION

# LOGISTICAL INFORMATION



# PART 1 – LOGISTICAL INFORMATION



- All updates, documents, information:  
[seakingwdc.org/rfp20-01](https://seakingwdc.org/rfp20-01)
- Q&A Process
  - [operations@seakingwdc.org](mailto:operations@seakingwdc.org)
  - Please include “RFP 20-01” in the subject of the email. Questions submitted by 12:00 p.m. each Friday will be answered the following Monday.
  - Fair, open process

## APPLICATION DOCUMENTS

- [Request for Proposals 20-01](#)
- *Required Attachments:*
  - [Letter of Intent to Bid](#)
  - [Proposal Checklist](#)
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## QUESTION & ANSWER DIGEST

1. [Tuesday, January 19, 2021](#)

Please submit questions to [operations@seakingwdc.org](mailto:operations@seakingwdc.org).

# PART 1 – Funding and Types of Applications



- Funding broken down into two categories (WIOA definitions)
  - In-School Youth
  - Out-of-School Youth
- WDC breaks down WIOA Youth funding by 80/20 split
- “Estimated” funding levels because allocations come from Dept of Labor in spring
- Contracts from July 1, 2021 - June 30, 2022. Pending performance, funding, and program priorities, awards may be renewed on an annual basis for up-to three (3) additional, one-year program periods, through June 30, 2025. For this RFP, assume all budget, goals, etc. is for one year.

## **Estimated Funds Available**

WIOA In-School Youth Program	Up to \$368,952
WIOA Out-of-School Youth Program	Up to \$1,396,707
<b>Total Funds Available</b>	<b>Up to \$1,765,659</b>

# PART 1 – Funding and Types of Applications



- Applicants may apply for in-school or out-of-school
  - Separate applications if doing both
- Two types of applicants within those:

Sole Organization	Partnership/Consortium
<ul style="list-style-type: none"><li>• Applicant is both fiscal agent and lead organization</li><li>• Must apply for a minimum of \$100,000</li><li>• Can apply for a maximum of \$300,000</li></ul>	<ul style="list-style-type: none"><li>• Two or more organizations – must identify fiscal agent and lead org (do not need to be the same)</li><li>• Must apply for a minimum of \$250,000.</li><li>• Consortium applicants can apply for the “up-to” amount for the specified category</li><li>• Required to have formal partnerships and/or Memoranda of Understanding (MOU) with partner organizations</li></ul>

# PART 1 – LETTER OF INTENT (LOI) TO BID



- LOI due Friday, 1/29 at 5pm
- Key to ensuring planning for rating committee, fair, open process
- Inclusion of partner organizations in the LOI does not commit these partners to participating in the final proposal

LETTER OF INTENT TO BID			
<i>INSTRUCTIONS: PLEASE COMPLETE ALL FIELDS IN THIS FORM AND SUBMIT BY FRIDAY, JANUARY 29, 2021, AT 5 PM (PDT) BY EMAIL TO: <a href="mailto:OPERATIONS@SEAKINGWDC.ORG">OPERATIONS@SEAKINGWDC.ORG</a>. PLEASE SUBMIT ONE FORM FOR EACH PROPOSAL YOUR INTENT TO SUBMIT. PROPOSALS WILL ONLY BE ACCEPTED BY ENTITIES THAT HAVE SUBMITTED THIS FORM BY THE DATE AND TIME LISTED ABOVE. SUBMISSION OF THIS FORM DOES NOT COMMIT AN ORGANIZATION OR CONSORTIUM TO SUBMITTING A PROPOSAL.</i>			
Name of Lead Agency/Organization:			
Consortium or Single Agency Proposal:			
Contact Person Name and Title:			
Telephone:		E-mail:	
Mailing Address:		Funding Category:	
		WIOA Out-of-School Youth	
		WIOA In-School Youth	
Partners Participating in the Development of this Proposal:			



# PROGRAM DESIGN

# PART 1 – YOUTH ELIGIBILITY



WIOA In-School Youth Eligibility	WIOA Out-of-School Youth Eligibility
<p>Must meet:</p> <ul style="list-style-type: none"><li>• Age 14 to 21 and attending school; and</li><li>• Low-income individual</li><li>• Additional Conditions (must meet at least one):<ul style="list-style-type: none"><li>• Individual with a disability</li><li>• Basic skills deficient</li><li>• English language learner</li><li>• Subject to the juvenile or adult justice system</li><li>• Homeless, runaway, or foster child</li><li>• Pregnant or parenting</li><li>• An individual who requires additional support to complete an educational program or to secure or hold employment</li></ul></li></ul>	<p>Must meet:</p> <ul style="list-style-type: none"><li>• Not attending any school (as defined under state law)</li><li>• Age 16 to 24 at the time of enrollment</li><li>• Additional Conditions (must meet at least one):<ul style="list-style-type: none"><li>• School dropout</li><li>• Not attended school for at least the most recent complete school year calendar quarter</li><li>• Recipient of a secondary school diploma or its recognized equivalent who is low-income and either basic skills deficient or an English language learner</li><li>• Subject to the juvenile or adult justice system</li><li>• A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance, or in an out-of-home placement</li><li>• Pregnant or parenting</li><li>• An individual with a disability</li><li>• Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment</li></ul></li></ul>

# PART 1 – Program Requirements

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- Four WIOA Tracks
- Outreach, Recruitment, Orientation
- Intake, Eligibility, Registration
- Objective Assessment and Referral
- Individual Service Strategy
- Case Management
- Access to Range of Services (14 services)
- Follow-up Services

# PART 1 – Four WIOA Tracks – New

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## Tracks A and B seek to serve young people on a more traditional secondary school pathway:

- Track A: Education and Employment (In-School Youth)
  - Services and outcomes may include high school support and completion, career exploration, paid work experience, post-secondary enrollment and/or employment placement.
- Track B: Education and Employment (Out-of-School Youth)
  - Services and outcomes may include dropout recovery support, GED/Diploma completion, career exploration, paid work experience, post-secondary enrollment and/or employment placement.

## Tracks C and D seek to serve young people who may be ready for career training, employment and/or post-secondary options:

- Track C: Work-Based Learning, Occupational Training, and Employment (In-School and Out-of-School Youth)
  - Services and outcomes may include pre-apprenticeship, enrollment/completion of training from WA Eligible Training Providers, occupational skills training, paid work experience and placement into employment.
- Track D: Post-Secondary and Employment (In-School and Out-of-School Youth)
  - Services and outcomes may include post-secondary enrollment and completion of post-secondary credential, registered apprenticeship enrollment and completion, and placement into employment.

# PART 1 – Program Requirements, cont.

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- Outreach, Recruitment, Orientation
- Intake, Eligibility, Registration
- Objective Assessment and Referral
- Individual Service Strategy
- Case Management
- Access to Range of Services (14 services)
- Follow-up Services

# PART 1 – Emphasized Programming

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- Educational Services
- Career Readiness
- Work Experience
- Comprehensive Partnership Plan
- Youth Voice
- Equity Focus

# PART 1 – BONUS – Enhanced Strategic Partnerships/Pilots

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BONUS Points available: Formal partners, funding specifically set aside within application for:

- **Registered pre-apprenticeship and/or apprenticeship** – A registered apprenticeship combines on-the-job training with related classroom instruction, all under the supervision of a journey-level professional.
- **Entrepreneurship** – Programs that provide the basics of starting and operating a business including skill-building around how to take initiative, creatively seeking out and identifying business opportunities, developing budgets, basic employment and human resources skills, understanding various options for acquiring capital and the trade-offs associated with each option and marketing oneself and one's ideas.
- **Financial Literacy** – Financial literacy education refers to activities that provide youth with the knowledge and skills that they need to achieve long-term financial stability including personal and business credit, savings, predatory lending, wealth creation and legacy building.
- **Mentorship** – Mentoring is a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee.

# PROGRAM MANAGEMENT



# PART 1 – DIGITAL FILES, PERFORMANCE OUTCOMES



- All participant files will be digital – using state database, local record keeping
- Real-time data entry required
- Ability to track and measure outcomes and work with WDC to meet state outcomes

WIOA COMMON MEASURES – OSY AND ISY	PY20 TARGETS
Youth Placement – participants who are in education, training, or employment in the 2 <sup>nd</sup> quarter after exit	61.8%
Youth Retention – participants who are in education, training, or employment in the 4 <sup>th</sup> quarter after exit	61.5%
Youth Median Earnings – median earnings of participants employed in 2 <sup>nd</sup> quarter after exit	\$3,400
Credential Attainment – participants who obtain a recognized post-secondary credential, secondary school diploma, or equivalent with one year after exit	66.3%
Measurable Skills Gain – participants who, during a program year, are in education that leads to a recognized post-secondary credential or employment and who are achieving measurable gains	50%
Employer Engagement – effective in serving employers	TBD



# PART 2 OVERVIEW

PROPOSAL INSTRUCTIONS



[SEAKINGWDC.ORG](http://SEAKINGWDC.ORG)

# PART 2 – PROPOSAL FORMAT

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- Proposals must be received at the [operations@seakingwdc.org](mailto:operations@seakingwdc.org) email address no later than February 15, 2021 at 5:00pm.
- Bidders must submit separate, complete applications for each funding category requested.
- Bidders must include all the required attachments that pertain to the proposal.
- Bidders may submit attachments in separate emails as part of their electronic submission, as long as all emails include “Response to RFP 20-01” in the subject line.
- Bidders must use 12-point, Times New Roman font and 1-inch margins to ensure fairness in page count limits across proposals.
- Narrative (not counting attachments/forms must not exceed 12 pages)

# PART 2 – PROPOSAL SCORING



Points	Scoring Criteria
15	Organization Description (6 questions plus attachments) <ul style="list-style-type: none"><li>• Focus is on organization history, organization/staff qualifications and expertise, culturally appropriate services and diversity of organizational leadership and staff</li></ul>
20	<b>Demonstrated Effectiveness</b> (4 questions) <ul style="list-style-type: none"><li>• Focus is on organizational performance, ability to engage youth, data management, and ability to use data to drive changes in service to expand opportunities for those farthest from opportunity</li></ul>
125	<b>Implementation Plan</b> (4 questions, with sub questions) <ul style="list-style-type: none"><li>• Focus is on WIOA Program Tracks, safety, WIOA required elements, emphasized programming, and equity focus.</li></ul>
10	<b>Planned Outcomes</b> (Planned Outcomes form and narrative) <ul style="list-style-type: none"><li>• Focuses is on reasonableness of planned outcomes, data management approach and ability to collect and use qualitative data to drive program improvements</li></ul>
30	<b>Budget and Cost Proposal</b> (Budget and Cost Proposal form and narrative) <ul style="list-style-type: none"><li>• Focus is on fiscal and systems capacity, cost allocation plan, and appropriateness of budget to the implementation plan in the proposal.</li></ul>
200*	<b>TOTAL POINTS</b>

*\*15 BONUS points available for Enhanced Strategic Partnerships/Pilots, which will be added to the total score*

# PART 2 – REQUIRED ATTACHMENTS

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- Letter of Intent to Bid
- Proposal Checklist
- Proposal Cover Sheet
- Statement of Compliance
- Planned Outcomes
- Budget and Cost Proposal
  
- All linked in RFP and on RFP webpage

## APPLICATION DOCUMENTS

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# PART 2 – EVALUATION PROCESS

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

- **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.
- **Rating Committee**
  - A Rating Committee will rate the compliant applications. Each Rating Committee member will use a standard scoring rubric to score applicants. Raters may include WDC Board Members, youth development experts, staff from other workforce areas.
- **Selection**
  - The Rating Committee will put forward recommended awards to the whole WDC Board for final approval.
- **Board Action and Contract Award**
  - Once approved, all applicants will be notified of the WDC Board's decisions.
- **Appeals Process and Access to Evaluation Information**
  - An appeal must be made in writing within seven (7) calendar days from the date of the Notice of Award decision is issued to the bidder.
- **Negotiations and Contract**
  - Contracts start July 1, 2021 and go through June 30, 2022 for the initial program year.

[seakingwdc.org/rfp20-01](http://seakingwdc.org/rfp20-01)

# QUESTIONS



# ONGOING QUESTIONS and INFORMATION



- All updates, documents, information:  
[seakingwdc.org/rfp20-01](https://seakingwdc.org/rfp20-01)
- Q&A Process
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