

Workforce Development Board of Solano County

Youth Bidders' Conference

Workforce Innovation & Opportunity Act
Youth Program: Career in Focus

March 17, 2022





WELCOME



Introductions



Share your name, organization and email address in chat box



Utilize the chat to ask any questions during the conference or email opportunities@solanowdb.org

Today's Topics



Overview of Career in Focus Contracts



Programmatic Details



Proposal Submission



Proposal Evaluation Process



Post-Award Information

Career in Focus Goals

- Youth program in alignment with WDB vision and mission
- Focus on work-based learning opportunities
- Value on wrap-around services
- Importance of exploring Career Pathways and taking the first step
- Support for young adults not connected to school or work
- Experience building interpersonal and digital literacy skills

RFP TIMELINE



Event	Dates
Request for Proposal issued	March 12, 2025
Virtual Bidder's Conference	March 26, 2025, at 10:00 am PT
Technical Assistance Webinar	April 2, 2025, at 3:00 pm PT
Deadline to submit questions for Q&A	April 7, 2025, by 5:00 pm PT
Responses for Email Q&A posted	April 9, 2025, by 5:00 pm PT
Proposals Due	April 14, 2025, by 4:30 pm PT
Anticipated Award Announcement	April 25, 2025
Board of Directors Approval	May 16, 2025
Final Funding Approval from Board of Supervisors	June 10, 2025
Program Service Commencement	July 1, 2025

FUNDING

- The WDB anticipates awarding **approximately \$300,000** in WIOA Youth funding for a twelve-month contract to operate from **July 1, 2025 through June 30, 2026**.
- Based on performance, the WDB may renew the contract for up to two years at an anticipated \$300,000 annually.
 - *Note, this amount is an estimate based on annual WIOA Youth allocations and is subject to change.*
- Funding is based on a cost-reimbursable model and the successful respondent(s) should be prepared for a reimbursement timeline of up to 6 weeks.
- The WDB may award up to two (2) Respondents.

RFP Technical Assistance Opportunities



Technical Assistance Webinar

Review of WIOA Youth guidelines and requirements to operate Career in Focus programs



Written Questions

All questions must be received in writing to opportunities@solanowdb.org; Q&A posted weekly on website



NOTE

Staff may not respond to questions regarding proposers' program design



Eligible to Apply...



Any public entity, private non-profit entity, private for-profit entity, or a consortium of entities



Must have adequate administrative controls and personnel to provide services under the provisions of WIOA



Cannot have been debarred by any government agency



Must have active registration with the System for Award Management (SAM)

SCOPE OF WORK

- Required Program Design Components
 - 1) Outreach and intake
 - 2) Objective Assessment
 - 3) Individual Service Strategy
 - 4) Work experience activities per WIOA guidelines
 - 5) Access to the 14 WIOA Youth Program Elements
 - 6) Job placement or post-secondary education enrollment assistance
 - 7) Follow up services for 12 months
- Services may be provided in a manner Respondent deems appropriate, as long as WIOA regulatory requirements are met

WIOA Out-of-School Youth Eligibility

- Between the ages of 16 and 24 at time of enrollment
- Not currently enrolled in credit-bearing coursework (high school or post-secondary)
- Authorized to work in the US and meet Military Selective Service Requirements, if applicable
- Fit one of the following circumstances:
 - Lack of a high school diploma
 - School aged, but has not attended school for last quarter
 - Has a high school diploma (or equivalent), is low-income, has basic skills deficiency or is an English language learner
 - Has experience with the justice system
 - Has experience in the foster care system
 - Is experiencing homelessness
 - Is pregnant or parenting, including non-custodial parents
 - Has a disability

WORK EXPERIENCE



Definition: “a planned, structured learning experience that takes place in a workplace for a limited period of time...work experience provides the youth with opportunities for career exploration and skill development.”



Work experience may be paid or unpaid



Must include academic and occupational education (provided concurrently or sequentially)



Intention for 30% of expenditures to be spent on work experience



If paid, wages must follow California HR laws

Work Experience Options

- Summer employment opportunities and other employment opportunities available throughout the school year;
- Pre-apprenticeship programs (connected to a registered apprenticeship program);
- Internships;
- Job shadowing, where participants learn about a job by walking through the workday as a shadow opportunity;
- On-the-job training (OJT) opportunities paid for by the employer, reimbursed with WIOA funds

WIOA Youth 14 Program Elements

1. **Tutoring, Study Skills Training, Instruction, and Dropout Prevention**
2. **Alternative Secondary School and Dropout Recovery Services**
3. **Paid and Unpaid Work Experience**
4. **Occupational Skills Training**
5. **Education Offered Concurrently with Workforce Preparation and Training**
6. **Leadership Development Opportunities**
7. **Supportive Services**
8. **Adult Mentoring**
9. **Follow-Up Services**
10. **Comprehensive Guidance and Counseling**
11. **Financial Literacy Education**
12. **Entrepreneurial Skills Training for Youth**
13. **Services That Provide Labor Market Information**
14. **Postsecondary Preparation And Transition Activities**

Solano Youth Performance Measures

Outcome	Description	Measure
Placement in Employment or Education, Second Quarter After Exit	Measured in second quarter after exit	75%
Placement in Employment or Education, Second Quarter After Exit	Percentage of participants in education, training, or unsubsidized employment; measured in fourth quarter after exit	71%
Median Earnings	Median earnings of participants in unsubsidized employment during second quarter after exit	\$3,490
Credential Attainment	Percentage of participants who are enrolled in a training program and obtain a recognized post-secondary credential or diploma up to 1 year after program exit	60%
Measurable Skills Gain	Percentage of participants who are enrolled in a training program that achieve educational milestones	60%

Subrecipient Requirements

- Required partner of the America's Job Center of California (AJCC) system – participate in One-Stop Operator monthly meetings;
- Conduct CASAS academic testing;
- Document participant activities and outcomes in CalJOBS;
- Maintain a hard or electronic file for each participant;
- Collect documentation on eligibility and activities that meet WIOA requirements;
- WDB must evaluate and monitor the management and operations of the selected subrecipient(s), including annual fiscal, programmatic, and administrative monitoring;
- Provide services at an Americans with Disabilities Act (ADA) compliant and public transit-accessible location
- Post and follow Equal Employment Opportunity (EEO)-required information
- Provide monthly reporting of outcomes and collaborate with WDB staff

WDB Support

- Leverage Business Services unit to support connections with businesses throughout Solano County;
- Support outreach and recruitment of targeted youth through AJCC and WDB efforts;
- Provide access to vocational training funds for participants through collaborative case management with successful Respondent(s) as needed;
- Provide technical assistance to sub-recipient staff in the areas of WIOA compliance, CalJOBS data entry and performance;
- Include sub-recipient staff in appropriate ongoing professional development and training;
- Provide no-cost use of Career Coach and NorthStar platforms
- Provide no-cost use of training rooms and computer labs in Fairfield and Vallejo AJCCs (may rent space at either location)

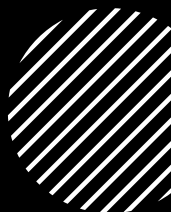


Proposal Requirements

- 12 pt font, 1" margins, single spaced, numbered pages
- Proposal Package:
 - Cover Sheet
 - Narrative
 - Budget Form
 - Budget Narrative
 - Certifications and Assurances



NARRATIVE



Statement of Need

Youth Service Delivery
Model

Proposed Outcomes

Work Plan

Related Qualifications and
Experience

BUDGET

- Form B or a different format with the same budget categories
- **Budget** narrative outlining the costs proposed with concise description of the calculations and estimations for each budget line item
- Minimum of 30% expended on work experience
- Local travel must meet IRS mileage rates
- Supportive services must follow WIOA guidelines
- Administrative costs – federally-negotiated indirect cost rate or de minimis (15%)

SELECTION PROCESS



<u>Rating Criteria</u>	<u>Points</u>
Statement of Need	10
Youth Service Delivery Model	40
Proposed Outcomes and Work Plan	10
Related Qualifications / Experience	30
Budget	10
Total Points Available	100

*Proposals reviewed by staff for minimum qualifications
and scored by Board Committee*

PROPOSAL SUBMISSION RULES & REQUIREMENTS

- The WDB has the right to reject proposals and may request design modifications based on WIOA requirements during contract negotiations.
- All costs associated with the development of a proposal must be borne by the Respondent.
- Final contract award determination
- EEO Certification
- ADA Compliance
- Prohibition against sectarian instruction or religious worship
- Equipment over \$5,000 must be approved by the WDB
- Costs may not be expended prior to effective date of contract
- Consideration of past performance
- Proposals become the property of the WDB and shall be regarded as public records
- No gratuities allowed

A person wearing a white lab coat is seated at a desk, signing a document with a silver pen. Their left hand, adorned with a diamond ring, rests on the paper. Another person's hand is visible in the foreground, holding the document steady. The background is softly blurred, showing another individual in a lab coat.

Contract Phase Documentation

- System for Award Management (SAM) Verification
- W-9 Form
- Signed Certifications and Assurances Form
- Proof of Insurance
- Cost-Reimbursement Model
- May Request Direct Deposit Payments



ADDITIONAL QUESTIONS: opportunities@solanowdb.org