

**MICHIGAN WORKS! SOUTHEAST
Program Year (PY) 2018 Request for Proposal (RFP)
Bidders Conference
Specialized WIOA Youth Services
March 29, 2018 11:00 a.m.**

Bidders Present: Sue Silver, Hartland Consolidated Schools
Joel Rende, Livingston ESA
Jody Buchholz, Ross IES
Ann Leen, SER Metro
Cheri Armstrong, Key Opportunities, Inc.

Staff Present: Bill Sleight, Director
Sandy Vallance, Program Services Manager

Introductions were made by all those in attendance. Bill stated that this would be the main opportunity to ask questions about the RFP and receive technical assistance.

The RFP Instructions

The RFP instructions were covered section by section with the following main points made:

- The overview and intent of the RFP: to procure services for WIOA eligible youth in “off-site” settings away from the Service Centers. Examples would be secondary schools including alternative high schools and charter schools, and youth-focused organizations.
- Proposals are due by 4:00 p.m. 4/26/18 to the Hillsdale Service Center attention Maggie Flaherty.
- Decision making on RFP will be 2nd week in May and implementation is July 1st
- One year contract with option to renew for a second year based on performance and fund availability.
- Michigan has applied for and received a waiver from the US Dept. of Labor which permits local areas to spend up to 50% of its WIOA Youth Program allocation on in-school year. In the absence of the waiver, the WIOA law requires a 75% expenditure rate for Out-of-School youth. The waiver gives us flexibility to provide some additional services to in-school youth. We understand that these contracts will primarily serve in-school youth and that therefore most of the expenditures will be for in-school youth. We have accounted for that in our budgeting for these contracted services.
- We are projecting that about \$450,000 will be available for these projects. This is subject to change based on allocation levels and fund availability. Note that page 15 of the RFP says that \$500,000 will be available for these services. This is incorrect – the correct amount is \$450,000.
- Bill reviewed the program goals and objectives which are to:
 1. Provide WIOA approved Youth services in an in-school setting

2. Provide WIOA approved Youth services in locations where eligible youth are gathered (with a youth-serving organization)
 3. Assist with WIOA approved workforce development services for both in-school and out-of-school Youth
 4. Work with the other programs, staff and contractors of Michigan Works! Southeast to offer well-rounded services to all participants.
- It was emphasized that at least 20% of all contract costs must be for paid and unpaid work experiences. This can include participant costs such as wages and fringes, as well as the staff costs associated with developing and overseeing these activities.
 - Bill reviewed Section 4 - Basic requirements for all contractors. No changes were noted.
 - The WIOA Youth Performance Standards were discussed. The exact standards for PY 18 are not yet known. The standards listed are those for PY 17. Bidders are encouraged to identify additional performance goals in their proposal.
 - The Review criteria was also discussed. There are no changes.
 - Bill reviewed the submissions instructions and the Bidder's Checklist. Proposals must be signed by someone with signatory authority on pages 10,11 and 12

The RFP Document

Bill reviewed the RFP document. Main points made during overview include:

- Requirements for the proposal submission, starting with the cover sheet and "Section A: Agency Background and Administrative Capability"
- Section B: The laws, rules and regulations that must be followed as a part of this contract, if awarded. Also, general contract parameters were covered in this section.
- Required signature pages: Proposal certification, debarment cert and lobbying was discussed.
- The Work statement: required activities for the winning contractor(s) was reviewed in detail. While it is not necessary for the bidder to provide all 14 elements, it is necessary that all elements must be made available to all participants, either by the contractor, or by referral to another organization. The mix of services provided to each participant will be based on their individual service strategy.
- Bill reviewed a "Framework for Youth Program Design" (attached) which describes three elements of a strong youth program. The fourteen WIOA required elements should be incorporated into this framework. The framework includes:
 - "On-ramp" activities to prepare youth for success in the program.
 - A college and career ready curriculum that prepares participants for success in their post-secondary activities, and
 - "Post-secondary Bridging" activities to support participants in their first year of post-secondary education and/or employment.

- The written narrative was discussed in detail along with the expectations for each of the sections. Each section followed along with a corresponding section in the review criteria.
- Time was spent discussing the budget and its parameters. An excel spreadsheet has been created for all the bidders to aid in the creation of the budget. It should only be necessary to enter data into the non-shaded areas of the budget spreadsheet. Totals should calculate automatically in the shaded sections once the non-shaded areas are completed.
- Bidders are asked to provide an estimate of participant expenses (support services, wages for work experience, etc.). Some of these costs may end up being paid directly by MWSE, but reviewers do want to see the projected total cost of the program. If approved for funding, we will negotiate which participant expenses will be paid by the contractor, and which will be paid by MWSE.
- Bidders must submit a budget narrative with the budget spreadsheet.
- The rest of the RFP contains instructions for the signatures pages (debarment, lobbying, union concurrence, if applicable and EO statement).

Questions were asked throughout the meeting and listed below

QUESTIONS:

Q. Is there a target number of youth?

A: No. There is not a target number of youth.

Q. What is the median wage for youth?

A: the State has not identified the median wage for youth as of yet, as the current year is being used as a benchmark year for determining this standard in the future.

Q. Will the bidder be responsible for carry-ins?

A: New bidders will not be responsible for the performance of the participants enrolled by other contractors. In the event that a current contract is terminated, a new contractor may be asked to serve participants who have not completed training. If that happens, we will develop a transition plan during contract negotiations that allows participants to continue their training without penalizing the new contractor for work performed by another contractor.

Current contractors whose contract is renewed will be expected to continue serving participants who have not completed training, as well as any new participants who will be enrolled in PY 2018. The program design and budget should reflect services to both existing participants and new participants. They will be responsible for the performance outcomes of both continuing and new participants.

Q. Along with One Stop Management Information Systems (OSMIS) entries, will Jobs for Michigan Graduates (JMG) also be a responsibility of the bidders?

A. Michigan Works! Southeast does operate a Jobs for Michigan Graduates program but our current agreement with JMG is that we are only operating an out-of-school program with our staff. While we would like to expand this program to offer JMG to in-school populations that has not been approved, and is therefore not a part of this procurement.

Q. What assessment will the bidders use?

A: TABE.

Q. Do current contractors need to exit their current participants even if they do not have credentials?

A: No. As stated above, current contractors will be expected to continue working with participants who have not completed their training and these participants should be incorporated into the program design and budget.

Q. How do bidders get the proposal?

A: Send request to Maggie Flaherty. The proposals and any updates can also be downloaded from the Michigan Inter-governmental Trade Network website (MITN).

Q. Can supportive services be used for child care?

A: Yes, if it is identified as a barrier.

Q. How much information on program curriculum do you want included?

A: Curriculum outlines are sufficient in most cases. It is not necessary to provide detailed curriculum for academic classes that are part of a standard high school curriculum. A short summary is all that is required. Reviewers will want more detail on work readiness curriculum, occupational skills training, and any unique classes that are key components of your program design.

Q. Should bidders be estimating classroom training costs as well?

A: Yes. Include all training costs in the proposal budget.

Q. Will the readers looking at the proposals understand the difference between operating costs versus estimated participant cost?

A: Yes. We will explain it to them. These costs are also in separate parts of the budget form.

Q. Where do bidders put participant cost supportive services?

A: Enter information under 1.1.3 on budget as supportive services. We will change that and send out a revised form with the bidders conference notes.

Q. Do bidders need one or two budgets?

A: Only one budget for PY 2018 is required. The instructions on page 19 are wrong. The request for budgets for two years is a carry-over from past years.

Q. On page 14, it states section D that 50% must be spent on out-of-school youth. Is this the expectation?

A: The requirement that 50% of youth expenditures must be for out-of-school youth applies to the MWSE region as a whole, and does not apply to the programs operated by contractors. We expect that more than 50% of these contracts will be for in-school youth, as that is the target for the RFP. We will manage our overall budget to meet the 50% requirement. As part of that process, we will negotiate with each contractor the expected percentage of costs for in-school and out-of-school youth and those goals will be part of the contract.

CORRECTIONS / ADDITIONS TO THE RFP

1. **The attached “Framework for Youth Program Design” can be used as a framework for your program narrative. This framework is based on a best practice model used in other workforce programs in the country. The fourteen required elements of a WIOA youth program can be described within this framework.**
2. **The Excel Budget Spreadsheet has been changed. The Spreadsheet now contains five worksheets, which are found by clicking on the tabs at the bottom of the spreadsheet. The first tab is the proposal budget, which was included in the original RFP packet. Only one change is made to this form: Line 1.13 is now labeled as “Support Services”. It was previously labeled as “Other.” The other tabs can be used by bidders for their budget narrative. Other formats will be accepted, but this format should guide you to provide the type of information reviewers will be seeking. The tabs are labeled to correspond to the different sections of the budget: Salary and Fringe Narrative, Operating Costs Narrative and Participant Costs Narrative. Finally, there is a Matching Funds Narrative where you can detail any match provided to the project.**
3. **On page 15, the estimated funding available for all five counties for these services is \$450,000 per year, not \$500,000 per year as stated at the bottom of the page.**
4. **The Section on Page 17 labeled “Information Technology/Computerization” does not apply to this procurement. Any IT cost can be reported as operating costs, and shown as either direct customer services or administrative costs as appropriate.**
5. **The last line on page 19 is incorrect. Bidders only need to provide a budget for PY 2018 – July 1, 2018 to June 30, 2019.**
6. **Pages 20 and 21 are replaced by the Excel budget spreadsheet described in item 2**