

MINUTES

WIOA Title 1 Bidders meeting 10/21/16

SCPa Works

Introductions

Those in attendance

Doran Condon, SCPa Works, Wanda Jackson, SCPa Works, Hilary Lyle, SCPa Works, Joe Ziegler, EDSI, Eric Muckel EDSI, Paul Pappesergi, Eckerd Workforce, John Hattery, KRA, Gordon McNamara, ResCare, Jamal Jones, ResCare, Eric Raphael, Phase 4 Learning Center, Julian Dorsey, Phase 4 Learning Center, Ernestine Chambers KRA, Nate' Gordon, KRA

RFP Overview

Last year did not competitively procure Title 1 services due to recent legislation changes to WIOA. We are competitively procuring Adult and Dislocated Worker Title 1 Services for the upcoming program year. The Current Title 1 contract is with EDSI. Purpose of services is to provide Title 1 Services in our eight county region that includes Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Perry and York counties. SCPa Works covers a diverse area of both rural and urban areas, and also has the largest workforce of all the Workforce Areas across the State. Traditionally we have entertained some of the lowest unemployment rates in the state, and have a wide variety of occupations. We currently have 6 CareerLinks in our eight county region to include Franklin, Adams, York, Dauphin, Cumberland and Lebanon counties. We do not have CareerLink locations in Perry and Juniata counties. Once all proposals are received, they will be reviewed for compliance then reviewed by a team of staff and Workforce Development Board members. They will be reviewed and ranked for consideration for funding.

Schedule of RFP:

SOLICITATION SCHEDULE

Release of RFP	September 22, 2016
Proposers' Written Questions Deadline	October 7, 2016 by noon
Pre-proposal Bidders Conference	October 21, 2016, 10 a.m. - 12 p.m.
Questions and Answers posted	October 28, 2016
Deadline for Receipt of Proposals	November 21, 2016 by Noon EST
Contract Awards Complete	March 2017
Transition begins	Upon approval by SCPa Works
Contract begins	July 1, 2017

Required information to be submitted with RFP:

Before submitting your proposal, check the following

- Application for Funding Assistance and Executive Summary
- Program Narrative
- Objectives/Goals-Projected Service Levels (Attached)
- Past Performance Measurements/Demonstrated Effectiveness Program Narrative
- Program Management Narrative Financial System Criteria Personnel Policy Statements Insurance Statements
- Partner MOU's
- Line-Item Budget and Charts (Attached, must be submitted in a separate sealed envelope)
- Assurances and Certifications

Questions submitted for RFP

Rfp questions

Is the "up to \$1.5 million" in funding just for the 2017 - 2018 year or both years of the project?

It is for one year.

Based upon historical experiences, any idea how many people we could be working with? Is there a break down by individual counties available?

Approximately 700 persons region wide

Is this a new program or is there an organization presently doing it?

EDSI is the current Title 1 provider

What are the target ages of the involved groups?

Those who would fall under the Title I eligibility for Adult and Dislocated Worker

On the Proposal Checklist, the 4th item is for Past Performance Measurements/Demonstrated Effectiveness Program Narrative. We do not see that outline in the Program Narrative Outline. Please clarify if something is missing from the narrative outline.

It will be necessary to provide that information. It can be added as an attachment.

The last item on the Proposal Checklist is Assurance and Certifications. We did not find any Assurance and Certifications on your website or with the RFP packet. Can you clarify if there is a specific set of these we are to include?

Those would be Certification of Drug Free Workplace, Certification Regarding Lobbying, Certificate Regarding Disbarment, Suspension, and Ineligibility, State Funded Contract

Verification, Federally Funded Contract Certification, Concurrence of Collective Bargaining Agreement, and Grievance policy for Trainees.

May the header, footer, and page numbers be inside the required 1” margin?

Yes as long as they are included

Do we need to repeat the full question/requirement for each of the Program Narrative items, or can we condense them? May we use less than 12 point font for repeating the narrative instructions/requirements?

No need to repeat the full question/requirement for Program Narrative items. If you do decide to do that, you may use less than 12 point font.

Due to the level of detail requested and space limitations, is it acceptable to attach any of the items? For example, a detailed transition plan and timeline?

Yes, they may be included as attachments

May information presented in tables, charts, and graphics be less than 12 point font?

Yes as long as it can be legible

What is the current number of Title I staff in the region, by type of position or function? By location?

Approximately 33 currently, Adams 3 Cumberland: 5, Dauphin: 10 Franklin: 4 Lebanon: 4, York: 7

How many job seekers are served in the region annually in Career Services and Training Services? By location?

Approximately 900 region wide

What number or percentage of job seekers served in the region speaks other than English as their primary language?

Approximately between 5-10% of the population speaks a language other than English as their primary language.

What is the region’s current/most recent level of performance on WIOA Common Measures?

<u>Measure</u>	<u>Negotiated Level</u>
Adult employment (Second Quarter After Exit)	65%
Adult employment (Fourth Quarter After Exit)	65%
Adult median earnings	\$5,000
Adult Credential Attainment Rate	55%
Adult Measurable Skills Gain	baseline
Dislocated Worker employment (Second Quarter After Exit)	74%
Dislocated Worker employment (Fourth Quarter After Exit)	75%
Dislocated Worker median earnings (Second Quarter After Exit)	\$7,000

Dislocated Worker Credential Attainment Rate	57%
Dislocated Worker Measurable Skills Gain	baseline
Effectiveness In Serving Employers	baseline

How many Department of Labor and Industry staff provides services in the region? By location?

Approximately 44. Adams - 7.6 Cumberland-9 Dauphin-7 Franklin-7 Lebanon-6 York-8

Ref Page 7: Can you provide details on the performance measures tied to contract funding?

- **What are the monthly goals for Placements?**

Negotiated at contract award

- **What are the benchmarks for OJT agreements?**

Negotiated at contract award

Is it SCPa's intent to award one contract for all service delivery locations?

All proposals will be evaluated for effectiveness; award may be for all counties or individual counties

The Title I operator must demonstrate a willingness and ability to leverage funds and services throughout the area (page 2, last paragraph). What type of leveraging is SCPa Works looking for?

Cash and in kind

Please explain how the Adult and Dislocated workers are to be integrated with Youth Title I services (page 4, first paragraph).

As applicable if he individual is made dual eligible and dual enrolled

Is the requirement to have partnerships allow for sub-contracting of services (page 4, no. 4)?

Yes, as long as MOU's that clearly outline roles, responsibilities and outcomes are provided.

Please clarify and detail what types of training or technical assistance will be required by the partners (page 9, last sentence, no. 1).

For any partners you are working with, or subcontracting with as to provide service. Program and procedural

Is the Title I operator to provide Support Services (page 10, no. 4)?

Yes, as applicable.

Is it SCPa Work's intention that the Title I operator will be 100% responsible for the Career Resource Center coverage and staffing (page 10, no. A.3)?

No

Is it SCPa Work's intention that the Title I operator provide functional supervision of all Careerlink® staff that work with job seekers (page 10, no. A.6)?

SCPa Works is in the process of releasing an RFP for the competitive procurement of One-Stop Operator services. We cannot speak to what entity/entities will be selected.

Is it SCPa Work's intention that the Title I operator will be supervised by a non-Title I supervisor (page 10, no. A.8)?

SCPa Works is in the process of releasing an RFP for the competitive procurement of One-Stop Operator services. We cannot speak to what entity/entities will be selected.

Is it SCPa Work's intention that the Title I operator be the only CareerLink partner in Business Services (page 11, no. 9)?

They will be the lead for the business service team.

Will the Title I operator be the sole responsible partner for the CareerLink customer welcome activities outlined on pages 14 and 15?

A successful bidder may either be the sole responsible partner for welcome activities, or work in collaboration with other PA CareerLink partners to cover these duties.

Will the Title I provider be responsible for continuing the classes open to the public job seekers in each of the six PA Careerlinks®? If so, where is this detailed in the RFP directions?

There are other partners who may conduct workshops as well. Descriptions of services and workshops would need to be included in your narrative

Can performance money be earned more quickly if performance is stronger one month, and can performance money be earned later if there are slow months?

That will be negotiated at time of contract award.

Could you clarify the payment structure for the performance payments by providing more details?

That will be negotiated at time of contract award.

Do we create a budget based on the 100 percent of the \$1.5 million budget maximum, or do we provide a budget based on the \$1.2 million of cost reimbursement? If the latter, how do we represent the performance money on the budget?

Create your budget based on the 100 percent of the \$1.5 million budget maximum

Additional Questions asked at Bidders Meeting:

Two counties without careerlink but have sites that can be used. Should they be included in budget for rent etc.?

I would envision you moving into site. The Perry County Literacy Council in Newport in Perry County . And the Tuscarora intermediate unit located in Mifflintown, Juniata County.

Clarification, in budget, contract is limited to 10% of administrative fees, and staff needs to be customer service focused. It was noted in the RFP that you could lose points if the administrative staff was not customer focused. Is it that all staff needs to be customer service focused?

There can be administrative staff. We need to see how many of those staff are not providing direct service to customers.

Mentioned early you are focused on customer service, but Careerlink administrators have plans. Could those be made available that we could incorporate?

We have never required written plan, all taken different measures to make sure everyone is welcomed. Nothing required of them. We want to assure that we create a warm, welcoming atmosphere.

In respect to equipment, Careerlinks are well equipped. Will that be passed on?

As long as that's property of wib it will be transferred to the new provider. If you bring in your own equipment it will remain your property. Any equipment purchased with WDB funds will be subject to prior WDB approval and must meet the Federal and State equipment purchasing guidelines.

In youth rfp there is mentioned in youth budget for keeping up costs and being a partner

If there is a CareerLink located in the county you are proposing, you need to be there and yes there is a cost.

Perry and Juniata, limited staff, rsa type arrangement as well or is there fee for space?

Yes fee for space, staff are shared from other regions. It is good to have some dedicated staff there from the area. There is a special fee for being located there.

There is a space fee needs to be accounted for in budget. Careerlink costs for each one will be posted.

Approximate FTE costs for the purpose of budgeting for each CareerLink are:

Dauphin	\$14,823
Adams	\$15,951
Cumberland	\$10,003
Franklin	\$15,834

Lebanon \$15,667

York \$18,199

Rent for Perry County Literacy Council \$1,200 per month approx.

Rent for Juniata County for budgeting purposes it is estimated at \$1000.00 per month

If provider brings own equipment for staff can that be a budget line item?

You can bring own, and purchase your own equipment. There is a limit on the dollar amount that is in the fiscal guidelines. All equipment purchases with WDB funds needs prior approval.

Sometimes use calculation that if it depreciates need to be included

- *I would outline it in your budget and is clearly identified.*

Are there any caps on indirect and profit?

Indirect would be according to letter of approved rate. There is no cap on profit but that will be negotiated on contract award.

Is there an org chart for supervisors etc.?

Current organizational chart for Title 1 programs.

**Organizational Chart
SCPA WIOA**

Adams	Cumberland	Dauphin	Franklin	Juniata	Lebanon	Perry	York
Manager	Manager	Manager	Manager	Manager/CA	Manager	Manager/CA	Manager
BSR	CA	CA	BSR		CA		WIOA Lead
Trainer	CSR/CA	CA	CA		CSR/CA		CA
CA/CSR	BSR	CA	CA		BSR		CA
	Trainer	CSR	CSR				CA
		BSR					CSR
		Perform Analyst					BSR
		Training & Contract					

In previous rfp, intention was one large grant for one provider. What is likelihood for being different providers?

Each proposal will be weighted. There is no specification that you have to apply for all eight counties inclusively. No preference to eight county system over 2 county. Each weighted on own merits. You may apply for one or for all.

So is there 700 individuals being served or 900?

There are 700-900 eligible for title one adult and dislocated worker only. Thousands of people come into the CareerLinks for services. Not everyone goes to title 1.

Vision for business engagement and business services and relationship between contractor and other parts?

This year business service and engagement is almost as important as engagement with customer that comes in. So in this region we've experienced a number of programs that are all doing business services. Businesses can be overwhelmed. Trying to coordinate that with a lead person to minimize visits to employer but maximize outcomes. So ultimately this person can represent all CareerLink programs and staff.

Who are the required partners in careerlinks?

BWDP (Wagner Peyser) staff, OVR, DHS,(department of human services/welfare), WIOA Title 1 staff, Veteran's services

Following no further questions, the meeting was concluded.