



**WIOA Youth Bidders Conference
Clark County/Cowlitz County/Wahkiakum County
December 15, 2016**

Miriam Martin, WSW Youth Initiatives Manager, called the meeting to order at 1 p.m. She then gave a PowerPoint presentation and highlighted some items:

- ❖ WSW —Overview of the organization and its Strategic Plan and mission (found on WSW’s website at <http://workforcesw.org/about-workforce-sw-washington/reports-and-data>). Be sure to align your goals with WSW’s as you think about writing your RFP.
- ❖ WIOA Legislation overview
- ❖ WSW Vision for Youth Services Today and Tomorrow:
 - Tomorrow: (1) **Integration** through the One-Stop system model, (2) **Accessibility** of services through the One-Stop system model, (3) **Relevancy and Responsiveness** to the labor market
 - Today: (1) **Collaboration** through integrated service delivery that leverages strengths of various organizations, (2) **Working proactively to outreach better** for the programs in the local community, (3) **Alignment of partnerships** with community colleges, employers, community based organizations, etc.
- ❖ **Continuous Improvement**—Constantly assess your services. Look at where you started, where you want to go, and figure out how to get there.
- ❖ Continued focus on **Out-of-School Youth Engagement**
- ❖ **Partnerships**—When creating your proposal, think about forming partnerships to maximize use of all resources. Focus on what you do well; engage partners to help you in your weak areas. Include letters of support in the RFP, which are commitments of partnership, not simply recommendations. **More impressive than partnering with one agency is a consortium of agencies (three or more). The consortium bid is incentivized via a point structure.**
- ❖ **Outcomes**—Although performance numbers are important, the goal is to deliver awesome services. Don’t allow targets to drive your programming. Ask yourself, “How do we design a great program?” Let that be your driving force and the performance numbers will come. Also, **through the increased collaboration, how can those partners help you hit performance metrics?**
- ❖ **Accessibility**—Explicitly state the programmatic elements around engagement and outreach for barriered populations.
- ❖ **Timeline:** Proposals are due by 5 p.m. Pacific Time on January 20, 2017 and must be sent electronically to: info@workforcesw.org. There needs to be two copies sent: 1 PDF and 1 Word Document. Absolutely no late proposals accepted – not even one minute late! After the Evaluation/Review Committee reads your proposal, they may have questions and ask you to do



a presentation on February 13. Come to the WSW Board meeting on March 8 to find out who has been awarded the contract.

- ❖ Support – The Power Point Presentation, hand out and a list of FAQs will be posted on WSW's website (www.workforcesw.org). If you have any additional questions, please submit to info@workforcesw.org. The FAQ sheet will be updated each Monday. For the sake of fairness, no questions can be answered over the phone or by emailing Miriam directly.

Questions and Answers December 12-19, 2016

Question: I see that a required partner in a consortium app should be YouthBuild program--doesn't WSW hold the local YB contract? And, if so, does WSW intend to partner with all applicants equally? Please explain.

Answer: **One** of the potential partners for a consortium bid is the program YouthBuild. Currently, this program is housed at Partners in Careers with the WSW Youth Initiatives Manager monitoring the contract. Other partners that could be included in a consortium bid are the following:

"This consortium of three or more partners should include Title 1 Adult, Title 1 Youth, and any of the following:

- *YouthBuild Program and Partners*
- *YouthWorks Program and Partners*
- *Other local nonprofits, community colleges, Division of Vocational Rehabilitation, Department of Services for the Blind, Adult Basic Education, K-12 school districts, Washington State Department of Social and Health Services, Employment Security Department."* Page 9 of the RFP

Question: For a consortium proposal, would WSW contract only with the Lead Agency, or would they set up individual contracts/budgets with consortium partners?

Answer: WSW would contract with each of the consortium partners individually, and there would be shared performance and spending measures. This would allow the lead agency more time spent on the program, and less on the monitoring of the various contracts.

Question: Who, exactly, is YouthWorks? Is the youth one-stop (branded YouthSource) in existence in Vancouver?

Answer: With an overall goal of "connecting business to its future," the program focuses on engaging youth ages 16-24 with their local workforce and equipping them with the skills to succeed. YouthWorks also aims to create and sustain connections between learning generations, and form creative and innovative partnerships. The SW Washington YouthWorks program is a partnership with local school districts and out-of-school providers to support these groups in accessing more career opportunities including job preparation, worksite tours, internships, mentoring, mock interviewing, career pathways, guest speakers, etc. YouthWorks is about coordinating these efforts and supporting local school districts and providers in making career-related learning happen. In addition, WorkSource works directly with businesses to help make the connection between these entities and businesses. These connections are mainly via a virtual platform called "Catalyst" and are largely facilitated by the Regional Work-Based



Learning Coordinator. This role interfaces with school and community partners to support and deliver successful program objectives of the YouthWorks grants throughout Clark and Cowlitz counties. This program is currently housed at Partners in Careers, with the WSW Youth Initiatives Manager providing the overall contract management.

The One-Stop (branded YouthSource) is not yet in existence. This is our plan and future vision for Youth Services.

Question: Can a bidder submit a proposal as a single entity AND sign on as a partner with a consortium lead agency?

Answer: Yes.

Question: Is there a recorded version of the bidders conference for the Out-of-School Youth Services RFP? We were unable to attend the original in-person meeting, and I unfortunately didn't see that it had been changed to online until I checked your website today. Can you please let me know if there is a copy of it that we're able to view?

Answer: While the presentation was not recorded, the PowerPoint presentation is available on WSW's website www.workforcesw.org.

Question: Regarding the Consortium Model, we are seeking clarification on the role of the lead agency regarding fiscal and program monitoring. Will the lead agency be required to monitor their subcontractors fiscal and program compliance, or will WSW still provide that for the lead agency and subcontractors?

Answer: WSW would contract with each of the consortium partners individually, and there would be shared performance and spending measures. This would allow the lead agency more time spent on the program, and less on the monitoring of the various contracts.

Question: On page 19, the submission requirements state that two electronic versions of the application need to be submitted – one in Word, one in PDF. For the Word submission, the narrative and many of the forms can be submitted in Word, but some forms and the letters of support will be signed and may need to be scanned and submitted in a PDF format. Is that acceptable?

Answer: That is acceptable.

Question: On page 20, there is a bullet regarding stapling the proposal, which implies a hard copy would be submitted, which contradicts the submission requirements of only electronic versions being accepted. Clarification on this would be helpful.

Answer: This was a mistake in the document—thanks for reading so thoroughly! Only electronic submissions will be accepted.

Submitted by Miriam Martin, Youth Initiatives Manager WSW