

**MASSHIRE BRISTOL WORKFORCE BOARD**

**WORKFORCE INNOVATION  
and  
OPPORTUNITY ACT**

**IN-SCHOOL YOUTH SERVICES**

**FISCAL YEAR 2020**

**REQUEST FOR PROPOSALS**

**MASSHIRE BRISTOL WORKFORCE BOARD  
FY'2020 REQUEST FOR IN-SCHOOL YOUTH SERVICES  
WORKFORCE INNOVATION and OPPORTUNITY ACT  
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## I. PURPOSE

The MassHire Bristol Workforce Board ((MHBWB) is seeking Proposals to provide youth workforce development activities operating under the provisions of the Workforce Innovation and Opportunity Act (WIOA). The purpose of this RFP is to fund effective Proposals to serve WIOA eligible in-school youth.

President Barack Obama signed the **Workforce Innovation and Opportunity Act (WIOA)** into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. It is the first legislative reform in 15 years of the public workforce system.

The Workforce Innovation and Opportunity Act places emphasis on serving youth, within a year-round comprehensive workforce development system. Grant proposals should detail a program design that will support participants in the achievement of Performance Goals as detailed in this RFP's Scope of Work. The design should include an approach to supporting participants both academically and in workplace preparation and success.

The WIOA law confirms how these objectives are part of the fourteen required youth program elements that our local area must make available in a comprehensive youth system. The MassHire Bristol Workforce Board will build a youth system that offers the mandated elements to the youth who need them. Not all of the fourteen elements must be present in any single program:

The full list of the 14 program elements under WIOA section 129(c)(2) includes the following:

1. Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies
2. Alternative secondary school services, as appropriate
3. Paid and unpaid work experiences which may include; summer employment opportunities that are directly linked to academic and occupational learning; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities
4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupation in the local area involved
5. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate
7. Supportive services
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate

10. Financial literacy education
11. Entrepreneurial skills training
12. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
13. Activities that help youth prepare for and transition to postsecondary education and training
14. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster

**Please note that this Request for Proposals is seeking service to in-school youth, further defined as youth who have not attained a high school diploma or equivalent and are attending school on a full-time basis.** Please see Attachment A for further explanation of Workforce Innovation and Opportunity Act eligible youth.

The youth development approach that the MHBWB has identified is one that:

- Ensures all Bristol youth will have access to the resources and support needed for educational advancement, skill development, and employment attainment, allowing them to become self-sufficient and productive adults.
- Includes a vision of care and services among youth service providers which will result in an increasingly more cohesive local structure and integrated efforts among stakeholders.
- Works towards increasing the level and quality of partnership among stakeholders.
- Identifies measurable results oriented outcomes for the youth we serve.

## II. KEY TERMS

MHBWB:	MassHire Bristol Workforce Board
Basic Skills:	Defined by MHBWB as reading, writing and math skills
BCTC:	Bristol County Training Consortium, the Career Center Operator and Fiscal Agent for the MHBWB
Career Centers:	Bristol County Training Consortium, the Department of Career Services and other partners offer one-stop services at our three MassHire Bristol Career Centers, located at 446 N. Main Street in Fall River, 72 School Street, Taunton and 95 Pine Street in Attleboro. Any reference to MassHire Bristol Career Centers may also include the YouthConnection office located at 139 S. Main St. in Fall River
DCS:	Department of Career Services
GED:	General Education Development
HiSET:	High School Equivalency Test
ISY:	In School Youth, ages 14 through 21, enrolled in school or alternative school
MCAS:	Massachusetts Comprehensive Assessment System

LWBA:	Local Workforce Board Area: Includes the communities of Attleboro, Berkley, Dighton, Fall River, Mansfield, North Attleboro, Norton, Raynham, Rehoboth, Seekonk, Somerset, Swansea, Taunton, and Westport.
RFP:	Request for Proposals
WB:	Workforce Board
WIOA:	Workforce Innovation and Opportunity Act

### III. LOCAL PARTNERS IN WIOA YOUTH SERVICES

**The MassHire Bristol Workforce Board** - The MHBWB members are appointed by the Mayor of Fall River as the local chief elected official (CEO) to form the Workforce Board as required under WIOA. The MassHire Bristol Workforce Board will provide policy and oversight for all WIOA activities. The MHBWB works with the CEO to:

- a. Develop a Plan that includes a description of how services, including those to youth, will be delivered in our region
  - b. Select youth service providers
  - c. Coordinate youth activities
  - d. Conduct oversight and evaluation of program activities of funded youth service providers
2. **City of Fall River** – Fall River serves as the grant recipient and administrative agency for all funds flowing to our area for workforce development sponsored activities. As such, the City oversees all procurement, contracting, and fund management responsibilities, ensuring that MHBWB policies are implemented through programs meeting administrative and financial regulations.
3. **MassHire Bristol Career Centers** - Our Career Centers perform several important tasks for youth, including the following:
- a. Outreach and recruitment services take place at the Career Centers. In addition, we utilize area youth serving agencies and funded subcontractors for outreach and intake purposes where needed.
  - b. Eligibility determination is performed by Career Center staff to determine income status and need as required by the Workforce Innovation and Opportunity Act.
  - c. Career Center staff performs assessment and the initiation of the Individual Service Strategies. The resultant documents provide youth with the tools to make decisions about service options. In addition, we utilize funded subcontractors for assistance in ensuring the Individual Service Strategies are up to date and complete. All youth vendors will be expected to cooperate with the Career Center in meeting this vital legal requirement of data validation and Individual Service Strategy completion.
  - d. The Career Center staff refers youth to providers based upon the above steps.

These entities work together in close cooperation with service providers selected through the MHBWB to build a comprehensive, integrated youth delivery system.

#### **IV. POLICY OUTLOOK OF THE MASSHIRE BRISTOL WORKFORCE BOARD**

The MHBWB has established general policies around which organizations should develop their programs. These policy considerations are as follows:

- The Career Centers are actively involved in the Youth Program, including providing outreach and recruitment (in partnership with providers), eligibility determination, assessment and initiation of an Individual Service Strategy, referral to programs and/or job opportunities, and follow-up.
- In addition to Career Center coordination, MassHire Bristol Workforce Board youth providers will work towards increasing the level and quality of partnership among stakeholders. The MassHire Bristol WB strongly encourages partnerships that enhance overall services to youth, leverage resources, comprehensively provide WIOA required youth elements, and provide supports that maximize youth successes. Such partnerships can include, but are not necessarily limited to School to Career Partnerships, private sector job placement activities of the Career Centers, and youth programs run through the region's various municipalities, etc. Partnerships among employers, youth serving agencies, school districts and/or other service providers in the provision of youth services is strongly encouraged and given priority for funding.
- All youth services will identify measurable results and oriented outcomes for the youth they serve. The MassHire Bristol Workforce Board and the MassHire Bristol Career Centers are performance driven agencies. Consequently, providers must incorporate the performance measures identified in the attached addendum in the development of programs and youth service strategies.
- The MHBWB requires comprehensive service strategies designed to ensure a continuum of services for participating youth.
- Service to in-school youth in one or more of the MassHire Bristol Workforce Board's three major communities of Fall River, Taunton or Attleboro. Additional service to youth in other MHBWB communities (along with Fall River, Taunton or Attleboro) is encouraged.
- Youth aged 17 and over are given priority placement in youth programming. This does not automatically exclude the placement of 14 through 16 year olds into programs, as determined appropriate by the Career Center. However, youth 17 and over who are high school seniors shall be given top priority for services.

#### **V. MASSHIRE BRISTOL WORKFORCE BOARD APPROACH TO IN-SCHOOL YOUTH ACTIVITIES**

- Consistent with federal policy direction, our primary goal is to provide year-round program activities. This emphasis upon year-round services allows for substantial intervention in the lives of youth to attain meaningful goals of skill attainment, as well as post-secondary education, advanced training, and job placement outcomes.

WIOA funded programs under this RFP shall offer school year service strategies that provide a continuum of services. The intensity and level of service might be quite different at various points in the continuum. However, there must be a commitment to services that will ensure quality programming and ultimately positive outcomes for the youth we serve.

- The MHBWB encourages partnerships with employers in which youth wages for paid work experience components are paid by those employers. Partnerships among youth service organizations, school systems and/or employers that achieve this type of program design are also strongly encouraged.
- For work experience opportunities, please note that work positions shall be designed to provide not just employment but learning opportunities that relate to school work and that help young people make career choices as well as connect to year-round supports and services. Work-sites must provide quality work and learning opportunities, governed by a Work-Based Learning Plan that underscores skills that the youth are learning while they are working. In most cases, WIOA funded wages to youth will be paid through the City of Fall River, and not through selected vendors. However, wages are to be included in the proposed budget to give a complete picture of overall program cost. Wages count against the program cap as defined in Section VIII.
- If a summer paid work experience is part of your overall design, please note that subsidized work experience during the summer is limited to 20 hours per week for no more than 6 to 8 weeks at minimum wage. As with year round work experience opportunities, work-sites must provide quality work and learning opportunities, governed by a Work-Based Learning Plan that underscores skills that the youth are learning while they are working. It will be expected that during any participation in summer work experience components, youth will be actively engaged to ensure that they will transition to program services proposed for the school year. In most cases, WIOA funded wages to youth will be paid through the City of Fall River. However, wages are to be included in the proposed budget to give a complete picture of overall program cost. WIOA funded wages count against the program cap as defined in Section VIII.
- Any funded summer work experience must include an academic remediation or occupational training component. Stand-alone summer work experience is **not** a program objective of the MHBWB. This educational component should be provided in collaboration with other funding sources. Wages will not be paid during the educational/training component.
- Program activities shall be constructed to meet the policy objectives of the MHBWB as noted in Section IV of this RFP and shall incorporate the youth elements as defined in Section VI., and shall support the success of youth in reaching goals and attaining positive outcomes. Organizations that do not demonstrate commitment to the goals

and outcomes required of the Workforce Innovation and Opportunity Act will hinder their efforts to receive Workforce Innovation and Opportunity Act funding.

- In most cases, the attainment of a high school diploma will be a planned goal for youth.

## **VI. SCOPE OF WORK**

To be considered, the RFP response must contain the information listed below, submitted on the Proposal Specification Form. Each category below has a corresponding section on the Proposal Specification Form. Proposals must include all required information.

**Location of Services:** Programs funded through this RFP must operate in at least one of the communities in the MassHire Bristol Workforce Board Area. These communities are defined in Section II., Key Terms, under LWBA.

**Characteristics of Youth:** All youth must meet WIOA eligibility guidelines as set forth in Attachment A. This RFP funds services to in-school youth. Preference is given to enrolling youth who are 17 and over.

**Recruitment:** While the MassHire Bristol Career Centers shall be a source of initial enrollments within programs funded through this RFP, proposer must still include methods that will be utilized to recruit WIOA eligible youth. As recruitment of participants is critical to ultimate program success, recruitment plans should be designed to achieve the proposed targeted enrollment numbers as early as possible in the program cycle. Please note that for all youth recruited, MassHire Bristol Career Center staff will be responsible for eligibility determination, assessment, the initiation of an Individual Service Strategy (ISS), and referral to programs. Youth service providers are required to assist the Career Center in documenting youths' progression through their ISS's.

**Overview of your program service strategy:** Proposed services shall include the provision of WIOA required Youth Elements as defined in Section VI. However, only one element is mandatory. WIOA requires a Local Workforce Board Area to devote at least 20 percent of its Title I Youth funds for Paid and Unpaid work experiences which may include; summer employment opportunities that are directly linked to academic and occupational learning; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. While proposers are not required to devote a specific amount of funds on paid and unpaid work experience, it is a mandatory element that must be included within your proposal.

**Year-Round Services:** Please note that Proposals must include a school year service strategy. Proposals that include only a summer work experience/remediation component will not be funded. Year-Round Services shall include the provision of WIOA Youth Elements as defined below. Year-round services should also be designed to maximize the success of youth in achieving WIOA performance goals as set forth in Attachment B of this RFP.

**WIOA Elements:** Proposers must provide the WIOA youth elements cited in Section I of this RFP. At a minimum, **the proposed program must provide the following element:** Paid and/or unpaid work experiences. The remaining twelve elements are optional\*. However, provision of additional elements beyond the minimum requirement will be viewed favorably in evaluation of proposals, particularly if the WIOA element provision is accomplished through partnerships among employers, youth serving agencies and/or other partners. Proposers shall define which elements they will provide and how each will be provided.

\*Please note that the Youth follow-up services element is not being procured as part of this Request for Proposal.

**If a proposer does seek to utilize a partner or partners for any contribution to the program, be it for service provision, utilization of classroom/office space, etc., a letter of support or Memorandum of Understanding (MOU) from the partnering organization(s) must be included with the Proposal.** The support letter or MOU shall describe the specific additional resources and/or services that will result from the partnership.

**Description of Youth Elements Procured Under This RFP:** Proposers must describe their service delivery strategy for each program element that will be provided as part of the proposed program.

- Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential: This element is designed to enhance the basic skills of eligible youth. Tutoring and/or study skills training shall be structured to ensure that participating in-school youth achieve measurable gains in Test of Adult Basic Education (TABE) reading and math levels. The program's remediation component shall also be designed to maximize the ability of participating in-school youth to meet the requirements for high school graduation, and out-of-school youth to pass the Massachusetts High School Equivalency Test (HiSET), or the General Education Development or General Education Diploma (GED).
- Alternative secondary school services, or dropout recovery services, as appropriate: Participants may be referred to alternative educational opportunities that are designed to lead to a high school diploma. Contractor will be required to document the service received and progress level of participants referred to any such activity.
- Paid and unpaid work experiences: Work experiences are planned, structured learning experiences that take place in a workplace for a fixed duration. Work experiences may include employment opportunities that are directly linked to academic and occupational learning; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. Work experiences shall be designed to introduce youth to the world of work, provide opportunities for career

exploration and provide opportunities for youth to develop occupational skills. Youth wages for paid work experiences at non-profit or public employer worksites may be requested under this RFP and should be included in the “Other” Category of the budget. For any paid work experience with private, for-profit employers, youth wages must be paid by the employer, unless the work experience falls within a priority or critical cluster identified in the *Southeast Regional Labor Market Blueprint* (see Attachment C), and supports participants’ progression toward career ladder opportunities in those industries. **Please note that youth wages count against the program cap as defined in Section VII.** Also included within the paid and unpaid work experience element are job readiness activities which include the development of those skills that will help youth successfully engage in effective job search. Activities such as resume writing, developing interviewing skills, and filling out employment applications are skills that many youth have not developed or even attempted. Finally, this element also can include job development activities which include direct assistance to in-school youth in attaining full time unsubsidized employment. If proposed, please clearly describe how the program will impact this critical WIOA Performance Measure for participating youth.

- Occupational skills training, shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area. Occupational training includes short-term employment focused skills training for occupations included within any of the critical and/or emerging industry clusters as defined in the Southeast Regional Labor Market Blueprint. Please see Attachment D for a list of these industry clusters. Training that leads to an industry recognized credential is strongly preferred. If you wish to provide occupational training in a category other than those listed in Attachment D, please include labor market and other data that supports your selection.
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate: This element is meant to provide youth with support/counseling to positively impact each participant’s retention in program activities and pursuit of goals established at program entry. Counseling activities under this element can include, but are not necessarily limited to, crisis intervention counseling, motivational counseling, career exploration, goal setting, and substance abuse counseling.
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate: Program design may include the development of leadership competencies among participating youth. Developing leadership among youth can be achieved through numerous activities including, but not necessarily limited to, community and service learning projects, team oriented activities, peer-centered activities, and work simulation projects.
- Supportive services: This includes those services that address youth participants’ barriers to achieving their program and career goals. Supportive services may be directly provided by the proposer or by partnerships with existing community

resource providers. Supportive services may include, but are not necessarily limited to, assistance with transportation, assistance with child care costs, assistance with uniforms or other appropriate work attire, and referrals to community services.

- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months: The primary goal of adult mentors is to help participating youth overcome barriers and assist them in achieving their goals. Adult mentors help youth further develop their goals, motivate youth to keep them involved in self-improvement activities such as training and education programs, help youth understand the boundaries between acceptable and unacceptable behavior, assist youth in coping with inevitable frustrations and problems, and provide youth with positive reinforcement of their progress and achievements.
- Financial literacy education: Youth financial literacy activities should be designed to educate participants on the value of managing personal finances, the value of saving, healthy credit practices, and other relevant aspects of the overall impact of financial management.
- Entrepreneurial skills training: As noted by the United States Department of Labor, self-employment can be a valuable option for populations who wish to work, but have the desire to own their own business. Entrepreneurial components can include but are not necessarily limited to such topics/activities as the challenges of entrepreneurship, the skills that make an individual good candidates for starting a business, developing a business plan, market research, marketing, financing, hiring, and legal issues.
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
- Activities that help youth prepare for and transition to postsecondary education and training: While WIOA youth activities often provide a significant level of service to participating youth, it is likely that youth might well benefit from additional WIOA or non-WIOA components. For example, this can include transitions to advanced training, post-secondary education, employment or other targeted activities. Each program provider should provide assistance, in conjunction with Career Center Youth Counselors, to youth looking for the next logical step in their continuum of services. Please indicate how your program will transition participants at the end of their participation in your program.
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster: Proposals may include the provision of occupational training, as defined above under the element titled “Occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupation in the local area involved,” in combination with education services. Education services shall be structured to ensure that participating in-school youth achieve measurable gains in reading and math skills.

**Proposer Qualifications:** Proposers must cite any relevant experience operating programs on behalf of the MassHire Bristol WB, operating similar programs serving youth, and/or any other relevant qualifications. If program staff have already been identified, please attach resumes to the Proposal Specification Form. If program staff have not yet been identified, please submit job descriptions for the proposed program staff.

**Services and Goals:** Proposals must clearly define the goals and objectives of the program and how this will be measured. MassHire Bristol Workforce Board is a performance driven organization. Therefore, all contractors must develop and meet performance standards (initial and completion outcomes). MassHire Bristol Workforce Board will require acceptable performance standards for all of its programs. Failure to propose performance goals may result in the disqualification of the Proposal.

In addition to general program goals, youth programs shall be responsible for performance measures. **Attachment B** defines the statewide performance standards by which the MHBWB is measured. Proposals shall include which performance measures will be acquired by youth, how the program will impact youths' achievement of performance goals and how these shall be measured.

## **VII. WHO MAY APPLY**

Community-based organizations, public or private agencies, public school systems, community or state colleges, governmental units, labor groups, private businesses and employers, proprietary schools, and other qualified educational, workforce development and training institutions who have demonstrated successful performance in serving youth, especially low-income youth, are encouraged to apply. Proposals that show partnership among public, private, and educational organizations, (i.e., community agencies, businesses/employers, and school systems), will be given priority consideration for funding.

Facilities providing services should be accessible to persons with disabilities, and programs selected for funding must operate in full compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as well as other applicable Federal and State Laws.

Applicants may subcontract with sub-groups(s) to provide the specific services they propose to offer in their overall Proposal. All subcontracting arrangements must be articulated in detail in the Proposal and be included as a separate line item in the budget. The contract document with any sub-groups must be approved by the City of Fall River prior to the final contract execution and are subject to all conditions and stipulations of the WIOA, as well as, the Commonwealth of Massachusetts.

## **VIII. FUNDS AVAILABLE**

It is estimated that there will be approximately \$75,000 awarded through this RFP for services to in-school youth over the entirety of Fiscal Year 2020. However, this is an estimate only. It is possible that final budget information may cause variation from these estimates. The MassHire

Bristol Workforce Board has elected to place a cap on the cost per proposal under this RFP. Individual In-school proposals cannot exceed \$25,000. Organizations may elect to submit more than one proposal (no more than \$25,000 each). Scoring preference is given for programs that demonstrate high levels of cost effectiveness in the provision of comprehensive youth services. Ultimately, final awards under this Request for Proposal will be made on the basis of the funding that is available, with consideration for program mix and the distribution of service to the various communities in the local Workforce Development Area. Contract negotiations with awardees will take into consideration final allocations received for the MassHire Bristol Workforce Board Area.

The MHBWB will also require that bidders provide documentation of cash and/or in-kind matching resources to leverage the WIOA funds. All WIOA reimbursed costs at the contract level will be defined as program dollars.

## **IX. PROPOSAL SUBMISSION, REVIEW, AND SELECTION**

Only those legible Proposals submitted in the quantity requested and in accordance with the requirements of this RFP will be considered. Proposers are required to submit Proposals using the forms provided by the MHBWB. Those wishing to receive the Proposal Specification and Budget forms in electronic format may contact Thomas Perreira at the address/phone number listed in Section XII of this RFP or may visit [www.bristolwib.org](http://www.bristolwib.org) to download forms. Proposals must be typed with a font size of at least eleven (11).

To be considered for funding, proposers must adhere to the following submission requirements:

**A. Proposal Specification Form:**

**Proposers shall submit a clearly marked original and eight (8) copies of the Proposal Specification Form, excluding any cost information. The Proposal Specification Form must be submitted in a separate envelope from the Budget Form and Budget Narrative. If the Proposal Specification Form is attached to or in the same packet with the Budget Form(s) and Budget Narrative(s), your Proposal will be disqualified from consideration.**

**B. Budget and Budget Narrative:**

**Proposers shall also submit an original and eight (8) copies of all completed Budget Forms and Budget Narratives. The Budget Form(s) and Budget Narrative(s) shall be submitted in a separate envelope (labeled budget) from the Proposal Specification Form. If the Budget Form(s) and Budget Narrative(s) are attached to or in the same packet with the Proposal Specification Form, your Proposal will be disqualified from consideration.**

C. Audited Financial Statement:

Proposers **Must** present evidence of financial solvency by including one **complete** copy of their **most recent** independent audited financial statement with the Proposal submission. Please include one copy of the audit in your budget packet. RFP's that do not include this recent audited financial statement may be disqualified from consideration.

The Proposal Specification Form shall be signed by the individual who can legally bind the proposer in contracts. The signed Proposal Specification Form shall constitute a firm offer by the proposer to conduct programming as proposed and an agreement to comply with BCTC's Terms and Conditions (available from Thomas Perreira at the address / phone number listed in section XII.

**The City of Fall River Purchasing Department has defined this RFP as #19-9. Write RFP #19-9 on the envelopes you submit.**

RFP's **must** be received at the address below **prior** to the Proposal opening:  
**City of Fall River, Purchasing Department**  
**One Government Center, 2<sup>nd</sup> Floor**  
**Fall River, Massachusetts 02722**

**PROPOSAL SUBMISSION DEADLINE:**  
**Proposal Opening: May 20, 2019, 11:00 a.m.**  
City of Fall River Purchasing Department, 2<sup>nd</sup> Floor  
One Government Center, Fall River, Massachusetts

Proposals received after the submission deadline will be refused, and therefore not considered for funding. Faxed or e-mailed Proposals will not be accepted.

**A BIDDERS' CONFERENCE WILL BE HELD April 23, 2019, 9:00am AT THE MASSHIRE FALL RIVER CAREER CENTER, 446 North Main St., Fall River.**

Attendance at this conference is **encouraged** but not a requirement for submission. Minutes of the Bidders Conference will be available from: Maria Frazier, MassHire Bristol Workforce Board, One Government Center, 5<sup>th</sup> Floor, Fall River, MA 02722, phone: (508) 675-1165.

Bidders must refer to and complete the Proposal checklist of this RFP to ensure that the Proposal is complete and meets minimum threshold requirements.

Complete Proposals received by the submission deadline and meet all threshold requirements listed will be reviewed by a committee of the MassHire Bristol Workforce Board using the evaluation criteria noted below. Final funding decisions will take into consideration the results of this review, an adequate mix of the various types of services to be made available

and an equitable distribution of funds and services to youth throughout the region. Favorable consideration will be given to Proposals which:

- Demonstrate the qualifications to achieve proposed and WIOA objectives and performance requisites
- Comprehensively address the WIOA youth program elements
- Demonstrate linkages and partnerships or collaborations that improve services and/or reduce costs
- Demonstrate effective strategies to achieve positive performance
- Demonstrate cost effectiveness and include in-kind or value added contributions. Cost effectiveness will represent a significant criterion in determining the most advantageous proposal(s).

The evaluation form to be utilized by the MHBWB Review Committee is attached for reference purposes. This is not to be filled out by proposer. It is included to provide proposers with the evaluative criteria that will be used.

The MHBWB reserves the right to reject any or all Proposals, to not fund any or all Proposals, and/or to partially fund any or all Proposals as submitted in response to this RFP. All Proposals become the property of the MHBWB.

Below is a tentative schedule of Youth Services procurement activities (the actual schedule may vary):

April 16, 2019:	Issuance of Request for Proposals (RFP)
April 23, 2019:	Bidders' Conference held
May 20, 2019:	Due Date for Request for Proposals (RFP)
Week of June 4, 2019:	Final award decision
Week of June 10, 2019:	Contract(s) negotiated
Week of June 24, 2019:	Contract(s) executed
July 1, 2019:	Youth Services begin on or about

## **X. CONTRACT INFORMATION**

### **1. Type of Contract:**

Selected bidders will enter into a cost reimbursement contract. All contracts will be executed with the City of Fall River on behalf of the MHBWB. Although the City of Fall River makes every effort to reimburse invoiced contractor expenses monthly upon receipt of required reports, selected bidders must be financially capable of covering costs when necessary. All contracts written with vendors will include required compliance language regarding EEO/AA, workplace safety, discrimination, participant grievance procedures, etc.

## **2. Program Duration:**

Proposals should reflect costs and program outcomes for the period covering July 1, 2019 through June 30, 2020. No expenditures may extend beyond June 30, 2020. Please write your proposal for a service delivery period of 12 months.

While continued implementation of WIOA changes may preclude the consideration of contracting beyond one year, the MHBWB is reserving the option of funding proposals for up to two (2) years of activities based on availability of funding. Any activity which is funded for more than one year must meet its contracted level of performance for the first year of services operation prior to being approved for the entirety or portion of the second year. At the end of the first year, costs will be re-evaluated for reasonableness; should the costs then be deemed to be excessive, costs for the second year of operation will be re-negotiated. If you would like to propose two years of service, please note this on the relevant section of the Proposal Specification Form. However, please write your proposal and budget for a one year service delivery period or 12 months.

## **3. Award of Contract:**

Award of any contract arising out of this RFP is entirely predicated upon receipt of a grant award to the City of Fall River/MassHire Bristol Workforce Board from the Department of Career Services, and final contract negotiations between the bidder and the MHBWB. Final contracts will include measurable performance requirements, covering elements described in the US DOL Employment and Training Guidance Letter No. 3-99 and the Mass. Department of Labor and Workforce Development, WIOA Communication No. 00-02.

The solicitation of Proposals does not commit the MassHire Bristol Workforce Board, or any other organization associated with the MHBWB to award any contract based on this Request for Proposal. The right to accept or reject any or all Proposals submitted as a result of this solicitation is reserved by the MassHire Bristol Workforce Board. Expenses incurred by bidders in responding to this RFP are in no way the obligation of the City/MHBWB.

## **XI. BID PROTESTS:**

Any potential or actual proposer objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract or any other matter relating to the process of soliciting the proposals. This would include provisions under Massachusetts General Laws Chapter 30B which allows for bid protests in instances in which there is a complaint or allegation that bid laws have been violated.

In addition, any organization proposing under this RFP has the right to file an appeal. Appeals must include the name, address, and telephone number of the appellant along with a detailed statement of legal and factual grounds for the appeal, including copies of any relevant documents. Appeals must be filed no later than 4:00 pm on June 28, 2019. All appeals must be filed with Thomas Perreira, Executive Director, MassHire Bristol Workforce Board, One Government Center, 5<sup>th</sup> Floor, Fall River, MA 02722.

**XII. INQUIRIES:**

Questions regarding the submission of the Request for Proposal must be addressed to:

Thomas Perreira, Executive Director  
MassHire Bristol Workforce Board  
One Government Center, 5<sup>th</sup> Floor  
Fall River, MA 02722  
(508) 675-1165 ext 114  
[tperreira@masshirebristol.org](mailto:tperreira@masshirebristol.org)

## **ATTACHMENT A:**

### **ELIGIBILITY GUIDELINES FOR WORKFORCE INNOVATION and OPPORTUNITY ACT YOUTH**

WIOA section 129(a)(1) provides new eligibility criteria for the WIOA youth program. To be eligible to participate in the WIOA youth program, an individual must be an ISY or an OSY.

#### **In-School-Youth Eligibility**

An ISY must be attending school, not younger than 14 or older than 21, **low income**, and have one or more of a list of barriers provided in WIOA section 129(a)(1)(C)(iv):

- (I) Basic skills deficient.
- (II) An English language learner.
- (III) An offender.
- (IV) A homeless youth or a runaway, in foster care or has aged out of the foster care system.
- (V) Pregnant or parenting.
- (VI) A youth who is an individual with a disability.
- (VII) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

#### **Out-Of-School-Youth Eligibility**

Under WIOA, an out-of-school youth is an individual who is:

- (a) Not attending any school (as defined under State law);
- (b) Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- (c) One or more of the following:
  - (1) A school dropout;
  - (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters;
  - (3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
  - (4) An individual who is subject to the juvenile or adult justice system;
  - (5) A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement;
  - (6) An individual who is pregnant or parenting;
  - (7) An individual with a disability;
  - (8) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1)(B).)

**ATTACHMENT B:**  
**YOUTH PERFORMANCE MEASURES**

The Department of Career Services has issued statewide performance standards based on the performance guidelines under WIOA, but will permit the local Workforce Boards to negotiate local performance standards. Please note that the standards represent the **minimum** performance goals that you can propose under this Request for Proposals.

- Employment/Education Rate: The percentage of program participants who are in education, or training activities or employment after program exit. Standard: 76%
- Credential Attainment Rate: The percentage of program participants enrolled in education or training who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during or upon exit from the program. Standard: 65.5%
- Measurable Skills Gains: The percentage of program participants who are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment. Standard: 75%

**ATTACHMENT C:**  
**RESOURCE MATERIALS**

Resource materials that may assist in preparing Request for Proposals are available on the internet as follows:

- A copy of the Workforce Innovation and Opportunity Act is at <http://www.doleta.gov/wioa/>
- Workforce Innovation and Opportunity Act Overview, July 22, 2014  
<http://www.doleta.gov/wioa/Overview.cfm>
- Training and Employment Guidance Letter WIOA No. 23-14 “Workforce Innovation and Opportunity Act (WIOA) Youth Program Transition  
[http://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_23-14\\_Acc.pdf](http://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-14_Acc.pdf)
- Training and Employment Notice –No. 5-14 “Workforce Innovation and Opportunity Act Announcement and Initial Informational Resources”  
[http://wdr.doleta.gov/directives/attach/TEN/TEN\\_5-14\\_Acc.pdf](http://wdr.doleta.gov/directives/attach/TEN/TEN_5-14_Acc.pdf)
- Training and Employment Notice- No. 19-14 “Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act of 2014”  
[http://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_19-14\\_Acc.pdf](http://wdr.doleta.gov/directives/attach/TEGL/TEGL_19-14_Acc.pdf)
- Training and Employment Guidance Letter- No. 13-09 “Contracting Strategies That Facilitate Serving the Youth Most in Need”  
<http://wdr.doleta.gov/directives/attach/TEGL/TEGL13-09.pdf>
- MA Department of Elementary and Secondary Education High School Equivalency Testing Program is at <http://www.doe.mass.edu/hse/>
- Southeast Regional Labor Market Blueprint  
<http://www.mass.gov/doc/southeast-regional-workforce-skills-planning-initiative-regional-blueprint>

**ATTACHMENT D**

**CLASSIFICATIONS IN SOUTHEAST REGIONAL PLANNING BLUEPRINT  
of  
CRITICAL and/or EMERGING INDUSTRY CLUSTERS**

<b><u>Priority:</u></b>	<b>NAICS* Code</b>
<b>Health Care and Social Assistance</b>	<b>62</b>
<b>Professional and Technical Services</b>	<b>54</b>
<b>Financial Services</b>	<b>52</b>
<b><u>Critical:</u></b>	
<b>Manufacturing</b>	<b>31-33</b>
<b>Construction</b>	<b>23</b>

**Occupations included within these codes can be found at the following location:**

<https://www.census.gov/eos/www/naics/>

\*North American Industry Classification System

(FOR REFERENCE PURPOSES DO NOT FILL OUT)

**ATTACHMENT E:**

**IN-SCHOOL YOUTH SERVICES - EVALUATION CRITERIA**  
**MASSHIRE BRISTOL WORKFORCE BOARD**  
**YOUTH REQUEST FOR PROPOSAL REVIEW FORM**

Below are the criteria which will be used to evaluate the Request for Proposals. Please review each Proposal Specification Form, Budget and Budget Narrative, considering these criteria. There is space after each to record your comments, which will assist the review committee in determining which Proposal merits funding. After deliberations, the review committee will reach consensus and make funding recommendations to the MassHire Workforce Board. Please sign the Certification on the final page of this form and turn it in to the Bristol WB Director of Planning or designee.

Proposer \_\_\_\_\_  
Name of Program \_\_\_\_\_  
Proposal # \_\_\_\_\_  
Reviewed By \_\_\_\_\_

**(1) Does the proposer offer services to youth in one of the major communities and to youth in one or more other communities in the Local Workforce Board Area (LWBA)?**

\_\_\_ **HIGHLY ADVANTAGEOUS:** Services are offered in one or more cities and are easily accessible to youth participating in the program.

\_\_\_ **ADVANTAGEOUS:** Services are offered in the city but are not easily accessible for participating youth.

\_\_\_ **NOT ADVANTAGEOUS:** Offers services to youth within the Bristol LWBA but not within one of the three cities. Services are not easily accessible for youth.

\_\_\_ **UNACCEPTABLE:** Does not offer services to youth in any of the communities in the SDA.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(2) Does the proposed target population reflect the policy outlook of the Bristol WB?**

\_\_\_ **HIGHLY ADVANTAGEOUS:** Proposed target population includes WIOA eligible in-school, older youth (17 and above) from the Local Workforce Board Area. High School seniors are identified as a primary target group for the program. Proposed program has demonstrated a high level of knowledge of the target population and their needs.

\_\_\_**ADVANTAGEOUS:** Proposed target population includes WIOA eligible youth from the Local Workforce Board Area. In-school youth represent the target population for this program. Proposed program shows knowledge of the target population.

\_\_\_**NOT ADVANTAGEOUS:** Proposed target population includes WIOA eligible youth within the Bristol LWBA but not within one of the three major communities. The proposed program demonstrates a lack of knowledge regarding the characteristics of the target population.

\_\_\_**UNACCEPTABLE:** Proposed target population does not target WIOA eligible youth within the Bristol LWBA.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(3) Does the proposer have an acceptable recruitment plan?**

\_\_\_**HIGHLY ADVANTAGEOUS:** Strong recruitment plan and system to identify eligible youth is evident. This program is highly likely to achieve proposed enrollment numbers early in the program operational period.

\_\_\_**ADVANTAGEOUS:** Acceptable recruitment plan that is likely to result in proposer achieving proposed enrollment numbers.

\_\_\_**NOT ADVANTAGEOUS:** Proposed recruitment plan is limited and may not result in the attainment of proposed enrollment numbers.

\_\_\_**UNACCEPTABLE:** Proposal does not include recruitment plan.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(4) Does the program overview and service strategy description in the Proposal demonstrate effective program design in accordance with the policy outlook of the MHBWB?**

\_\_\_**HIGHLY ADVANTAGEOUS:** Program design demonstrates proposer’s approach would offer a very effective method of providing youth services as requested in the MassHire Bristol Workforce Board Area. School year activities are designed to have a significant positive impact on participating youth.

\_\_\_**ADVANTAGEOUS:** Program design demonstrates proposer’s approach would offer an acceptable method of providing youth services as required in the MassHire Bristol Workforce Board Area. Program

shows effective strategy to ensure that youth participating will receive WIOA youth elements throughout Fiscal Year 2020.

\_\_\_ **NOT ADVANTAGEOUS:** Program design appears to show that the proposer’s approach may not achieve the youth program objectives as set forth in this RFP. Program shows limited effort to ensure a continuum of services is available to appropriate youth during the school year.

\_\_\_ **UNACCEPTABLE:** Program design appears to show a program that would be unlikely to provide adequate youth services in the MassHire Bristol Workforce Board Area.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(5a & 5b) Does the proposer effectively address the provision of WIOA youth program elements?**

\_\_\_ **HIGHLY ADVANTAGEOUS:** Proposer’s approach would result in a program that effectively delivers a strong array of WIOA youth program elements. Provides the one required youth element and at least 6 optional WIOA youth elements consistent with definitions included in the RFP and that will effectively contribute to youth achieving positive program outcomes.

\_\_\_ **ADVANTAGEOUS:** Proposer’s approach would result in a program that delivers an array of WIOA youth program elements. Provides the one required youth element and at least 4 optional WIOA youth elements consistent with definitions included the RFP and that will effectively contribute to youth achieving positive program outcomes.

\_\_\_ **NOT ADVANTAGEOUS:** Proposal demonstrates limited delivery of WIOA youth program elements. Provides the one required youth element and 1-3 WIOA youth elements consistent with definitions included the RFP and that will effectively contribute to youth achieving positive program outcomes.

\_\_\_ **UNACCEPTABLE:** Proposal does not show an effective method for delivering WIOA youth program elements. Provides no WIOA youth elements consistent with the definitions included in the RFP.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(6) Has the applicant previously been engaged in providing workforce development services to in-school youth?**

\_\_\_ **HIGHLY ADVANTAGEOUS:** Extensive experience (5+ years) with programs providing similar services to that requested for the MassHire Bristol Workforce Board area. Shows evidence of meeting or exceeding all performance goals.

\_\_\_ **ADVANTAGEOUS:** Moderate experience (1-4 years) in providing similar services to that requested for MassHire Bristol Workforce Board area. Positive performance results of 60% or more.

\_\_\_ **NOT ADVANTAGEOUS:** Limited experience (Less than 1 year) with in offering similar services to that requested for MassHire Bristol Workforce Board area or evidence of not meeting past contract performance goals.

\_\_\_ **UNACCEPTABLE:** No relevant experience providing a similar program.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(7 & 8) Does the program effectively address the issue of Services, Goals and Performance outcomes? This section address questions 8 and 9.**

\_\_\_ **HIGHLY ADVANTAGEOUS:** The Proposal demonstrates the applicant will effectively reach all performance goals that relate to educational success and/or other appropriate outcomes for youth. Clearly defined performance outcomes are evident in accordance with Attachment B. Proposer shows a clear understanding of required performance requirements and demonstrates how the program design will help positively impact those requirements.

\_\_\_ **ADVANTAGEOUS:** The Proposal demonstrates the applicant will adequately reach performance goals that relate to educational success and/or other appropriate outcomes for youth.

\_\_\_ **NOT ADVANTAGEOUS:** The Proposal shows that the applicant may not reach performance goals that relate to educational success and/or other appropriate outcomes for youth. Performance areas as cited in RFP Attachment B are not clearly cited. Proposer does not demonstrate how program design will positively impact WIOA performance measures.

\_\_\_ **UNACCEPTABLE:** The Proposal does not discuss or propose performance goals consistent with Attachment B of the RFP.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OVERALL TECHNICAL PROGRAM RATING**

\_\_\_ **HIGHLY ADVANTAGEOUS**

\_\_\_ **ADVANTAGEOUS**

\_\_\_ **NOT ADVANTAGEOUS**

\_\_\_ **UNACCEPTABLE**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OVERALL BUDGET RATING**

**Does the proposer demonstrate cost effectiveness? (Budget & Budget Narrative)**

\_\_\_ **HIGHLY ADVANTAGEOUS:** Proposal demonstrates strong level of cost effectiveness. All budget items are necessary and reasonable for successful program operation. Significant in-kind contributions and value added services evident. Proposal documents leveraged non-WIOA youth resources to augment services to youth.

\_\_\_ **ADVANTAGEOUS:** Proposal demonstrates adequate level of cost effectiveness. Costs are reasonable for program operation. Some additional, leveraged resources are evident.

\_\_\_ **NOT ADVANTAGEOUS:** Proposal's budget does not fully demonstrate cost effectiveness. Limited or no additional, leveraged resources evident.

\_\_\_ **UNACCEPTABLE:** Proposal does not demonstrate cost effectiveness.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I Certify That:**

I have reviewed the Proposal; I understand that if I have any conflicts of interest in the review of this Proposal that I should not have participated in the review process. To the best of my knowledge and belief, I do not have a conflict of interest affecting the review process; and my ratings and subsequent decisions are not affected by any conflict of interest.

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer's Name \_\_\_\_\_