

COUNTY of KANE
PURCHASING DEPARTMENT
KANE COUNTY GOVERNMENT CENTER

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February 11, 2019

ADDENDUM 2

Request for Proposal: #11-019

Title: WIOA Youth Services

The attention of all plan holders is called to the following questions asked during the non-mandatory proposal conference on February 5, 2019 or received before the deadline of February 8, 2019:

1. **A question was asked about the WIOA Eligible Training Provider List, and where this list can be accessed. Link is as follows:**

<https://www.illinoisworknet.com/Training/Pages/WIOATrainingProgramSearch.aspx>

2. **Can the WIOA Program Elements be provided through a partnership?**

Yes, the fourteen (14) WIOA Program Elements can be provided through a partnership(s) with additional agency/organization; if provided through partnership, this must be identified within the scope of work. The nine (9) Program Components must be provided in-house by the sub-contracted entity and cannot be facilitated by an outside organization.

3. **Is 20% of staff time required as a Work Based Learning contract expense?**

The 20% of required sub-grant award dollars that must be allocated to Work Based Learning can include staff time; it is not a requirement of the grant that the 20% be solely comprised of either staff/operational or participant costs. Rather, it is expected that the budgeted 20% Work Based Learning total be a blend of operational oversight as well as direct participant wage and fringe expenses.

4. **Can coordinating payroll processing be included in the 20% of budget that is required for Work Based Learning expenses?** *Yes. In addition to slide #17 of the presentation, please refer to TEGL 08-15 for examples of allowable staff activities under Work Based Learning.*
5. **How can WIOA Element #2, Alternative Secondary School Services or Dropout Recovery Services, be incorporated into service delivery for Out-of-School Youth?** *The 14 WIOA Elements must be made available to youth participants either in-house or through an identified partnership with an outside entity. If an Out-of-School youth has a barrier related to education, such as High School Dropout, then this element would be directly applicable their service strategy. However, if a particular service/element is not identified as being needed for the individual youth, for example, if the OSY is a High School graduate, then it would not be applicable for their participation in the program.*
6. **Regarding WIOA Element #8, Adult Mentoring, can you provide further information on this element? Such as, can it be provided through a partnership? What is included? Also, what is the allowability of a stipend to deliver adult mentoring for the individual providing the service?** *As follows is the definition of Adult Mentoring, from e-CFR § 681.490:*
 - (a) *Adult mentoring for youth must:*
 - (1) *Last at least 12 months and may take place both during the program and following exit from the program;*
 - (2) *Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee; and*
 - (3) *While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis.*
 - (b) *Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.*

TEGL 21-16 quotes the e-CFR 681.490 and also provides the following information: Local programs should ensure appropriate processes are in place to adequately screen and select mentors. DOL acknowledges that in a few areas of the county finding mentors may present a burden to a program. While DOL strongly prefers that case managers not serve as mentors, the final rule allows case managers to serve as mentors in areas where adult mentors are sparse.

Remember that all 14 of the WIOA Elements must be made available as appropriate to youth participants either in-house or through an identified partnership with an outside entity, but are not required to be provided by the respondent directly. Therefore, it is appropriate for Adult Mentoring to be provided by an established

partnership that is identified by the respondent in their scope. If the respondent's program design includes Adult Mentoring through a partnership with fees attached for services, this must be detailed within the scope as well as the budget/budget narrative.

7. **On average, how long is an individual is enrolled in the WIOA program?** *While each young adult's participation in the program is based on the program design of the organization as well as the services each individual needs to reach their educational and employment goals and therefore will vary, on average a participant is in the program for 12 months. After a participant is exited from active services, they are entitled to receive an additional 12 months of follow-up services.*

From the e-CFR 681.450: Local youth programs must provide service to a participant for the amount of time necessary to ensure successful preparation to enter postsecondary education and/or unsubsidized employment. While there is no minimum or maximum time a youth can participate in the WIOA youth program, programs must link participation to the individual service strategy and not the timing of youth service provider contracts or program years.

8. **How should Page 31 of the RFP document be returned?** *Page 31 of the RFP is the Proposal Response Form which requires the respondent to indicate that they have provided all of the required materials for the RFP as stipulated. The Receipt of Addenda section should be completed to indicate the number of addenda that were provided and subsequently received by the planholders. At the bottom of the page, ensure that the authorized representative of the company/entity responding to the RFP signs the required section. This signed page should be included in the respondent's RFP package.*
9. **On page 23 of the RFP, VI. Program Performance, Reporting and Accountability for the subjects of Placement, Retention, Median Earnings, Credential Attainment, Skills Gain and Employer Services, is the question proposed as to what has already been done with current and past program years or what we will do in PY 19 or are they both?** *The Program Performance, Reporting and Accountability section, and corresponding Appendix A – Performance and Target Service Delivery Numbers sections refer to the outcomes that the respondent plans on achieving in Program Year 2019. If respondents have been a WIOA youth provider in previous program years they may also choose to reference previous outcomes in their proposal narrative.*
10. **Does a resume for each employee overseeing and also working under the WIOA Youth grant have to be attached to the proposal?** *Refer to Appendix B- Staffing Plan; there are six Attachment requirements that are detailed at the top of the document. Attachment B.5 requires that resumes for each staff member known to be included on the WIOA grant be submitted with the proposal.*

11. **The links from the Pre-Bid PowerPoint Presentation are as follows:**

Workforce Development Board Policies:

WIOA Enrollment

Support Services and Incentives

Training – Individual Training Accounts (ITAs) and On-the Job Training (OJT)

Work Experience

<https://www.countyofkane.org/Pages/ocr/WDB.aspx>

State Youth Eligibility Definitions:

<https://apps.il-work-net.com/WIOAPolicy/Policy/Index/9> (General Youth Info)

<https://apps.il-work-net.com/WIOAPolicy/Policy/Index/123> (Youth Out-of-School)

<https://apps.il-work-net.com/WIOAPolicy/Policy/Index/124> (Youth In-School)

WIOA Performance Definitions:

https://www.doleta.gov/performance/guidance/tools_commonmeasures.cfm

<https://www.doleta.gov/performance/reporting/> (click on Periods for Reporting)

Federal WIOA Youth Guidance:

https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-14.pdf

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

https://wdr.doleta.gov/directives/attach/TEGL/TEGL_08-15.pdf

Please acknowledge receipt of this addendum in the space provided on Page 31 of the Proposal document. Thank you for your interest in the Kane County procurement process.

Sincerely,

Maria C. Calamia

Maria C. Calamia, CPPB

Assistant Director of Purchasing

Workforce Innovation and Opportunity Act (WIOA)

Youth Services Bidder's Conference

February 5, 2019

Welcome!



Agenda

- Welcome and Introductions
- WIOA Background and Local Workforce Area Structure
- Current Youth Provider Network
- RFP Purpose
- Contract Information
- Eligible WIOA Youth
- WIOA Youth Barriers
- Program Design:
 - Academic and Employment Focus
 - Five Required Areas of Service
- Performance Measures
- Evaluation and Selection Process
- Submission Requirements
- Web Resources



WIOA Background

- Signed into law by President Obama on July 22, 2014 to replace the Workforce Investment Act (WIA) with an effective date of July 1, 2015.
- 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 skilled workers.
- Formula funds are provided to local workforce innovation areas (LWIAs) annually to deliver a comprehensive array of services through three funding streams – adults, dislocated workers and youth based on area need and demographics.
- Funding for youth services can assist in-school and out-of-school youth with one or more barriers while placing an emphasis on work based learning activities.



Local Workforce Area Structure

- Kane County serves as the grant recipient and local administrator of WIOA funds awarded to the three-county area of Kane, Kendall and DeKalb Counties.
- Policy direction and oversight for the workforce programming delivered is performed by the local Workforce Development Board.
- Youth services are competitively procured and contracts are awarded to providers across the three-county area to implement programming for WIOA eligible participants.

Current Youth Provider Network

- Kane County
 - Business and Career Services, Inc.
 - Central States SER
 - Elgin Community College
 - Waubonsee Community College
- Kendall County
 - Grundy/Kendall Regional Office of Education
 - Waubonsee Community College
- DeKalb County
 - Kishwaukee College

Current awards
range from
\$167,600 to
\$403,500

PY18 Enrollment
Goals:
36 – ISY
387 – OSY
423 – Total



RFP Purpose

To identify and fund organizations that will deliver innovative and comprehensive services that result in out-of-school or in-school youth achieving academic and employment success.



Contract Information

- Approximately \$1.6 to \$1.8 million has been awarded to local area in previous program years.
- Contracts are administered on a cost reimbursement basis and will run from July 1, 2019 – June 30, 2020.
- Contract renewals for up to two additional one-year periods may be made available dependent on the achievement of benchmarks and funding availability.
- Projects must serve communities within Kane, Kendall and/or DeKalb Counties.
- Local area must meet WIOA required benchmarks:
 - 75% Out-of-School youth expenditures
 - 20% Work Based Learning expenditures

Eligible WIOA Youth

WIOA Funded Services may be provided to In-School and Out-of-School Youth

US Citizen
or
Eligible Non-
Citizen

Comply with
the Military
Selective
Service Act
(if applicable)

16-24 years
of age at the
time of
application

Have one or
more
barriers to
employment

WIOA Youth Barriers

School Dropout

Youth within age of school attendance but has not attended for at least the most recent complete school calendar quarter.

Earned HS diploma or GED, is low income and:
is Basic skills deficient, or
an English language learner

Individual Subject to
the Juvenile or Adult
Justice System

Homeless Individual,
Runaway, In or Aging
Out of Foster Care

Pregnant or Parenting
Individual

Individual with a
Disability

Low Income Individual
Requiring Additional
Assistance

Program Design

Academic Focus

- Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a post-secondary credential.

Employment Focus

- Preparation for and transition to unsubsidized employment opportunities.



Academic Focus

- Secondary Education Activities
 - Credit Recovery
 - High School support provided to aid in dropout prevention
 - Preparation for post-secondary educational and training opportunities
- Post-Secondary Activities
 - Pre-vocational and Occupational training
 - Scholarships to fund tuition, fees and book expenses
 - Industry credential attainment



Employment Focus

- Career guidance to support exploration and exposure to high demand occupations
- Job-readiness elements needed for participant success, such as soft skills, resume development, interview coaching and what to expect on the job
- Work based learning to provide exposure to different occupations and industries for youth participants along with real-world experience and job structure
- Placement assistance into unsubsidized employment, and support to ensure job retention

Five Required Areas of Service

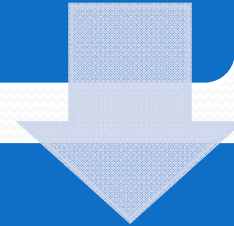


Respondents must speak to how they will focus their recruitment efforts to target youth from priority populations, and all five areas of required services within the program scope must integrate strategies to ensure the success of youth participants.

Five Required Areas of Service

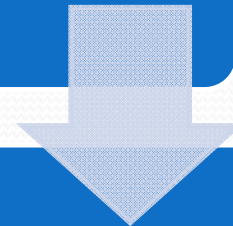
1. Career Pathways

A combination of education, training, and other services that align with the skill needs of industries in the state or regional economy, and prepares an individual to be successful in any secondary or post-secondary education options.



2. Work Based Learning

Provides a structured learning experience in a workplace for a limited period of time where youth participants can earn an income while gaining critical job skills along an identified career pathway.



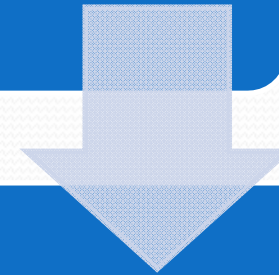
3. Project Partnerships

The organization's relationships with community partners that serve priority populations. These structured partnerships provide participants with additional resources throughout the program.

Five Required Areas of Service

4. WIOA Program Elements

Required under WIOA, 14 program elements must be made available to all youth participants to fill educational or employment gaps and meet essential needs.



5. Required Program Components

Nine fundamental services required of all respondents to be identified within scope of work; these components cannot be provided by an outside partnership.



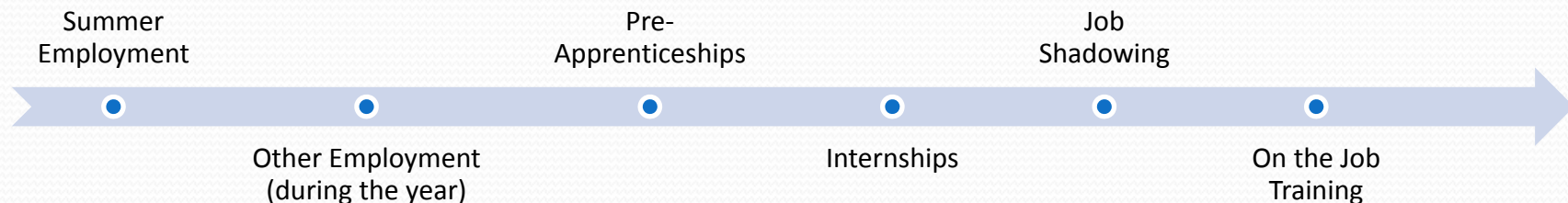
1. Career Pathways

All academic and employment services should center around career pathway development which may include:

- Providing fundamental labor market information to youth participants
- Increasing awareness of salaries, career ladders and opportunities within industry sectors through one-on-one counseling, workshops, and employer engagement
- Providing direction for youth who are not college bound and coaching on positions that have upward mobility within a career path
- Post-secondary education and/or certificate courses must result in an industry-recognized credential
- Work Based Learning initiatives should provide a foundation for the exploration of career interests while providing valuable on-the-job experience

2. Work Based Learning

20% of projects proposed must be expended on activities supporting paid and unpaid work experience that have academic and/or occupational education component. Examples of work based learning activities include:



Examples of allowable expenses include:

Youth wages

Staff time spent identifying potential work experience opportunities

Staff time working with employers to develop work experience

Staff time working with employers to ensure a successful work experience

Participant work experience orientation sessions

Classroom training or the required academic education component directly related to the work experience

Orientation for employers



2. Work Based Learning continued

Respondents will manage all aspects of WBL, including but not limited to:

- Brokering all worksite agreement-related documentation when creating participant opportunities with employers;
- Fulfilling the role of Employer of Record for youth participating in paid work-experiences;
- Coordinating payroll for youth who participate in paid work-experiences;
- Advocating for youth to be transitioned from subsidized to unsubsidized employment.
- Aligning work experience placements with the career pathway identified; and
- Paying a wage equitable to what an employee of equal experience level would be paid to complete similar responsibilities.



3. Project Partnerships

Developed with priority populations at the forefront of program design, respondent must demonstrate:

- Quality relationships with employers, post-secondary educational institutions, vocational training programs, and/or other relevant community resources.
- Collaboration and coordination to ensure that services are not duplicated.
- Value to participants, which should be evident in service delivery.

3. Project Partnerships continued

Required MOU component

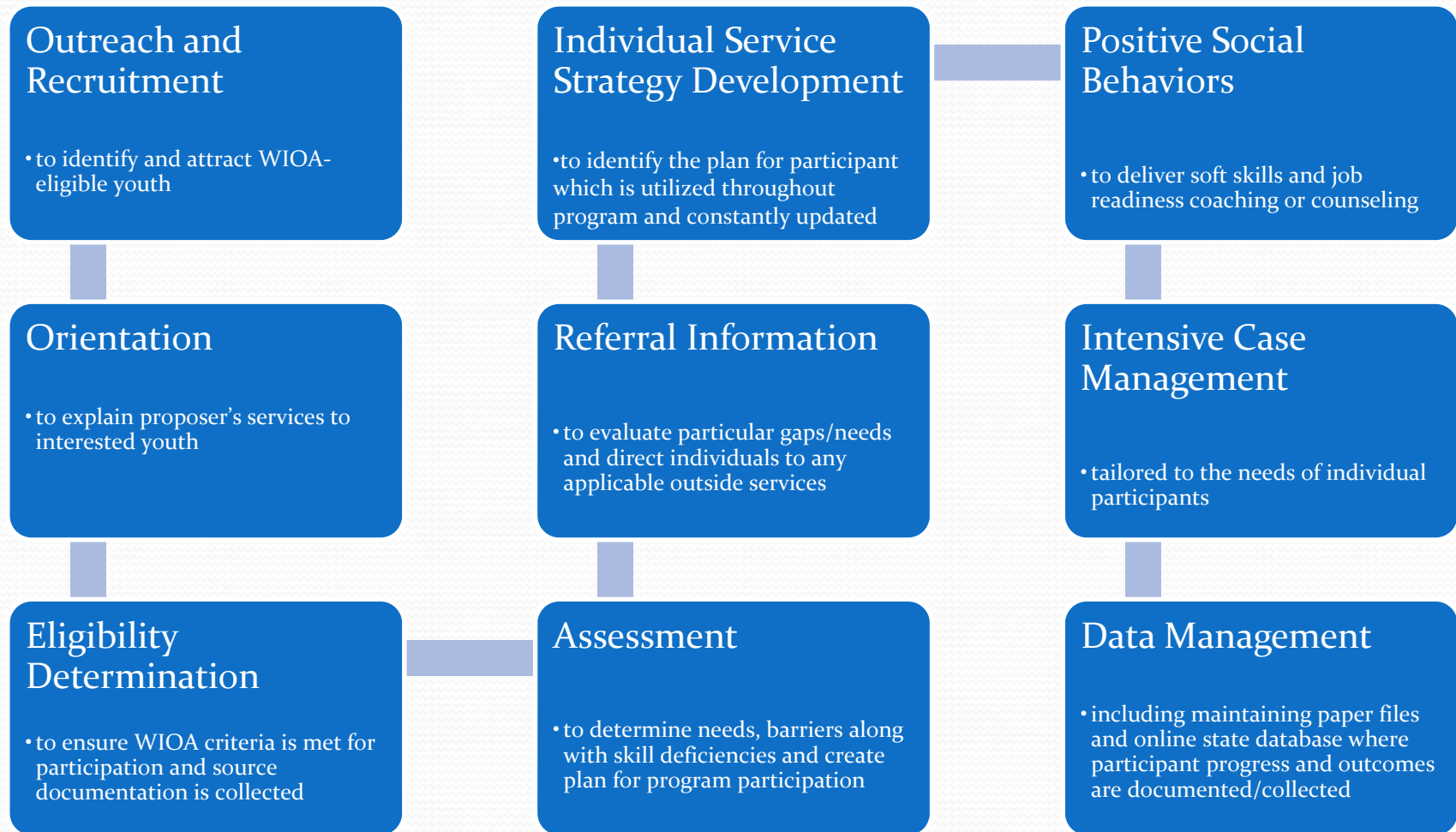
- No prescribed format
- Detail the roles and responsibilities related to WIOA services, such as:
 - Participant recruitment
 - Referrals between entities
 - How services will be integrated
 - How communication to the youth will be managed (to avoid confusion as well as duplication of services)



4. WIOA Elements

- Utilized to remove barriers and obtain short and long term goals of each youth participant.
- Providers must make all **14 identified WIOA Elements available** to youth participants, whether delivered on-site through direct program delivery or through a partnership.
- Specific services should be provided based on each participant's objective assessment and individually developed service strategy.

5. Required Program Components



Performance Measures

WIOA establishes a performance accountability system,

Which measures effectiveness of the state and local workforce areas in achieving outcomes for registered participants.

Success measurement includes:

Placement into Employment or Education

Retention in Employment or Education

Median Earnings

Credential Attainment

Skills Gain



Evaluation and Selection Process

- Proposals will be selected based on:
 - Proposer's qualifications to carry out services (30%);
 - Quality of the service delivery/program design and ability to achieve performance benchmarks (40%); and
 - Soundness of the budget and overall value (30%).
- Contract(s) will be authorized by the Workforce Development Board at their May 2019 meeting with final approval by the Kane County Board in June 2019.
- Contracts will have an July 1, 2019 launch date.



Submission Requirements

- Responses are due **by 2:00 pm on February 25, 2019.**
- Original responses must be returned in a sealed package or envelope bearing the name and address of the respondent and be labeled "**Workforce Innovation and Opportunity Act Youth Services.**"
- May be mailed or hand delivered as follows:
County of Kane
Purchasing Department, Building A, Rooms 210, 212, 214
719 South Batavia Ave., Geneva, IL 60134

Web Resources

Workforce Development Board Policies:

- WIOA Enrollment
- Support Services and Incentives
- Training – Individual Training Accounts (ITAs) and On-the Job Training (OJT)
- Work Experience
- <https://www.countyofkane.org/Pages/ocr/WDB.aspx>

State Youth Eligibility Definitions:

- <https://apps.il-work-net.com/WIOAPolicy/Policy/Index/9> (General Youth Info)
- <https://apps.il-work-net.com/WIOAPolicy/Policy/Index/123> (Youth Out-of-School)
- <https://apps.il-work-net.com/WIOAPolicy/Policy/Index/124> (Youth In-School)

WIOA Performance Definitions:

- https://www.doleta.gov/performance/guidance/tools_commonmeasures.cfm
- <https://www.doleta.gov/performance/reporting/> (click on Periods for Reporting)

Federal WIOA Youth Guidance:

- https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-14.pdf
- https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf
- https://wdr.doleta.gov/directives/attach/TEGL/TEGL_08-15.pdf



Thank You

For attending the
2019 Workforce Innovation and Opportunity Act Youth Services
Bidder's Conference