

REQUEST FOR PROPOSALS- In-School Youth
January 23, 2023, 10AM
BIDDER'S CONFERENCE/ PRE-PROPOSAL MEETING

ATTENDANCE (9)

ETR: Michelle Pando, Jasmine Hernandez

KHSD: Karine Kanikkeberg, Alyssa Cervantes

FIELD: Tamar Asatryan, Jessica Valdes, Yesenia Ozaeta

The Open-Door Network: Ariel Hogan, David Madding

PROTEUS: Jose Gonzalez, Shauna Rodriguez

Michelle Pando provided an overview and summarization for the process and expectations for the Request for Proposals Comprehensive WIOA services for In-School Youth (ISY) 2023-2024. Proposals are due February 17 and no later than 3pm PST. Applicants are required to submit their most recent audit, threshold documents, 1 original proposal, 3 copies of the proposal and 1 digital copy on a virus-free hard drive. This program year's expected funding for comprehensive ISY programs is currently \$850,000 but is subject to change depending on WIOA formula funding and allocated state disbursement for our area. The RFP is targeted for WIOA eligible youth in community, continuation, or court schools and between the ages of 16-21. Providers are expected to adhere to outlined requirements and continue follow-up with participants. In order to meet the 14 elements of service, Pando explained how eligible providers can propose and utilize referrals for any element not directly provided by proposer. The current cost per participant is not to exceed \$5,000. In-School participants are limited to 10 working hours a week and are eligible to work 32-40 hours during school break, or periods in which they are not attending school. Proposals are reviewed by volunteer evaluators and their recommendations are taken to the Youth Committee before being presented to the Workforce Development Board for funding approval. Opened the floor to Q&As.

Q & A

1. What year audit are acceptable, is the 2021-22 okay to use?

Submit the most current audit. If the audit is more than one year old, an updated audit will be required when available.

2. If our most recent audit is over a year old, can we use it?

Yes, if it's more than a year old, it can be submitted. The audit will be bookmarked for review. An updated version must be submitted when it becomes available.

3. When submitting threshold documents, if the person whose signature is required is not available, can we have administration sign the document?

Yes, but administration must document the reason why on the threshold application. Agency will need to indicate when they will follow-up with the requested signer.

4. Can the signature be docu-sign or a wet signature?

We ask for a blue ink wet signature for verification purposes.

5. Is the 15-page max only regarding the applicant statement?

The 15 page-max limitation is only for the question and responses on the application.

6. What is this age limit for in-school youth services?

The age limit is 16-21 for WIOA eligible youth.

7. If we have an individual that is 15, are we not allowed to provide service to them? Even though it's an allowable use of funds through the Department of Labor and the state?

If awarded a contract, agency can speak to designated analyst and get approval.

8. What does the "each year of participation," refer to in the RFP?

The "each year of participation" is based on the contract year.

9. Is the salary limitation for the executive staff or those over that program as well?

That's the salary limitation for the executive staff person. This salary is based on the 2022-23 year and capped at \$203,700.

10. Is the executive staff only limited that amount or can be funded by other grants?

WIOA caps the executive salary at \$203,700.

11. On the D-U-N-S number do we need the supporting document that says we have it?

You need to supply the D-U-N-S number of the agency and staff will verify it.

12. Is there a total cap for the program?

The current available funding is \$850,000.

13. Is there a cap for the amount given for each individual program?

The amount requested should be indicated in program design. There is a cap on \$5,000 per participant.

14. What should we have documented for record retention?

In the RFP, there is a sample boilerplate and it will have that information.

15. What is the max amount of hours an in-school youth can work?

The law permits only 10 hours a week for in-school youth and requires a work permit in place with the employer. In-School youth may work 32-40 hours while on school holidays, school break, or during summer.