

**PY 2017 Youth Service RFP
Bidder's Conference
November 17, 2017**

MINUTES

A PY 2017 Youth Services RFP Bidder's Conference was held November 17, 2017, at 2:00PM, at the Middle Georgia Consortium, Inc. office located at 124 Osigian Blvd., Suite A, Warner Robins, Georgia. Teria Coleman the Youth Services Specialist conducted a presentation and the following topics were discussed:

- 1) Who We Serve (No Questions were raised)
 - Counties Served – Baldwin, Crawford, Houston, Jones, Monroe, Peach, Pulaski, Putnam, Twiggs and Wilkinson.
- 2) Populations Targeted By the Agency – (No Questions were raised) Adults, Dislocated Workers, Displaced Homemakers, Workers with Disabilities, Veterans, Ex-Offenders, Migrant Seasonal Farm Workers and Youth.
- 3) Background – No Questions Raised – Currently Transitioning from Workforce Investment Act of 1998, which required that 30% of expended funds be spent on out-of-school youth to Workforce Innovation and Opportunities Act of 2014, which requires 75% of expended funds be spent on out-of-school youth (OSY). The OSY population has been proven to be difficult to target across the State, which is the purpose of this RFP. This RFP is to solicit assistance from service providers to serve the OSY
- 4) Who Are the OSY? – No Questions Were Raised – OSY are individuals aged 16-24 years of age who have;
 - Dropped out of high school
 - A High School Diploma or GED who are basic skills deficient
 - Dropped out of Post-Secondary Education

Examples given were as follows:

- Juvenile Offenders
- Youth aging out of foster care
- Public Assistance Recipients
- Pregnant or Parenting Teen
- Runaway
- Homeless
- Gang Affiliate
- Refugees
- Disabled
- Children of Incarcerated Parents
- High School Graduates
- Migrant Farm Workers
- Native Americans
- GED Students

- College Dropouts

All participants must be residents of the Middle Georgia Workforce Development Area which consists of the following 10 Counties:

- Baldwin
- Crawford
- Houston
- Jones
- Monroe
- Peach
- Pulaski
- Putnam
- Twiggs
- Wilkinson

To allow for a more local targeted focus a proposal may focus on one county or all 10 counties.

- 5) Data from the US Census Bureau was provided as follows: (Two questions raised as noted below)
- a. Non Graduation Population in Middle Georgia - Data shows that there are 5,020 that have less than a 9th grade completion or 9-12 grade with no diploma awarded.
 - b. Not Enrolled in Public or Private Schools – Data shows that there are 18,302 individuals aged 15-24 year olds that are not enrolled in public or private schools. It was noted that this data includes 15 year olds but the RFP only targets 16 – 24 year olds.

Q1: Is the data provided on the Middle Georgia website?

A1: Not currently, but will be uploaded after the Bidders' Conference

Q2: Does data include the home school population?

A2: Not sure. It could if the parents self-recorded it.

- c. Unemployment Rate for Both 16-19 and 20-24 year olds for both In-school Youth and Out-of-School Youth. Data not spoken out loud.
 - d. In-School and Out-of-School Youth Living Below Poverty – Data showed there are 12,933 youth age 16-24 years old living below poverty.
- 6) RFP Process (No Questions were raised)
- a. Timeline Discussed – RFP Issue Date – November 8, 2017, Bidders' Conference – November 17, 2017, Deadline to Submit Proposal – December 8, 2017, Proposal Review Dates – December 9, 2017-December 29, 2017, Award Date – December 29, 2017 and Service Period – January 15, 2018 – January 18, 2019,
 - b. Approximate Funds Available - \$485,000, which may be awarded to multiple organizations.
 - c. Scoring – Maximum score of 100 but a proposal must receive a minimum average score of at least 75 amongst all ratings to be considered.
NOTE: The RFP states on page 12 that a proposal can receive a minimum score of 75 from one rater to be consider and an amendment will be made to this section of the RFP and distributed to potential bidders to correct this.

- d. Submission Process – Five copies of the proposal must be submitted with one having an original signature on Attachment C, the Proposal Cover Sheet. Proposal must be submitted by US Mail or hand delivered in person. If proposals are mailed the package must be received by close of business (5:00PM) on December 8, 2017. NOTE: PROPOSALS WILL NOT BE ACCEPTED BY FAX OR EMAIL.
- e. Responsiveness of Proposals Determination Criteria is as follows:
 - Proposal submitted by deadline, or only one proposal received in a funding category.
 - Requested number of copies was sent.
 - Required forms were prepared and submitted.
 - All narrative sections addressed.
 - Program will operate within the specified period of performance.
- 7) RFP Content (No Questions were raised)
 - a. Part A – Addresses provides background information, how and when to submit a proposal, the evaluation process, funding, WDB staff's working relationship with sub-recipients and describes the types of contracts and payments.
 - b. Part B & C – Gives specific instructions for completing proposals, proposal formatting, questions to be answered and forms to be completing.
- 8) The Purpose of the RFP – (No Questions were raised) The purpose of the RFP is to request proposals for training programs to address the job preparation needs of out-of-school youth eligible for services under the Workforce Innovation and Opportunity Act of 2014 (WIOA).
- 9) Goals of the WIOA – (No Questions were raised) The goals of WIOA are as follows:
 - To increase employment, retention and earnings of participants,
 - To improve the quality of the workforce,
 - To reduce welfare dependency, and
 - To enhance the productivity of the country as a whole.
- 10) Types of Contracts and Payments – (No Questions were raised) The contract for this RFP for nonprofit organizations will be a cost reimbursement contract and for for-profit organization it will be a cost reimbursement plus fixed fee contract.
- 11) Service Provider Responsibilities – (No Questions were raised) The Service Provider will be responsible for the following:
 - Out-of-School Program Design
 - Participant Recruitment and Selection
 - Filling all training slots
 - Case Notes entering into Ga Work Ready System
 - Objective Assessment and Individualized Service Strategy
 - Career Navigation
 - Counseling
 - Placement in to Employment or Advance Training
 - Coordination with other agencies and programs with both eligible an non-eligible applicants.
- 12) Performance Standards – (Questions were asked during Q&A Session)

- Placement in to Education/Training or Unsubsidized Employment 2nd Quarter after Exit – 71%
- Placement in to Education/Training or Unsubsidized Employment 4th Quarter after Exit – 76%
- Credential Attainment – 84.5%
- Employer Retention 2nd Quarter & 4th Quarter after Exit – Not Negotiated Yet
- Repeat Business Customer – Not Yet Negotiated

13) 14 Program Elements – (No Questions Raised) - Important to include as many of the 14 program elements in the proposed program design. The 14 program elements were listed as follows:

- Tutoring and Study Skills Training
- Alternative Secondary School and Dropout Recovery Services
- Paid and Unpaid Work Experience
- Occupational Skills Training
- Education Offered with Workforce Preparation
- Leadership Development Opportunity
- Supportive Services
- Adult Mentoring (not less than 12 Months)
- Follow-up Services (not less than 12 Months)
- Comprehensive Guidance and Counseling
- Financial Literacy Education
- Entrepreneurial Skills Training
- Labor Market and Employment Information
- Post-Secondary Preparation and Transition Activities

14) Program Services Requested – (No Questions were raised) - These were not named individually but are outlined in the RFP on Pages 36-40. NOTE: WILL BE PROVIDED ON WEBSITE.

15) Budget Cost Analysis – Page 45 (No Questions were raised)

- Line Item Justification
- Operations Costs
- Personnel Costs
- Equipment Costs
- Miscellaneous Costs
- Participant Costs
- Profit Justification
- In-Kind Donations

16) Attachments – No Questions Raised

Question & Answer Session

Q: Since bidders are allowed to submit for certain counties, do they bid as a subcontractor or as a prime contractor?

A: They would submit as a primary contractor.

Q: Page 33, B. Item 2., Proposal Synopsis Sheet – States it is not applicable – Do you want a synopsis?

A: No. You do not have to provide a synopsis.

Q: Page 43 – Conflict of Interest – To what level are you looking for the documents to be signed? With respect to Board members?

A: Will research and post answer to website.

Researched Answer:

Procurement Policy-Conflict of Interest

Employee Conflict of Interest

It is a breach of ethical standards for an employee to participate directly or indirectly in a procurement when:

- The employee or immediate member his/her family has financial interest in the procurement;
- A business organization in which employee or any member of immediate family has a financial interest pertaining to the procurement; or
- Any other person, business, or organization with whom employee or any immediate family member is negotiating or has arrangement concerning prospective employment is involved in the procurement.

Where employee or immediate family member holds financial interest in blind trust, there will be no conflict of interest, provided that the blind trust has been disclosed to the organization governing procurement ethics.

Whenever the employee discovers or becomes aware of such an actual or potential conflict, he/she should promptly withdraw from the procurement, or seek a guidance on participation from the group that governs procurement ethics for the agency.

Disclosure

Any employee who has or obtains any benefit from any contract with a business in which he/she has financial interest must report this to the appropriate official or group, except when that interest has been placed in a disclosed blind trust.

Gratuities and Kickbacks

It is a breach of ethical standards for anyone to offer, give or agree to give any employee or former employee, or for an employee or former employee to accept from another person, a gratuity or an offer of employment in connection with any aspect of a procurement.

It is a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor, or any person associated with these, as an inducement for the award of a subcontract.

Prohibition Against Contingent Fees

It is breach of ethical standards for anyone to be retained, or to retain anyone, to solicit or secure a contract for a commission, brokerage or contingent fee or the promise or such payments. This prohibition does not apply to the hiring of bona fide employees of an organization, or to retaining a bona fide commercial selling organization.

Restrictions on Employment of Present or Former Employees

There must be restrictions on the contemporaneous employment of anyone involved in the procurement process by the contracting agency and any organization or individual contacting with the agency.

There are also restrictions in the model code on the hiring or present and former employees of the contracting agency by contractors under certain circumstances.

NOTE: The restrictions on employment are often complex. They should be checked out with the agency responsible in the jurisdiction for overseeing procurement ethics.

Use of Confidential Information

It is a breach of ethical standards for any employee or former employee to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

Q: Do you want resumes for every single employee at the entity or just those pertaining to the contract?

A: Just the ones that are working for the contract.

Q: If it's a cost reimbursement contract then all upfront costs will be the responsibility of the entity?

A: Yes.

Q: Page 27 – If reading correctly, you are saying eligibility will be determined by WDB Staff and then entered into the system by WDB Staff?

A: Yes, that's correct.

Q: So if Middle Georgia Consortium enters initial information, will agency have to keep up with case management?

A: The Consortium will enter the initial information and it will be up to the Service Provider to enter case notes. Credentials will be provided to Service Provider to get into the Ga Work Ready system.

Q: What if one organization submits for all ten counties and then another agency is given a contract for one of the counties out of that, do you notify the other organization that they only received nine counties because another agency got one county?

A: If something like that happens then during negotiations counties would be discussed.

Q: Page 34 – Can you explain a little more on Maintenance of Effort?

A: This section is to emphasize if there is a duplication of services that it must be justified and how justification can be done.

Q: If an organization does not provide GED training but plans to work with another organization such as Central Georgia Technical College to service students who are already enrolled in the GED program, would that be a duplication of services?

A: No. All organization applying do not have to provide GED training so a partnership would not create a duplication of services.

Q: Can an organization pay for GED testing and get reimbursed?

A: Yes.

Q: Is there any weight given on a proposal that collaborates with other partners?

A: There is not a specific weight percentage that will increase a specific point but it will go into consideration. As stated in the RFP collaboration is recommended.

Q: Is this the first time this particular type of RFP has been rolled out?

A: Our previous RFP was for services for both in-school youth and out-of-school youth. This RFP is just for out-of-school youth. This is the first year we've contracted out with service providers. In the past we've done it in house.

Q: Is there a deadline for submitting questions?

A: No. If there are additional questions we will answer them and post to the website. CORRECTION – Today is the last day for questions.

Q: Page 71 – Prior Performance Information – There are two columns for each program year. If an organization's program year is the same period do they need to complete only one column? What is the purpose of two columns? Is it for instances where an organization's program year is different?

A: Only one column needs to be completed. NOTE: Will most likely amend the tables.

Q: For the two performance measures that have not been negotiated yet are there any previous performance guidelines that can be shared to give an indication of what they are looking for?

A: No.

Q: Page 71 – It asks for adult and dislocated worker information but since we’re only working with youth age 16-24, do we need to provide information for adults and dislocated workers as well?

A: The RFP is to serve the youth population only but if adults and dislocated have been served then yes complete it. If only worked with youth then no you can only provide the youth information only.

Q: With this grant is funding inclusive of participant support payments or should all support payments that are supplied to those approved as participants be included?

A: The support payments that are within your budget would be a reimbursable cost.

Q: In regards to the above question, so any wrap around services that are provided that normally would come from your regular WIOA under the model that exists now will now come from this pot of money for the youth?

A: Yes. Because that’s a part of the participant cost.

Q: Regarding the Repeat Business Customer measure that has not yet been negotiated, is your intention to have customers come back multiple times or are you trying to decrease the number of times a customer needs to come back? You are looking to increase, right?

A: Yes. Right.

Q: Client Information Sheet – Can you elaborate a little more?

A: Not sure, but if you receive funding from other agencies they should be listed here. This will be researched and if answer provided is not correct will correct and post to website.

Q: On Attachment R – Is that for only other funding received for youth?

A: Yes.

Q: What will be the method of used for tracking performance? Will it be done in-house?

A: Yes. It will be done in house and that’s why in addition to working with service providers the only thing the Service provider will be responsible for entering into Ga Work Ready are case notes because that’s how we will be able to track our performance. Any exits or entries into job search or etc. will be done in-house once the service provider informs us of those transitions.

Q: If a participant receives the Work Ready certificate does it count as a positive?

A: It has to be a nationally recognized certification to be a positive.

Q: Will you provide current staffing by job titles and salaries?

A: No. It is up to the discretion of the organization.

Q: Is there space available in current facilities to house the youth program, or are service providers expected to locate their own space?

A: No. It is up to the service provider to provide their own space. If seeking in-kind space, there are a lot of public buildings that if proposers ask either at the county level or the city levels they might be able to use. There's also Goodwill and libraries that are possibilities.

Q: Is there furniture and/or computer equipment for use, or must all items be budgeted?

A: These items will need to be budgeted. We will not supply those items.

Q: How many youth were enrolled between July 1, 2016 and June 30, 2017 per county?

A: While this is public information it will not be discussed during this process.

Q: What is the most current year-end performance for placement at 2nd and 4th quarters, credential attainment and retention?

A: This also will not be discussed during this process.

Q: How many carry over youth are anticipated?

A: This was interpreted to mean how many youth will carry over from our program to the service provider's program and the youth we have in-house will remain in-house with the Middle Georgia Consortium.

Q: What were the supportive service costs for last year?

A: This will also not be discussed at this time.

Q: How many youth participated in youth experience classroom training between July 1, 2016 and June 30, 2017?

A: This will also not be discussed at this time.

Q: On the proposal cost summary on Page 75, can you explain the average cost per 100 training hours? Should every cost be calculated by dividing the amount of the proposed training hours?

A: The cost that are being estimated should be divided by 100 training hours.

Q: On Page 76 – Profit/Fixed Fee Budget Detail – Item 10 Fixed Fee Per Placement (#3 divided by #11) – Where is #11 referenced?

A: An amendment will need to be done and distributed.

Q: Who was the awardee of the previous contract and time period served?

A: We had an RFP that was issued earlier this year and was awarded June 2017 to Paxen Learning Services.

Q: The program was authorized in 2014 by the Obama Administration. What is the probability of it continuing under the Trump Administration?

A: From attending workforce conference, it appears that WIOA will not be affected and will continue.

Q: Is the RFP for program services outlined or does it also cover payments to the client for transportation and child care?

A: These costs are covered under support payments which goes into participant cost and should be budgeted.

Q: Is it frowned upon to only submit a proposal for one or two counties and not all ten counties?

A: No. Not at all.

Q: What was the greatest impediment issues with previous contracts regarding structure or performance?

A: Because we are new with outsourcing services there is no answer to this question as of yet.

Q: What feedback did you receive previously regarding difficulties with recruiting responsible clients who will commit to join and complete the program?

A: In comparison to the in-school youth, which can be recruited through their high schools, the biggest issue with recruiting out-of-school youth is you have to be more creative it takes more of a community effort to reach this population. A lot of out-of-school youth have additional barriers such as transportation and family issues or they are working.

Q: What is and/or was the number of clients that participated in the program yearly?

A: This will not be discussed at this time.

Q: What lessons learned have been discovered since the start of the program?

A: Really going back to the previous question and that is that you have to be creative to recruit and keep this population engaged.

Q: Is there a minimum hourly rate the youth need to be placed in for employment?

A: Yes, it is \$7.25 which is minimum wage.

Q: Will the Consortium pay for the TABE test and Career Scope licenses? Will the service provider get access to this for free?

A: The test fee is a reimbursable cost to the service provider and should be included in the proposed budget.