

2017 WIOA Youth RFP Questions and Answers (Updated on 2/23/2017)

1. Do you know if Mrs. Yvonne Alston will be applying for Warren County?
Answer: Warren County Schools is the current contractor with which Mrs. Yvonne Alston was affiliated. We do not know if Warren County Schools is applying to this RFP.
2. Is there any way we can get the RFP in a Word document format?
Answer: Requests can be made to bfoti@kerrtarco.org to receive the RFP package in fillable formats, which includes the Request for Proposals, Appendices, Attachments A, B, D, and E in Microsoft Word format and Attachment C in Microsoft Excel format. It was mentioned during the Information Session that separate Excel document may be released to show matching contributions either in-kind or cash; however, the top of Page 1 of the current budget documents provides space to identify whether that particular document reflects a Direct or Match Budget. The budget narrative in Section VI. should explain in-kind, cash, or both contributions.
3. What is the expected amount of the contract for the current RFP?
Answer: In the current program year, \$551,000 was allocated to four agencies serving the five-county local area. Increases or decreases would be dependent upon next program year's allocations from Division of Workforce Solutions and US Department of Labor.
4. Is there a set rate for administrative costs associated with the contract?
Answer: Administrative costs should not exceed seven percent (7%) of the total contract. Currently Kerr-Tar WDB does not set a rate requirement for personnel to operate the program. The WDB and reviewers are looking for some level of frugality and want to stay away from the large discrepancies.
5. Is there work space available through Kerr-Tar or is the contractor expected to maintain separate space in each county?
Answer: Currently, there is space available throughout Kerr-Tar for the operation of WIOA Youth services.
6. Do matching contributions need to be in the form of cash or in-kind?
Answer: Matching funds contributed to the WIOA Youth budget can be either cash, in-kind, or both. A section on the Evaluation Criteria separates matching contributions. It was mentioned during the Information Session that a separate Excel document may be released to show matching contributions either in-kind or cash; however, the top of Page 1 of the current budget documents provides space to identify whether that particular document reflects a Direct or Match Budget. The budget narrative in Section VI. should explain in-kind, cash, or both contributions.
7. Is the 25% calculation for those young adults participating in Work Experience derived from the total number enrolled?

Answer: Based on the discussion at the Information Session, clarification is given here for work-based learning expenditures and numbers served. For any Program Year, not less than 20% of expenses shall be used to provide work-based learning opportunities to WIOA Youth. This is referenced in Part 1. F. of the RFP packet on page 5. Additionally, at least 25% of the total number of young adults served in Program Year 2016 need to be enrolled in a work-based learning activity. This is referenced in Part 2. B. of the RFP packet on page 7. In this scenario, the terms work-based learning and Work Experience can be used interchangeably. Work Experience is defined in Appendix A of the NC WIOA Youth and Young Adult Framework as one of the 14 WIOA Youth Service Elements. On page 4 of Attachment C, labeled 107. Work Experience (WE) – Participant Wages, the bidder is estimating the cost to provide each Work Experience activity, then totaling the amount of money to be spent in that category. Items 107, 108, and 109 will help calculate the 20% of expenses necessary to provide work-based learning opportunities. The # of WEs listed in Attachment C may count participants more than once (if they are participating in multiple work-based learning activities that cost money), but the calculation of 25% of those served in work-based learning activities will be unduplicated, meaning a participant will only be counted once, regardless of how many work-based learning activities in which he/she participates.

8. Does the WDB have a suggested case load number per case manager?

Answer: Kerr-Tar WDB does not currently have a policy with a suggested or required case load to case manager ratio. We do understand that serving the targeted populations defined by WIOA Title I will require a substantial investment of time by a case manager. Providers should take into account their own service strategy to determine a ratio that will benefit the young adults served and lead to achievement of performance goals for that program.

9. Can you tell us the current service providers?

Answer: Kerr-Tar WDB contracts with four (4) service providers to carry out WIOA Title I Youth services in five counties during Program Year 2016 (July 1, 2016-June 30, 2017). They are Warren County Schools, Granville County Public Schools, Piedmont Community College, and Vance-Granville Community College.

10. Are current providers meeting local and federal performance measures?

Answer: This is the first year for these particular NCWorks Commission WDB Performance Measures, and the WDB is on pace to meet those goals that can be tracked thus far. Kerr-Tar WDB did meet PY 2015 federal performance goals, displayed below:

WIOA Performance Goals for PY 2015				
Program	Measure	Goal	Actual	Variance
Youth	Placement in Education or Employment	70%	76.32%	109.03%
	Attainment of a Degree or Certificate	60%	53.06%	88.43%
	Literacy or Numeracy Gains	62%	54.72%	88.26%

So far, we have not yet been able to accurately track the status of Program Year 2016 DOL Indicators of Performance since many new measures have not been fully integrated into reporting and tracking systems. Related to the expenditure requirements, the current programs are spending 73% of its funding in Out-of-School category and 19% on young adults' work-based learning wages and fringe benefits.

11. What is the amount of active Out-of-School Youth being served throughout the region?
Answer: Kerr-Tar WDB WIOA Youth providers currently serve approximately forty-five (45) active Out-of-School Youth.

12. Do you have a projected number of carryover youth that the successful bidder will serve as part of the PY 2017 contract?

Answer: We do project that there will be carryover numbers for the WIOA Youth programs to manage as part of the PY 2017 in both ISY and OSY. An accurate report is difficult to generate for this question, because a new case management system implemented in 2013 caused transferred data to be categorized differently than newly entered data which is still evident with reports; that is probably the reason for the discrepancy in carryover amounts for PY 2014. Over the last three program years, the number of carryover youth has been approximately 10, 58, and 59, respectively.

13. What are current staffing levels for Out-of-School?

Answer: Staffing levels among the four current service providers who serve both In-School and Out-of-School Youth range from 1 – 2 full-time staff devoted to program operations.

14. Should bidders budget for the occupancy/space that is available for program operation?

Answer: Yes

15. Can you speak to how the focus on Advanced Manufacturing will be considered for scoring the proposals? Part B. 2. of the Evaluation Criteria states, "Career Pathways aspect of the program highlights diverse training and career readiness steps, including integrated services, partnerships, and other unique features." If a bidder integrates into the proposal a focus on the region's certified career pathway – Advanced Manufacturing – how will that be reflected in the scoring of proposals or should it be?

Answer: Sections of the applications are not specifically weighted higher or lower than other sections; the point values listed on the Evaluation Criteria determine the amount of weight carried by a combination of items within the proposal. We placed one major piece of the proposal – Part 6, Section IV. D. starting on page 21 – into a separate section of the Evaluation Criteria to emphasize the importance of that aspect of a WIOA Youth program design. Considering that Advanced Manufacturing is a certified Pathway and is being implemented regionally, program design that integrates Advanced Manufacturing will be reviewed favorably.

16. For the evaluation of bonus points for cash and in-kind matches, will a bidder receive all five points for simply including any amount of match dollars in a budget, or is there a sliding scale depending how much match is included?

Answer: Reviewers will use a sliding scale for any of the sections within the Evaluation Criteria. Bonus points are available, but it may depend on how much is contributed, what exactly match contributions are used for, or how contributions benefit the overall program design or operation.

17. Since this proposal document(s) may be too large to send through email, is it sufficient to submit the "electronic copy" on a flash drive?

Answer: Yes, as long as staff can easily access the file(s) or document(s) when inserting or loading into the computer.

18. Must a bidder respond to all pieces of the Request for Proposals even if the bidder is considering subcontracting some of the services?

Answer: Yes, a bidder should respond to all sections of the application even if, and especially if, the intention is to sub-contract some of the services. A provider does not have to be focused on directly providing all portions of the Scope of Work in order to be eligible for funding, but the Workforce Development Board expects service providers to have the capacity and ability to carry out their vision for WIOA Youth programs while responding to the needs of the region's young adults. Young adults follow various paths to setting and achieving career goals, acquiring work readiness credentials/skills, gaining employment, learning life skills, eliminating barriers to employment, etc. Part 1 of the RFP packet explains that this is the process used to find qualified organizations to independently manage and provide comprehensive youth services and activities under WIOA. A provider, or collection of providers, should have qualifications and experience serving the targeted populations, and can show success at performing the 14 WIOA Youth Service Elements that get them to the point of achieving those performance measures. RFP respondents are expected to build and strengthen partnerships with community organizations in order to effectively recruit, engage, and sustain young adults in WIOA activities. Based on an individualized assessment of needs, Out-of-School Youth should be focused on unsubsidized employment as the ultimate goal while participating in services that re-connect them to learning and education, including work-based learning opportunities. To serve In-School Youth, proposals should demonstrate linkages with secondary education, alternative schools, post secondary education, and various training providers to extend and enhance the learning opportunities as part of a year-round strategy that improves academic achievement and builds connections between work and learning.

19. Can multiple providers provide different parts of the RFP?

Answer: Subcontracting is allowed. A fully completed application is required by whichever partner decides to be the formal service provider, main contact, or administrative entity for the WIOA Youth funds awarded. RFP respondents are expected to build and strengthen partnerships with community organizations in order to

effectively recruit, engage, and sustain young adults in WIOA activities. A provider, or collection of providers, should have qualifications and experience serving the targeted populations, and can show success at performing the 14 WIOA Youth Service Elements that get them to the point of achieving those performance measures.

20. Since we are a training provider, do we need to submit an RFP?

Answer: The purpose of this Request for Proposals is to solicit competitive proposals from qualified organizations to independently manage and provide comprehensive youth services and activities under Title I of the Workforce Innovation and Opportunity Act (WIOA). Training providers are certified by each WDB to be allowed to train participants of the workforce development system by another avenue that makes them formal Eligible Training Providers. If you are a training provider that intends to carry out the comprehensive youth services outlined in this RFP packet, then you will be required to complete this application in order to be eligible to carry out those services. If the intent is to simply remain a training provider under the state and local workforce development systems, then this is not the process to become/remain an eligible training provider.

21. Do the questions from Part 6 of the RFP packet need to accompany the proposal document or can we simply use all of the allowed space for answering the questions?

Answer: The proposal should follow the Instructions and Guidelines described in Part 5, paying particular attention to C. Submission of Proposals, and the Format and Specifications described in Part 6. Proposals submitted for WIOA Youth services are to include all of the items listed in Part 6 assembled in the order indicated with tab dividers to separate each labeled section. Any information requested must be addressed, but specific questions do not need to be repeated within, or copied to, the proposal response. However, failure to respond to specific requirements and/or information will result in the proposal being deemed non responsive and rejected.

22. What is the total amount of funding available, and what is the funding available per contractor?

Answer: We do not know the exact amount of funding that is available for Program Year 2017. In the current program year, \$551,000 was allocated to four agencies serving the five-county local area. Increases or decreases would be dependent upon allocations from Division of Workforce Solutions and US Department of Labor. There is no specific amount of funding available or limited per contractor.

23. If my agency is interested in being a subcontractor for certain parts of the new additional WIOA standards but not equipped to provide all of it or even know how all of the other parts are currently working, would we still submit a proposal to Kerr Tar for that or would we just need to contact the main provider and negotiate to contract for those parts directly through them?

Answer: Either of those options is reasonable – submit a proposal or negotiate a subcontract with another potential provider. This is a competitive bidding process, so

there is nothing set for Program Year 2017 that tags any provider as the “main provider.” Part 1 of the RFP packet emphasizes the importance of building and strengthening partnerships with community organizations in order to effectively recruit, engage, and sustain young adults in WIOA activities. If your agency applies, then all portions of the proposal would need to be completed in order to be considered. A provider, or collection of providers, should have qualifications and experience serving the targeted populations, and can show success at performing the 14 WIOA Youth Service Elements that get them to the point of achieving those performance measures.

24. Can for-profit providers allow a fee for profit?

Answer: A for-profit organization is eligible to apply to this Request for Proposals. Negotiations with the Workforce Development Board are allowed for administrative costs; however, WIOA funds cannot be used to generate a profit.