
Career and Youth Services Bidder Conference Questions & Answers

The following is a list of questions and answers from the bidders conference held on November 9, 2021 at 10:00am via Zoom. Additional questions received by the deadline will be posted to the website for review by all interested parties.

1. What is the next step for the project?

To submit your bid for the program, and the RFP does outline all the services that are being requested. The deadline to submit your bid proposals will be December 3, 2021 by 5:00pm, by email, flash drive or mail.

2. Do we print off the RFP and which link to go on the Three Rivers Regional Commission (TRRC) website to complete the application?

Yes. On the Three Rivers Website: <http://www.threeriversrc.com>, click on the business tab at the top of the page; then in the drop down menu, you will see the bid tab; click on the bid tab. Under the New Request for Proposal section on the right side of the page, you will see the Youth Services and Career Services RFPs. All the information is included in each RFP packets. The Youth Services RFP is at the top of the page and the Career Services RFP is at the bottom of the page.

3. How will we receive the students?

You will be able to advertise the program by providing the students with information through your Financial Aid office, flyers, connecting with the students, by going into the classrooms and providing them with WIOA information on services we provide. We are able to assist with up to \$7,500 per year for approved training services and up to \$15,000 for 2 years of training. All approved trainings are listed on our Eligible Provider Training List (EPTL).

4. Is this called a Youth Services Program, but it does not serve 16 -17 year olds?

Yes, we have a Youth RFP and a Training Services RFP. The Career Services Training RFP serve participants 18 years of age and up. The Youth Services Program offer services for ages 16 – 24. The Youth Services Manager will provide an overview of the Youth Program after the Career Services RFP overview.

There are two RFPs that are out for bid; Youth Services and Training Services. The training services RFP is to serve the adult and dislocated worker population who are 18 years of age and up.

5. Are we looking for students who already have their high school credential for this \$7,500 a year?

For this RFP we are focusing on individuals who are in technical college who entered into one of the credit programs, and will go into one of those approved programs. Youth Services should be able to assist and provide you with additional details with the services that you are looking for. On the adult

side this RFP does not relate to this particular area. We do serve individuals who do not have a High School diploma or GED and are seeking training outside of needing a GED. Examples: CDL and CNA with private providers.

This particular RFP is geared towards technical colleges as the provider of the training services.

6. **Will either of these programs help a student who are over the age of 18 that are in need of a GED and would like to go into a particular program of study?**

Yes, they could be co-enrolled in Youth Services and then enter into Adult Services for their training program. On the Youth Services side, they will be able to get assistance with obtaining their GED/High School diploma, and whatever services they need in that program; then transition over to the Technical College into a degree program through the Career Services adult program.

Is there an age for the programs? Yes, for the Youth Program a participant needs to be age 16-24. For the Adult Program a participant needs to be 18 and up. There is not particular age group in adult services for a participant to attend classes. For the Youth Services a participant need to be 16-24 to attend classes.

7. **We will need to recruit our own students?**

Yes, you would have a team of your staff members who will provide these services to the students. Workforce will provide the initial training to the Contractor(s) and technical assistance throughout the length of the contract.

8. **Will there be any assistance given to the applicant with recruitment?**

We will provide support but we do not provide assistance with recruitment but we will host the in-house contract that service the out of school youth. If there is a youth that will need GED services, we will refer them over to the contractor. The contractor will be responsible for majority of the recruitment.

9. **Would there be allowances or would it be allowed to utilize any funding for our Ingrates Education & Training (IET's) that we are offering quarterly?**

There probably will be an opportunity to provide the IETs services to the Youth. We will submit a proposal and/or write up a contract for that portion of it.

10. **Are there only certain ones that Three Rivers would assist in the financial part of the IETs because they are very expensive to run? And to pay the Economic Development staff to provide the training?**

For the Youth services portion, you will only be recruiting Out of School Youth (OSY), ages 16-24 and if they fit the eligibility requirement for the program. For the Youth Services program, we will be able to provide services for those individuals.

11. If one of the barriers for the youth is transportation, to get to and from their GED studies. Is there a portion of the RFP where that could be written in to provide transportation support?

We do have supportive services in-house and we will also encourage the contractor to write in their supportive services policy and being able to provide those, so funding could be allocated for transportation.

12. Are the RFPs for the Provider Youth Training or Program?

The contracts are for programming and training services.

13. Do you have any restrictions to virtual learning?

No, there are not any restrictions to virtual learning, but the contractor will need to identify how they will provide those services to the participants via virtual learning.

14. Can the proposals be submitted via Email?

Yes, the proposals can be submitted via email.

15. Are there any other documents that we need to sign that is included in the proposal?

Yes, there are documents in the proposal that need to be signed by the bidder. We will check the documents on the website to ensure that all the documents are included in the proposal on the website.

16. For our youth that obtain their GED or post-secondary credentialing that do not go into education post-secondary. Is that something we refer to you for work experience (WEX) or could that be part of the proposal as well, being that WEX is the end goal for WIOA youth?

Our paid WEX program, is a short term program that we provide for the youth to get some experience, but our ultimate goal is for the youth to get full time employment.

17. For this particular RFP is the target population for Three Rivers or Statewide?

The RFP is for the Three Rivers 10-County region.

18. Whenever the applications are received, will there only be one bidder selected to win the bid? Is it like a competitive grant?

It is a competitive bid process but we could possibly have multiple providers serving. We like for individuals to make a proposal on serving five (5) counties which is half of the region or the whole region which is all ten (10) counties in the region. We could have multiple providers to provide the Youth Services and/or training services.

19. Is there a certain amount of money a bidder should request? Or is it decided after you make your request?

When a provider sits down and devises their budget, they will do a proposal of their budget. Workforce has set caps. The provider will do their budget based on what their program will look like and all of their expenditures. Technically, Workforce does not have control of the providers' budget with regard to the amounts the provider proposes.

20. What are the actual dates from beginning to end of the proposals?

The dates are outlined in the RFPs. After we receive all the proposals in December, we will sit down with the team and review the bids. After the team makes the selection, it will go before the Three Rivers Board and Council. We hope to have a decision made by March, and we will send out notifications. The start date for the Contractor(s) would be around May or June to begin hiring your team and training with the Workforce staff. The Contractor(s) should be ready to roll out services on July 1, 2022. Contracts are awarded for a two year period with an option of renewal a third year, based on performance.

21. As it relates to incentives, is that something that you have the criteria already set, or are we proposing what our benchmark incentive would be?

We have incentives already in place. If you all have individuals that were earning and achieving those incentives, a request would be sent to Kedra Banning, Youth Services Manager. Funds for incentives will come from the Three Rivers budget and not from what you have contracted.