

REQUEST FOR PROPOSAL

WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH PROGRAM DESIGN & PROGRAM ELEMENTS

Responses Due: June 9th, 2023



GENERAL SOLICITATION STATEMENT

Ohio Valley Employment Resource (OVER) is soliciting proposals for four (4) youth service elements; and transportation of participants; to be provided to eligible youth under the Workforce Innovation & Opportunity Act (WIOA.)

OVER, as staff to the Ohio Workforce Development Board of Area of Monroe, Morgan, Noble, and Washington counties, is soliciting for youth program elements. The services will be contracted from July 1, 2023, to June 30, 2024.

Ohio has implemented the Comprehensive Case Management and Employment Program (CCMEP). This program integrates youth programs funded by Temporary Assistance for Needy Families (TANF) and the Workforce Innovation and Opportunity Act (WIOA) to create one program. CCMEP is Ohio's WIOA youth program. By integrating WIOA and TANF youth programs, Ohio can more effectively utilize and leverage federal dollars from these funding sources to support the different needs of customers who are eligible for these separate funding sources. Braiding funds allows the WIOA youth program to provide more comprehensive services to participants while maximizing partner resources to assist youth.

Each county has a CCMEP lead agency, responsible for the TANF portion of CCMEP funding. For our area they are the County Department of Job and Family Services in each County:

Monroe County Department of Job and Family Services

Jeanette L. Schwall, Director
100 Home Ave.,
Woodsfield, OH 43793-1234
Phone/Ext: (740) 472-1602

Noble County Department of Job and Family Services

Mindy T. Lowe, Director
46049 Marietta Rd. PO Box 250,
Caldwell, OH 43724-0250
Phone/Ext: (740) 732-2392

Morgan County Department of Job and Family Services

Heidi Burns, Director
155 E. Main St., Rm. 009,
McConnelsville, OH 43756
Phone/Ext: (740) 962-4616

Washington County Department of Job and Family Services


Flite Freimann, Director
1115 Gilman Ave.,
Marietta, OH 45750
Phone/Ext: (740) 373-5513

Timeline

Friday, June 9th, 2023 All RFP responses MUST BE submitted electronically to info@omj15.com AND janell@OMJ15.com . Acknowledgement of email receipt will be returned within one business day. RFP responses can be submitted ANYDATE/TIME prior to end of day on 6/9/2023.

Tuesday June 20th, 2023 All RFP respondents will be notified of the Board's decision.

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Based on procurement options identified in Ohio WIOA policy 17-03, <http://emanuals.ifs.ohio.gov/Workforce/WIOA/WIOAPL/WIOAPL-17-03.stm>, OVER has chosen to allow the above identified Lead Agencies to operate the WIOA portion of the youth framework program as well as provision of labor market information; supportive services and follow-up.

OVER is soliciting this Requests for Proposal for the following WIOA youth program elements as defined in WIOA section 129(c)2 A-N and Outreach: Specifically, Monroe and Noble Counties

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 (NOBLE)
3.	Paid and unpaid work experiences that have as a component academic and occupational education, which may include: summer employment/pre-apprenticeship/on-the-job training (MONROE)
5.	Leadership development opportunities: community service; peer-centered activities encouraging responsibility; positive social and civic (MONROE)
6.	Adult mentoring for the period of participation and a subsequent period, total of at least 12 months (NOBLE)

Please see federal Department of Labor guidance (linked in reference section) for more details regarding each/any of the elements above.

Transportation – Lack of transportation is major barrier to youth success. Transporting youth can include a variety of forms including community transportation options (example: bus) or private transport (like taxi/personal vehicle). Significant barriers include non-traditional hours. Of the utmost importance is the safety and reliability of the vehicle and driver to transport youth participants responsibly and safely. Responses to transportation should specifically include vehicle specifications/driver specific; availability in nontraditional hours; vehicle arrival punctuality standard and acceptable wait time before departure w/out participant; pricing structure considerations, such as mileage/hourly compensation, advance scheduling requirements; any weather restrictions, back-up vehicle access, etc. Specify insurance levels, vehicle safety review procedures and screening of drivers. (**MONROE**)

Each CCMEP lead agency is permitted to bid on the request for proposal (RFP) for the above WIOA funded youth program services and activities.

The selection process is being conducted for all delivery to all WIOA youth within the four counties: Monroe, Morgan, Noble and Washington. The state requires there must not be a separate selection process conducted by each county in a local area as such a practice would be contrary to the WIOA vision for an integrated service delivery system. However, when responding to the RFP, you may limit the geographic area or service population to that which you can reasonably serve with your qualifications and time constraints. This may or may not correspond to a specific county, but cannot extent beyond our four county area.

The Lead Agency identified for each county is the entry portal for eligible youth. Based on the youth’s comprehensive assessment, an individual opportunity plan is tailored to that youth. Services vary based on youth’s needs. It will be the responsibility of the Lead Agency to determine eligibility and need of the youth elements. All services funded through this RFP will be based on that

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determination and the Lead Agency will authorize the service frequency, duration and any other specifics. Only services authorized through the Lead Agency before service delivery are eligible for payment. Successful RFPs will result in written agreement between OVER, RFP respondent and Lead agency to provide service based on need.

RFP Submission

Please provide a cover letter identifying the entity responding and the responsible person, title, signature and contact information including: address, email and telephone number. Respond **separately** for each of the above youth elements/outreach that you propose to provide by providing items 1-5 below. **Limit each element/outreach response to two typed pages.** Please use that numbering system when responding.

- 1) Your organization's & your staff's qualifications/past experience **providing this type of service.** If multiple staff, provide the minimum qualifications you require for this position. Specifically identify your policy on background check. Identify any additional safety requirements as well. If proposing to transport participants, you must also explaining the policy for review of driver's record for anyone transporting participants. Include two references that can be contacted that are knowledge about your experience providing the type of service you propose and/or working with hard to serve populations.
- 2) Your organization's & your staff's experience/training **serving youth and/or hard to serve populations.**
- 3) **A description of the service you/your staff can provide.** Include if service is available 7/1/2023 or if staffing/other restrictions would delay start-up.
- 4) Your limitations: Geographic area you are proposing to serve; service delivery availability constraints; number of participants you can effectively serve-and do you plan individual or group service delivery; etc.
- 5) Unit of service (traditionally hourly) and rate of compensation for service. This should be submitted per individual element; however please note if this can only be delivered as a package of elements, then submit the budgeted direct customer hours, planning/preparation hours, all other costs by item that exceed 5% of the total cost proposed in budget format. (Example: you have a dedicated staff person for this RFP, which would not be possible if you only did limited/on demand service.)

Rating:

Responses 1-4 will be reviewed and a consolidated score will be awarded, based on a 100 point system. (Raters reserve right to verify references at any point in review or not at all if we have prior experience with responder.) Limiting geographic service area will not affect score, other limitations will be considered.

If meeting/exceeding 80% of the 100 points, the response submitted to the full WDB Board for acceptance to the Contractor list. Based on this acceptance, OVER will then share with the Lead agency for contract negotiation based on rate quoted.

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It is the intent of this RFP to develop a list of qualified responders that can provide quality youth element(s) and outreach to our youth participants based on the needs of that youth. The goal is multiple youth element/transportation/outreach providers.

OVER reserves the right to reject any non-responsive proposal; to seek clarification on content; to negotiate prior to contracting. Contracting is subject to federal and state funding as well as applicable laws, insurance and clearances. Lead agencies reserve the right to use this RFP for joint CCMEP WIOA and TANF agreements at their discretion.

Contract Assurances and Certifications

As required by <http://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/WIOAPL-17-03.stm>, Section V.C., RFPs chosen for contract will have to agree to:

*Accessibility requirements—including those under Section 188 of WIOA, the state's Equal Employment Opportunity (EEO) provisions, and the Americans with Disabilities Act (ADA);

*Procurement requirements and restrictions. A youth program provider is subject to the same federal, state, and local procurement rules, regulations, and policies to which OVER is subject under WIOA and the Uniform Guidance. Therefore, the youth program provider must enlist a competitive process to procure any subcontractors;

*Pursuant to section 502 of WIOA, agreement that the youth program provider will comply with sections 8301 through 8303 of the Buy American Act;

*Safety and security policies and procedures;

*Federal and state conflict of interest laws, regulations, and policies, as well as the local code of conduct;

*Local performance measures;

*Reporting requirements, including expectations of OVER to receive updates and information;

*Federal and state confidentiality laws and regulations as well as local data security procedures; and

*Requirement for affirmations that vendors are not debarred under federal law and are qualified to conduct business in the State of Ohio.

These items will be discussed with successful responders and in all signed contracts resulting from this RFP.

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References

State of Ohio - Procurement of the Comprehensive Case Management and Employment Program Provider for WIOA Youth-Funded Activities and Services

<http://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/WIOAPL-17-03.stm>

State of Ohio - Youth Program Services

<http://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/WIOAPL-15-10.stm>

Department of Labor: TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 21-16, Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance

https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf

www.omj15.com – local website for structure, partners, policy, etc., including:

Regional Workforce Plan - <https://www.omj15.com/region>

WIOA state sub grant - [https://3421c68e-e4bb-4946-bd87-](https://3421c68e-e4bb-4946-bd87-8692a14c08b9.filesusr.com/ugd/547aed_6ab9a3191b144074b2707f6497526639.pdf)

[8692a14c08b9.filesusr.com/ugd/547aed_6ab9a3191b144074b2707f6497526639.pdf](https://3421c68e-e4bb-4946-bd87-8692a14c08b9.filesusr.com/ugd/547aed_6ab9a3191b144074b2707f6497526639.pdf)

Thank you for your consideration!