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**Area 15: Monroe, Morgan, Noble & Washington Counties
YOUTH DESIGN FRAMEWORK & PROGRAM ELEMENTS
REQUEST FOR PROPOSAL**



A proud partner of the
American Job Center network

Issued jointly by the Council of Governments and
Workforce Development Board of
Monroe, Morgan, Noble & Washington Counties through:

Ohio Valley Employment Resource
PO Box 181
Marietta, OH 45750
www.omj15.com

Time Line

4/17-27/17RFP Advertising in four local papers, one per county
5/3/2017 – RFP Conference - Attendance mandatory.
5/26/2017– PROPOSAL PERIOD CLOSES
6/12/2017 - Workforce Development Board consideration
6/19/2017 - Council of Governments Meeting & Results announced
One week - Protest Period
7/1/2017 - Contracts Commence

RFP Structure

Section 1: Overview/Description
Section 2: Narrative reply form & Rating Instrument
Section 3: Budget reply form

GENERAL SOLICITATION STATEMENT

The Ohio Valley Employment Resource (OVER) is soliciting proposals for the Workforce Innovation and Opportunity Act youth program.

This request for proposal (RFP) is approved jointly by the Workforce Development Board and the Council of Governments. The services will be contracted from July 1, 2017 through June 30, 2018. Designation may be extended up to three (3) additional years to June 30, 2021, based on performance with approval from the Workforce Development Board and Council of Governments.

To be eligible to submit a proposal, agency representative must attend meeting on May 3, 2017 at 1PM at Noble County Department of Job and Family Services; 46049 Marietta Road, Caldwell, OH 43724. Responses must be received electronically no later than May 26, 2017. Complete details of the WIOA youth program and the request for proposal documents can be accessed at: www.omj15.com on the Youth Page.

The application process requires that submitted proposals contain detailed, accurate and complete program and budget information. If subcontract of any part of the program is intended, it must be detailed in the RFP response. The RFP must follow the prescribed format identified.

PLEASE READ THIS CAREFULLY AND COMPLETE SECTIONS 2 & 3 OF THIS RFP. IF APPROVED, YOU WILL BE REQUIRED TO COMPLY WITH ALL SECTIONS.

PROPOSAL SUBMISSION SCHEDULE

Sections two and three ONLY of the original proposal must be returned. Only electronic submissions will be accepted. Both Section 2 & 3 of this proposal must be submitted no later than:

☞ **Deadline date and time: May 26, 2017.**

☞ **To: BOTH mhooper@jobsetc.net & rsafko@jobsetc.net**

▪ No late proposals will be considered. The proposal must identify that a **RFP for ___ County** is attached. Only one RFP per county per email; however, you may submit for multiple counties. Each county in a separate email. Attachments in Word (.doc or .docx), Excel (.xls or .xlsx) and Adobe (.pdf) are the only acceptable file types.

☞ There will be a MANDATORY proposers' conference on **May 3, 2017 at 1:00PM** at **Noble County Department of Job and Family Services; 46049 Marietta Road, Caldwell, OH 43724** Attendance is required. All questions in writing. Only RFPs from attendees will be accepted. All questions will be posted on www.omj15.com and emailed to the email provided by all attendees on meeting sign-in sheet.

Prior to the meeting, questions concerning this RFP may be email to mhooper@jobsetc.net AND rsafko@jobsetc.net by **Noon, May 2, 2017**, or submitted in writing at the conference. Questions and Responses for questions received by the deadline will be provided in writing at the conference. Additional meeting questions will be handled at the meeting as time permits with outstanding questions posted and emailed.

All responders who wish to be considered for the operation of a program must submit a proposal through the RFP process, regardless of current or past contractual relationships.

After rating of the RFPs has occurred, the Workforce Development Board (WDB) will choose the best qualified proposal to negotiate with. The Council of Governments will review and act upon the WDB recommendation(s). Once a proposer has been chosen, OVER will send notification to all proposers announcing the decision. Proposers will have one week from the date of the letter as a protest period to state any objections to the decision.

INTRODUCTION

Purpose

The Workforce Innovation and Opportunity Act, Public Law 113-128, <https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf> identifies in Section 123 that the local board in agreement with the chief elected official is required to award the WIOA youth program through a competitive process. A competitive process must be conducted every four years per 20 CFR 678.605.

Organizational Flow

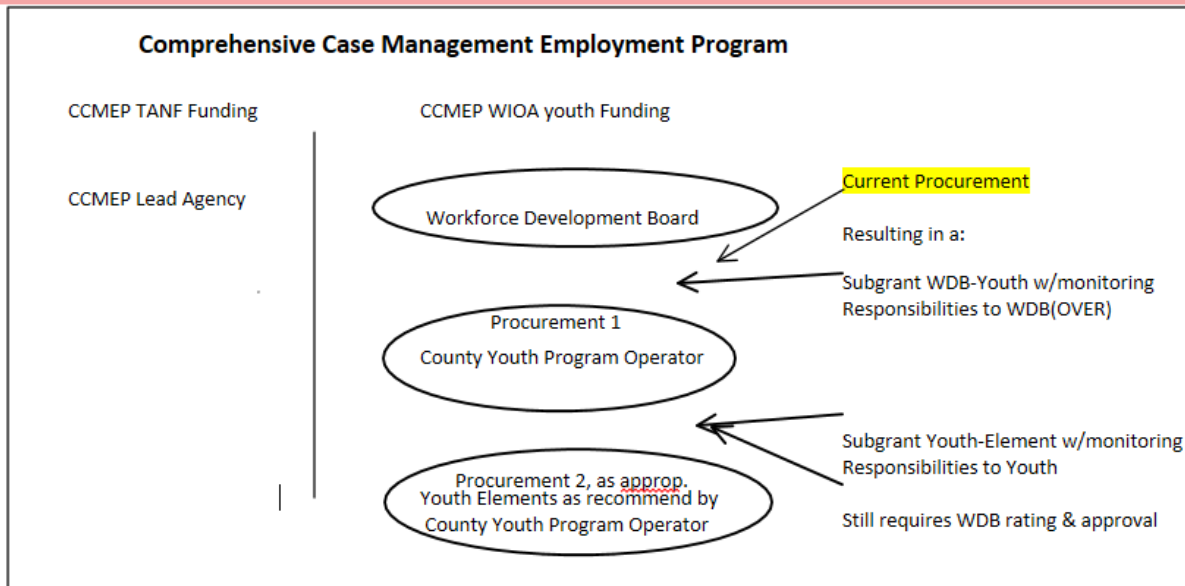
WIOA Area: The Workforce Innovation and Opportunity Act (WIOA) provides for designation of local areas to administer the WIOA Title I programs. Our Workforce Development Area is governed by a Council of Governments made up of all three of the County Commissioners of each of the following counties: Monroe, Morgan, Noble, and Washington. The area is designated Ohio Workforce Area #15. The County Commissioners appoint a Workforce Development Board (WDB), composed of a diverse mix of employers and employment and training professionals, to oversee the quality and guidelines of the programs. Ohio Valley Employment Resource is the administrative office for the four County Council of Governments in WIOA Area #15 and as such is the fiscal agent and staff to the board.

Comprehensive Case Management and Employment Program County:

On June 30, 2015 Ohio Governor John Kasich signed House Bill 64, the state's biennial budget, into law. Section 305.190 of the Amended Substitute House Bill 64 of the 131st General Assembly, the state's biennial budget, creates the Comprehensive Case Management Employment Program, to provide employment, training and other supportive services to mandatory and voluntary program participants ages 16 to 24 based upon a comprehensive assessment of an individual's employment and training needs. CCMEP incorporates both Temporary Assistance for Needy Families (TANF) and Workforce Innovation and Opportunity Act (WIOA) youth funds, and requires all CCMEP to be coordinated an entity designated by the county commissioners as the

CCMEP Lead Agency. Within each of the four counties, the lead agency is the County Department of Job and Family Services.

Coordination between the federal WIOA and state TANF youth programs: In Ohio, the funding for these two programs must be coordinated and operated in compliance with the County CCMEP plan in addition to WIOA local area policy. When a topic is addressed in both, the more stringent of the two apply. All WIOA youth funding must be awarded through the WDB, including sub awards of the youth elements.



The above chart illustrates the two funding sources working together. However, this RFP is ONLY for the WIOA youth funding. The chosen entity will operate the WIOA youth funding. This includes:

Youth Program Design:

Pre-enrollment activities include recruitment, intake, initial assessment including an initial determination of barriers and appropriateness for the program, referrals, and the determination of WIOA youth eligibility. None of these activities require enrollment in the local youth program. Pre-enrollment activities are considered to be those activities leading up to the decision to register a participant for services in the local WIOA youth program.

Design Framework Services - include the objective assessment, individual service strategy (ISS), general case management, and follow-up services that lead toward successful outcomes for WIOA youth participants.

Youth Program Elements

In addition to the youth program design, WIOA designates fourteen (14) youth elements. The responder to THIS RFP will be responsible for all 14 elements. In THIS RFP, the responder will identify the youth elements that it will provide and identify the availability of the youth elements in the county. Then based on that determination, the WDB in conjunction with the county youth responder may again issue request for proposal or another form of competitive procurement for any or all of the youth

elements that are determined to be still needed.

The 14 Youth Program Elements are: **(20% of funding must be spent on work experience)**

	Program Elements
1.	Tutoring, study skills training , instruction, and evidence -based dropout prevention and recovery strategies that lead to completion of a secondary school diploma or its recognized equivalent
2.	Alternative secondary school services , or dropout recovery services, as appropriate
3.	Paid and unpaid work experiences that have as a component academic and occupational ed.: summer employ/pre-apprenticeship/on-the-job training
4.	Occupational skill training , priority consideration for training leading to recognized postsecondary credentials aligned with in-demand industry
5.	Education offered concurrently with workforce preparation activities and training for a specific occupation or occupational cluster
6.	Leadership development opportunities: community service; peer-centered activities encouraging responsibility; positive social and civic
7.	Supportive services
8.	Adult mentoring for the period of participation and a subsequent period, total of at least 12 months
9.	Follow-up services for not less than 12 months after the completion of participation, as appropriate
10.	Comprehensive guidance and counseling , (may include substance abuse counseling and referral
11.	Financial literacy education
12.	Entrepreneurial skills training
13.	Services that provide labor market and employment information about in- demand industry sectors or occupations available in the local area, i.e. career awareness, counseling, & exploration
14.	Activities that help youth prepare for and transition to postsecondary education and training

CCMEP WIOA State Policy Guidance

All state WIOA policy is found on the internet at:

http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm

All state Comprehensive Case Management and Employment Program policy is found on the internet at: http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm

Local policy and forms are found at: www.omj15.com

To be a successful WIOA youth program provider, you will need to be able to access

these sites and obtain guidance to be in compliance with the policy governing youth services.

Within the CCMEP WIOA Youth program, youth ages 16-24 are identified as in school or out of school at time of enrollment. Based on this determination, there are different eligibility criteria. **75% of WIOA funding must be spent on out of school.**

The following chart is meant to assist to broadly explain:

In School Youth	Out of School Youth
Attending school (as identified by state law)	Not attending any school (as defined by state law)
Age	Age
<ul style="list-style-type: none"> • 14 – 21 (within Ohio 16-21 currently) • Except for individuals with a disability attending school per state law (can be over 21) 	<ul style="list-style-type: none"> • 16 – 24
Low income	Barriers
<ul style="list-style-type: none"> • Family assistance (SNAP/ TANF/ SSI) received in past six months • Family income does not exceed poverty line or 70% of LLISL • Homeless, homeless child/youth (two definitions) • Received or eligible to receive free/reduced lunch • Foster youth • Disability • Living in a high poverty level • 5% exception* 	<ul style="list-style-type: none"> • School dropout • Youth who has not attended school within the previous school year calendar quarter • Individual subject to juvenile or adult justice system • Homeless • Runaway • Foster youth or previously in foster care • Pregnant or parenting • Individual with a disability • Have secondary diploma, low-income and basic skills deficient* • Have secondary diploma, low-income and English language learner* • Individual that requires additional assistance to complete an educational program or to secure or hold employment (locally defined barrier) and low income*
Barriers	<p>*There is a 5% exception to those categories requiring low income, however, this 5% cannot be used without written WDB permission.</p>
<ul style="list-style-type: none"> • Basic skills deficient • English language learner • Offender • Homeless • Runaway • Foster youth or previously in foster care • Pregnant or parenting • Individual with a disability • Individual that requires additional assistance to complete an educational program or to secure or hold employment (locally defined barrier)** 	Low income
<p>**No more than 5% of in-school youth can fall in this last category.</p>	<ul style="list-style-type: none"> • Family assistance (SNAP/ TANF/ SSI) received in past six months • Family income does not exceed poverty line or 70% of LLISL • Homeless, homeless child/youth (two definitions) • Foster youth • Disability • Living in a high poverty level
<p>Note: There are 2 different 5% barriers- one for all on income and the other only YIS barrier: add'l assist</p>	

GENERAL INSTRUCTIONS

1. Attendance at the proposers' conference is required to be considered.
2. No late proposals will be accepted and only attachments in Word (.doc or .docx), Excel (.xls or .xlsx) and Adobe (.pdf) will be opened.
3. All questions should be answered honestly and to the best of the responder's ability, and all directions should be followed.
4. All proposed program costs must be reasonable, allocable and necessary to achieve program goals, and in accordance with federal, state, and local policy. Any cost which does not meet all of the above criteria cannot be included for reimbursement. Such disallowed costs are the sole responsibility of the contractor.
5. No costs will be paid to the contractor for services provided on this request for proposal.
6. All legitimate responses to this Request for Proposal will be treated equally, based on compliance to applicable guidelines and restrictions. A proposal other than the lowest offer may be accepted. Qualitative aspects may show the best to not be the lowest. The lowest and best RFP is the standard used. Award may be based on initial offers received without any discussion OR with negotiation. Awards may be negotiated with proposers. We reserve the right to refuse any and all proposers.
7. Final contract award will be based on review by the Workforce Development Board.

WORKFORCE DEVELOPMENT BOARD (WDB)/COUNCIL OF GOVERNMENTS (COG) AUTHORITY

- The Workforce Development Board (WDB) has authority to review and recommend all employment and training programs and services under the Workforce Innovation and Opportunity Act.
- The Council of Governments, including all County Commissioners from Monroe, Morgan, Noble, and Washington counties; as well as the Ohio Valley Employment Resource; and the Workforce Development Board maintain the following reservations with respect to this RFP:
 - ☞ The right to reject any or all proposals or to negotiate individually with any source considered qualified.
 - ☞ The right to clarify or confirm any part of the information furnished by the proposer, or to require evidence of managerial, technical and other capabilities to ensure successful performance.

- ☞ The right to extend approved contract for additional program year(s) of operation, not to exceed three extensions.
- ☞ The right to attach conditions to a proposal upon which approval for funding shall occur only when satisfied.
- ☞ The right to cancel in part, or in its entirety, this RFP if it is in the best interest of the area to do so.

EXPECTED FUNDING AND PERFORMANCE:

Funding levels are not yet known, for purposes of this RFP, use prior year:

Youth Program	
County Name	Budget Amount
Monroe	62,977.34
Morgan	46,824.45
Noble	35,937.52
Washington	121,913.69
Youth Program	267,653.00

Performance levels will be the WIOA youth and CCMEP youth columns:

PY 2017 Performance Standards		Workforce Area			Lead Agency
Statewide Standard		Adults	Dislocated Workers	WIOA Youth	CCMEP Youth
PY 2017	Employment (2nd Qtr After Exit)	79.0%	82.0%	N/A	46.0%
	Employment, Education, or Training (2nd Qtr After Exit)	N/A	N/A	49.0%	49.0%
	Median Earnings (2nd Qtr After Exit)	\$5,000	\$6,600	Baseline	Baseline
	Employment (4th Qtr After Exit)	73.0%	79.0%	N/A	46.0%
	Employment, Education, or Training (4th Qtr After Exit)	N/A	N/A	49.0%	49.0%
	Credential Attainment Rate	50.0%	58.0%	49.0%	49.0%
	Employer Satisfaction	Baseline	Baseline	Baseline	Baseline
	Measurable Skills Gains	Baseline	Baseline	Baseline	Baseline
	Job Placement	Baseline	Baseline	Baseline	Baseline

PY 2016 No evaluation against performance standards.

PY 2017 Only Highlighted areas will be evaluated and counted towards performance.

PY 2018 All Measures will be evaluated - performance standards will be negotiated in late PY 2017.

* Meet level will be set at 80% of standard for WIOA Youth and CCMEP Youth as an implementation consideration for PY 2017.

EXPECTED OUTCOME TO BE ACHIEVED

The WIOA youth program county provider will:
 Attend all WDB and COG meetings and be prepared to provide information on county youth programs and give input into area programming.

Gather information by attending all local WIOA program operator meetings and accessing staff training needs and obtaining training as appropriate.

Create county wide awareness of the WIOA youth program through outreach and dissemination of information

Serve the eligible youth within the county in a prompt and efficient manner and link the youth to other programs, when appropriate, to further the youth's success in achieving self-sufficiency.

Manage the youth program funding available and expected performance standards to maximize service to youth with barriers while staying within funding and performance limitations.

Leverage county youth funding and partner with other youth providers to maximize youth outreach and service throughout the county.

Follow-up with the youth upon exiting the WIOA youth program to ensure continued success in achieving self-sufficiency for at least one year.

GENERAL CONTRACT REQUIREMENTS:

DOCUMENTATION

- All proposers who secure contracts are **responsible for maintaining written documentation to support the achievement of the One-Stop Operator duties.**
- The contractor will assume the responsibility to maintain pertinent, relevant, supportive documentation for all financial transactions.
- Contractor will comply with all applicable federal, state, and local policies.
- Technical Assistance will be provided to proposers who secure contracts by Ohio Valley Employment Resource, as deemed necessary or by request.

AUDIT / MONITORING

Proposer must assume the responsibility to comply with OMB audit standards and incur any related expenditures to have required audits conducted. Audits along with any management letters are due to OVER in a timely manner. All federal, state and local monitoring must be cooperated with fully and Ohio Valley Employment Resource must be included in the resulting reports as well as exit conferences.

ADDITIONAL FEDERAL, STATE & LOCAL GUIDANCE

WIOA is still in the implementation phase and as new guidance is produced, it will be required that the one-stop operator implement all required changes from federal, state and local governance sources. Additionally, recommendations and suggestions for improvement will need to be shared with one-stop partners and considered for implementation.

EQUIPMENT, INVENTORY, SUPPLIES AND DATA

All equipment, inventory, supplies and data purchased with or created by one-stop partner funding is to support the one-stop system. If the one-stop operator designation changes, the one-stop operator will provide all one-stop assets to the newly appointed one-stop operator.

PERSONALLY IDENTIFIED INFORMATION (PII)

All Personally Identifiable customer information shall be safe-guarded at all times and sharing of PII will be only for one-stop processes. The one-stop operator will be required to utilize the Ohio Valley Employment Resource PII policy and/or local policy. The one-stop operator will be responsible to ensure that PII is safely maintained within the one-stop.

REFERENCES

To learn more about the CCMEP WIOA youth program and funding usages and limitations in the local area, please consult:

State WIOA policy: http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm

Especially Policies: Youth Program Eligibility; Source Documentation for WIOA Eligibility (including attachments); Determination of Dependent Status; Youth Program Services.

State Comprehensive Case Management and Employment Program:

http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm

Especially the policy button

Local policy and forms are found at: www.omj15.com

On the Policy page with forms accessible through button there. Additionally the Financial Handbook and Procurement Handbook are there to aid in the understanding of the financial system and reporting.

Lastly, the youth participants are required to be tracked using the OWCMS state system. If selected, you will be required to enter accurate, timely and complete data.