



Bidder's Conference- RFP OOSY FY22 Meeting Minutes of Wednesday, April 21, 2021

Attendance:

Staff: B. Silva-Boutwell, A. Despres, J. Lopes, T.Nichols-Xavier

Guests: C. Nielsen; Paula Deare, V. Deare,

Greetings and Introductions by J. Lopes, GNBWB Executive Deputy Director – 1:03 pm

Introduction:

- B. Silva-Boutwell had info session on Monday, April 19, 2021- followed by a Question and Answer portion today
- J. Oliveira MGNBWB thanks all vendors in attendance for your interest and participation as there is a heavy focus on youth and creating opportunities
- WIOA OOSY programs allow us to collectively work together for the better of the community
- T. Nichols-Xavier will send out minutes to follow up with content and questions discussed in this meeting

Summary:

- B. Silva-Boutwell begins meeting by discussing official timeline that has been provided today and was sent out to all potential FY22 vendors in prior emails
- All Bidders must note the change in dates from previous emails, compared with the RFP provided during this meeting
 - ***May 13th – By 2:00 P.M** is the Deadline to submit Proposals (Electronic & Hard Copy) *
- WB Staff and Board Review Team meets to review proposals
 - Approvals will be based on certain criteria detailed in the RFP
- Bidders will be informed of final decision following the official vote from the WB Review team
- All elected Vendors will be mandated to complete and attend a certain amount of Orientation requirements prior to kicking of their FY22 OOSY youth program
- Vendor training will be Friday July 9th (All dates detailed in RFP timeline)
- B. Silva-Boutwell discussed and referenced several items in the RFP:
 - **1. May 13th deadline for proposals**
 - Funding (Abbey):
 - Page 3 (Part IV) was discussed and presented by A. Despres
 - Frameworks Service provider (FSP)- Page 3 (Part V)
 - FSP is the MassHire Career Center
 - Framework provider (Career Center) handles one on one meetings with youth, enrollment/referrals/case management and counseling services
 - The FSP is who Vendors will work with and communicate with on day-to-day basis
 - CC handles all of eligibility (All youth must meet certain eligibility criteria in which they must be low income, and/or contain an at-risk factor or barrier to employment)



- Vendors are responsible and mandated to deliver 7 out of 14 possible WIOA elements (8 if the program is a HI-Set Program)
- The role of the WB is to handle and filter funds and overseeing of the FSP
- WB will be notified and handle extreme situations/circumstances
- Program Design
 - 3 out of 4 Program Designs (education remediation, work readiness prep, work experience/employment or Service Learning) must be delivered and plans to deliver must be detailed in the RFP
 - “Work experience” = job shadowing, paid or unpaid employment, or internships.
 - Youth do not need the job but this would require an employer willing to take this on for youth to fulfill the “work experience” requirement in each Vendor’s program design
 - See email attachments from April 22, 2021 for “work experience” attachments
- Programs for FY22 start July 1st 2021 to end of FY (June 30th, 2022)
- Student teacher ratio shall not exceed 8:1 (dependent on what will happen with pandemic- could be some virtual and some face to face-hybrid schedule)
- Vendors are mandated by WIOA to attain Performance measures necessary for positive program outcomes (See Page 6 for acceptable performance measure outcomes)
- Bidders Response & Submission (page 6 &7) – requires cover sheet, program narrative, budget & budget narrative, debarment and EEO certification and audit as necessary (Abbey would be in communication regarding this)
- Proposals must be provided on flash drive, along with both electronic and hard copies
- ***Update to RFP- page 7*- Please submit proposal by the provided deadline date to the following:**

MassHire Greater New Bedford Workforce Board, Inc.
Attn: Brian Silva-Boutwell, Interim Youth Program Manager
Quest Center for Innovation
1213 Purchase St. 2nd Floor
New Bedford, MA 02740-6694

Bidder Questions Q&A

(Q:) Can this be a 2-year contract?

(A:) This will be a one-year contract and moving forward for FY23 this will be considered and decided upon by J. Oliveira and J. Lopes

(Q:) Does submission of flash drive take care of the hard copy requirement?

(A:) No, the Board requires submission of 6 hard copies (1 original with signature and 5 copies for each Reviewer), an email, and flash drive.



(Q:) What is considered a “simulated job situation” (regarding new requirement for *Work Experience/Employment* within the Program Design (Page 4 Part IX))

(A:) *See attachment provided in Follow Up email (April 22, 2021) from Bidder’s Conference April 21, 2021 for acceptable Work Experience Categories*

(Q:) What are the specific required “work experience” hours?

(A:) 10 hours of “work experience” in addition to the 20 (minimum) deliverable program hours (30 hours in total)

(Q:) Must referrals only come from the FSP?

(A:) Selected vendors are highly encouraged to assist in recruitment for best success in recruiting and filling eligible youth participant slots. All potentially eligible youth must be filtered through the FSP to complete eligibility requirements in order to become eligible and enrolled for Vendor’s program

(Q:) How are Vendor Performance Measures assessed?

(A:) See acceptable positive outcomes on page 6 (Part X) of RFP. Acceptable performance measures that result in a positive outcome for the FSP, WB and Program Vendors are all measured with the following parameters:

- 75% minimum of overall enrolled youth must obtain employment or post-secondary institution (college, universities, trade or vocational schools)
- 64% minimum of overall enrolled participants must obtain high school diploma or certificate attainment
- 37% minimum of overall enrolled participants must attain a Literacy and Numeracy gain
- Obtain employment, Training or Education by 2nd Quarter after exit
- Retain Employment, Training or Education by 4th Quarter after exit
- Median earnings- 2nd Q after exit
- Credential- Nationally recognized credential/certificate during participation or within 1 year after exit
 - Credentials = industry-recognized certificates, licenses or certifications, that are portable and stackable. This includes High School diplomas, HISET attainment, Post-Secondary Diplomas/certificates, or Registered Apprenticeship certificates

(Q:) How is follow up and retention being measured?

(A:) The FSP and Program Vendor are required to follow up with youth participants for 12 months after exit. The FSP Youth Case Managers are required to contact all participants at a minimum of every 30 days both during the youth’s enrollment period and for 12 months afterwards to follow up on employment retentions, help with job searching or to attempt to re-engage if necessary. All youth automatically exit from the system after 90 days of no contact or meaningful service with youth staff or Vendor. With this 90-day timeframe in mind,



it is a best practice and highly recommended for Vendors to inform youth team immediately should any youth no longer respond to contact efforts by the Vendor in order to re-engage youth in a timely fashion before their exit date.

(Q:) Will youth team meet at the Vendor's site to conduct orientation, presentation, etc.?

(A:) Yes! The Youth team will meet youth at the site as needed and requested to meet with youth or staff to build positive relationships and encourage an open line of communication with youth participants

(Q:) What are the eligibility requirements?

(A:) Refer to Page 4 (Part VII) for Eligibility determination criteria for youth participants. All youth must be deemed eligible by FSP before enrolling officially with the youth department and starting with any Vendor program. *Any Youth that start a program without being deemed eligible and receiving permission to start by the FSP- will end up in potential disallowed cost*

(Q:) What is considered a positive outcome & and what if they drop off- is it a failure for the program if the youth falls off?

(A:) See previous response regarding Performance Measures. A vendor will not be penalized for a youth that drops from their program. However, the Vendor will still be expected to fulfill their contract requirements by filling the youth's position if the Vendor and FSP do not have success in re-engaging the participant.

(Q:) Will there be two funding streams this FY?

(A:) No, the only current funding stream is WIOA based. If any additional funds arise through CDBG, then these requirements will be clear if these funds become available

(Q:) What Program Design components are required (Page 4- Part IX)?

(A:) At least 3 but preferably all 4. If a program vendor doesn't offer one of these components and would like to refer to outside agency for final component-then Vendors must include in their proposal how they plan to do so (Youth are not able to participate in 2 WIOA Vendor programs simultaneously)

Any and all additional questions must be submitted to Brian via email within the next 5 days from April 21st, 2021. All responses to questions will be provided by May 30th, 2021