



YCINFO SEARCH: REQUEST FOR PROPOSALS

YCi surveyed our list serve members for information regarding the WIB/Youth Council RFP process. A local area WIB asked YCi to distribute the following questions:

- 1) How long is the term of the RFP?*
- 2) What specific type(s) of mentoring is/are being provided?*
- 3) How are WIB's handling the In-School and Out-of-School allocations? Do they have a separate RFP for In-School and Out-of-School?*
- 4) What are WIB's doing in anticipation of the reauthorization and the changes that will be brought about with the new legislation?*

A publication of the NYEC WIA Leaders Academy topical study group “Developing the WIA Youth Request for Proposals: A Technical Assistance Tool for WIB Staff,” is designed to aid in the development process of the WIA youth RFP. This publication is extremely pertinent to this YCinfo Search.

You can download this report at <http://www.nyec.org/wiaRFPpreprt.pdf>.

This document refers to “The WIA Youth Program RFP Guide” several times. You can access that document at <http://www.nyec.org/wiaRFPDOLGd.pdf>.

It is YCi’s intent to share effective practices as reported by the local areas. If you would like additional information regarding any of the responses, please contact the person listed directly by phone or email.



YCINFO SEARCH: REQUEST FOR PROPOSALS

Alameda County

- 1) The term of the RFP for youth services is usually a 2-year term.
- 2) Our youth providers utilize adults and peers as mentors. Some youth providers sub-contract with professional mentoring organizations, others use former participants as mentors.
- 3) The Alameda County WIB decided to allocate 30% of the funds for In-School youth, and 70% for Out-of-School. We have one RFP for both In-School and Out-of-School youth programs.
- 4) In anticipation of the reauthorization, our WIB decided to increase the funding allocation for Out-of-School youth to 70%.

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Contra Costa County

- 1) One Year
- 2) Some, but not enough and not consistently, so we are addressing this in our contract service plan
- 3) Yes, there is a different expenditure requirement and we learned that community providers get confused when they respond to one RFP.
- 4) The Youth Council at its strategic planning session asked staff to begin planning for any changes. So, to the extent we can we have stayed abreast of the changes in legislation and made our providers aware of them. Locally, any new contracts will address changes where possible.

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YCINFO SEARCH: REQUEST FOR PROPOSALS

Fresno County

The Fresno County Workforce Investment Board (FCWIB) recently went through an RFP process to procure all local WIA services. The Youth RFP was released on February 24, and closed on March 26, 2003 @ 4pm. Prior to the RFP being released, the FCWIB staff held several public forums to receive feedback on the draft RFP. This process started in September 2002 and the final draft RFP was presented to and approved by the FCWIB in January 2003.

The Youth RFP was designed to allow potential providers the opportunity to submit a proposal which serves In-School and/or Out-of-School youth. Locally, In-School and Out-of-School funds are allocated based on 65% for ISY and 35% for OSY. However, for those providers awarded funds to serve OSY, twenty percent (20%) of total funds requested must be utilized to provide and deliver services for Older OSY at the One Stop.

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Golden Sierra

Golden Sierra Local Workforce Investment Area does not contract out for any youth services -- all of our youth services are provided in-house or through referrals.

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Imperial County

- 1) The term of our RFP can range from 30 to 45 days. I prefer 45 days, however time is usually at a premium and we have to adjust to 30 days.
- 2) The types of mentoring we provide is both individual and small group Adult/youth mentoring for not less than one year. This type of mentoring fulfills the WIA element of mentoring. We are exploring peer to peer (youth to youth) mentoring as part of the Leadership Development WIA element.
- 3) We currently do not have separate RFPs for In-school and Out-of-School youth. In anticipation of WIA Reauthorization, our RFPs have the stipulation that final award is contingent upon funding availability and WIA Reauthorization. We also state current draft Federal legislation proposes to eliminate services to in-school, youth in WIA.

The provisions for in-school youth services are contingent upon Final WIA provisions. The RFPs also request a projected client flow of enrollments and exits, by month, for in-school and out-of-school youth.



YCINFO SEARCH: REQUEST FOR PROPOSALS

Imperial County cont.

FYI- We are in the last part of our Youth RFP process for Centralized Case Management (the Daisy Wheel Model). We released (5) RFPs. (2) are Cost Reimbursement contracts and (3) are Fee for Service contracts. We will be sending the WIB recommendations for award to the County Board of Supervisors on September 1st. We are currently in the time frame for appeals. So far, so good, there haven't been any for this controversial system change. We wouldn't be at this progressive stage if it weren't for YCi's workshop on the Daisy Wheel Model back in May '02. FYI- We have had no appeals to our new process and are now scheduled for Discussion at the County BOS on 09/09 and for Action on 09/16.... We're almost there!

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Long Beach

- 1) 4 weeks.
- 2) No answer
- 3) We have separate RFPs
- 4) Ensuring ability to continue to serve in-school youth; continue ability to serve those youth who are 14-15; and seek ability to transfer funds between adult and youth.

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Mendocino County

1. Due to lack of multiple providers in our area, we do not go out with an RFP for youth services annually, but rather renew with our original contractor by contract amendment each year.
2. Mentoring through work experience and youth internship programs.
3. In- and out-of-school youth are provided services under the same contract. One-Stop subcontracts with county schools for in-school services.
4. Reauthorization -- no action until something definitive happens

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YCINFO SEARCH: REQUEST FOR PROPOSALS

Merced County

Merced County Youth Council is the driving force for all youth RFPs here in Merced County. The RFP Work Statement, Evaluation Criteria, and the RFP Evaluation Committee all come from the Youth Council. We have had three RFPs; one for Younger Youth (14-18), one for Older Youth (19-21); and then got rid of our older youth program and made it into an Out-of-School youth program (17-21). We intend to keep the two programs as is until reauthorization.

Our normal RFP runs 100 days from let date to contract start date. We now contract for one year.

Mentoring is a requirement in both programs and is defined as "adult mentoring- the process of matching an advisor with a participant in order to assist the participant in successfully completing his/her schooling or training." Mentoring is probably the weakest of the required elements in both our programs.

The WIB has been sending information concerning the Senate's proposed version of WIA to all our prospective vendors. We have openly encouraged them to begin thinking of how their programs could be modified to comply with the new law as proposed. The Youth Council has requested that recruitment sources of present clients be listed and sent to the Youth Council. The intent is to try and evaluate the vendor's potential to expand their present programs to conform to next year's law.

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Monterey County

The Youth RFP for the Monterey County WIB was released on March 3, 2003 and bids were do on April 11, 2003 - approximately 40 days on the street.

An award was made in one contract to a local vendor for both Older Youth and Younger Youth for a 1 year period beginning July 1, 2003 with the possibility of extension for up to 3 years depending on performance and funding.

Adult mentoring is being provided to youth offenders.

In school/Out of school is combined into one contract but funds are separated via budget and will be monitored for compliance.

Regarding reauthorization, the WIB has not implemented anything specific. However, they have discussed various new programmatic aspects and the impacts.

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YCINFO SEARCH: REQUEST FOR PROPOSALS

Riverside County

1. Generally, the term of our RFP is three years with funding awarded annually. We have also done a two-year RFP with funding awarded for 2 years contingent on funding availability. We recommend the general approach.
2. Mentoring - We really don't have a specific mentoring component that is being implemented across all Youth Opportunity Centers. It varies by Center.
3. No requirement for In-School vs. Out of School allocations at this time. We do maintain a 30% minimum expenditure requirement of Older Youth. We try to control this by maintaining enrollments greater than 30% of Older Youth and placing enrollment holds on Younger Youth if their enrollments of older youth drop below 30%.
4. WIB's - reauthorization/new legislation - We are keeping our Providers informed of the legislation and advocating for changes in the draft legislation, such as, serving a higher ISY population, increasing the income guidelines, having the school lunch program as a income qualifying factor, etc. We have not made any programmatic changes as it is too early to determine what the final legislation will require.

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San Diego

The San Diego Workforce Partnership WIA Year Long Youth Program will be issuing an RFP by January 2004. The RFP will have a term of 2 years with contracts for one-year periods. Adult and Peer-to-Peer Mentoring opportunities will focus on building supportive relationships, providing academic assistance, leadership development opportunities and positive role modeling. The plan for In-School and Out-of-School allocation is a 50-50 funding split requesting a single proposal and the option to serve both populations or choosing to serve one or the other. With the anticipated changes that WIA reauthorization brings, our local WIB has discussed the implications and plan on incorporating some of these changes within the 2004-2005 PY i.e.: 50-50 IS/OS split.

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YCINFO SEARCH: REQUEST FOR PROPOSALS

San Joaquin County

1. Our current RFP was for 2 years (it will end June 30th, 2004).
2. We did not specifically identify what type of mentoring needed to be provided. One of our contractors, the County Office of Education, is sending all of their staff to a training on September 6th through the Partnership for Tomorrow to receive mentor training. This will help strengthen this component. Traditionally, we have worked with the Boys and Girls Club and other community organizations to assist with mentoring activities.
3. We do not have a separate RFP for in and out of school youth. Both of our contractors serve both populations. As it is difficult to address the money side of the 70/30 split in an RFP, we required that 30% of the enrollments must be out-of-school. This has worked out well for us.
4. We are keeping an eye on what is happening with the reauthorization. As we will be issuing a new RFP sometime in November or so, we haven't made a final decision on how we want to handle the changes yet.

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Santa Barbara

- 1) 2 years - a year of services, with a year of follow-up
- 2) Students, to local employers
- 3) We had agencies submit separate rfp's for in-school and out-of-school. We were woefully behind in our out-of-school services.
- 4) Most of our focus is on the decline in funds and whether to focus the funds on one population. The status/value of the Youth Council will also be reviewed.

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Santa Cruz County

We are extending our current contracts for youth services for one year (to 6/30/05), in part in anticipation of the expected changes.

- 1) Current contracts were for a period of 2 years, with the option of extending for a third year.
- 2) N/A
- 3) During the last RFP process we did not have a separate RFP/contracts for In-School and Out-Of-School youth. We are considering it for next time, and are interested in seeing the results of this survey as to how other areas are handling this issue.
- 4) As stated above, Santa Cruz is extending current contracts for youth services for a period of one year (as provided for in the contracts) in order to avoid having to go through the RFP process two years in a row, or starting the process and have the rules change in the middle of the process.



YCINFO SEARCH: REQUEST FOR PROPOSALS

Santa Cruz County Cont.

The current contracts expire June 30, 2004, with the possibility of a one-year extension (through June 30, 2005). The draft timeline for designing the Request for Proposals and for the procurement process for the 2004 or 2005 program follows.

Draft WIA Youth RFP Procurement Timeline

Date	Benchmark
August 2002	Youth Council Meeting
October 2002	Youth Council Meeting (Retreat)
December 2002	Youth Council Meeting Revised WIA Youth Procurement Process and Timeline Considered starting with Consideration of System to Evaluate Current Services
February 2003	Youth Council Meeting Meeting Agenda Time devoted to developing system/evaluation of current services
April 2003	Youth Council Meeting Meeting Agenda Time devoted to developing system/evaluation of current services
June 2003*	Youth Council Meeting Youth Council Considers whether to extend current contracts or issue Request for Proposal (RFP) to begin services July 1, 2004 If contracts not extended, Council appoints Ad Hoc Task Force to Consider RFP design
July 2003*	Ad Hoc Task Force Meeting Consider RFP Program Service Design Concepts
August 2003*	Youth Council Meeting RFP/Program Service Design Concept Considered by Youth Council Youth Council Approval of Youth Program Design Ad Hoc Task Force Developed for Proposal Review Process
October 2003*	Youth Council Meeting RFP Released if contracts not extended
December 2003*	Youth Council Meeting Proposals Due
January 2003* through early February 2004*	Proposals Reviewed If interviews added to RFP process, interviews conducted Funding Recommendations Made
February 2004*	Youth Council Meeting Initial Release of Youth Funding Recommendations
March 2004* (special session)	Youth Council Meeting Youth Council Contract Funding Recommendations
April 2004*	Youth Council Meeting Executive Committee Contract Funding Recommendations Workforce Investment Board Contract Funding Recommendations
May 2004*	Board of Supervisors Approval of Contracts
June 2004	Youth Council Meeting
July 1 2004*	New Youth Contract(s) Implemented

Youth Council meets six times per year (Feb., April, June, August, October, December).

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YCINFO SEARCH: REQUEST FOR PROPOSALS

Sonoma County

- 1) Our term for the RFP is 3 years, but we contract 1 year at a time within that 3-year period.
- 2) Various types depending on the provider, the WIB doesn't dictate how, just that is must be provided.
- 3) We don't handle it like an allocation, because it isn't, it is an expenditure issue. We contract out our youth services without regard to the in-school / out-of-school issue. Each service provider sends in costs for the previous month broken down by in-school and out-of-school youth expenditures. The method they use to break out these costs is generally by time study. Less than 30% of the participants served are out-of-school, therefore we cannot utilize participant ratio as a way of breaking out costs.
- 4) We are keeping up with the proposed changes, but have not yet started planning on what programmatic changes it may require.

We just completed a RFP process this year and because there is less funding available, the contracts we wrote as a result of the RFP were for less money than ever. Our program was around \$1.2 to 1.4 million with a combination of WIA formula youth funds, 15% funds and TANF Incentive funds for the first 3 years of WIA. This year, our funding from WIA formula + carryover is around \$600,000.

Because of such a significant reduction, we held public meetings to receive input from youth-serving agencies and the community to determine how to deliver services with less funding, how to divide the funding and other issues. By opening it up to the public, we hoped to gain buy-in and support for youth services, strategize best practices, and receive input, etc.

As a result of the public meetings, the RFP was issued. We are still delivering youth services regionally, but funding is an even split by region, whereas in the past it was proportionate to a combination of low-income, # of dropouts and population.

Unfortunately, with substantially less money, services are being reduced. Summer work experience opportunities were hit especially hard. Contractors no longer have the funding to pay work experience wages. A few of the youth service providers have agreements in their areas to run a very small (<10) summer youth work experience program for a particular city.

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YCINFO SEARCH: REQUEST FOR PROPOSALS

Stanislaus County

Our RFP's usually last for 12 months, but have gone as long as 18 months. Specific types of mentoring are not required in our RFP's, but are left up to the individual contractors and needs of the enrolled youth. The local Youth Council has sponsored leadership events that contractors could send their enrolled youth to. During our last RFP process, the local Youth Council made the recommendation that agencies awarded contracts must expend a minimum of 70% of the funds on out of school youth. We release one RFP that solicits proposals for both In-School and Out-of-School youth.

In our area the YAC decides to release an RFP for youth services with any specific requirements that the YAC wants to address. All proposals that are received by the deadline are reviewed by staff to ensure they meet minimum requirements of the RFP. Proposal that meet the minimum requirements are then forwarded to a sub-committee of the YAC to evaluate. This subcommittee makes recommendations as to which proposals should be funded and the amount of funding for each. The YAC then makes recommendations to the full WIB for their approval.

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YCINFO SEARCH: REQUEST FOR PROPOSALS

Tulare County

Our WIA youth program RFP was issued January 17, 2003. The deadline for submission of proposals was March 17, 2003. The term was 2 months and that is pretty typical but it has been as short as 6 weeks.

The RFP requested two years programs (July 1, 2003 through June 30, 2005).

We conducted two Bidder's Conferences on January 22, 2003 (10:30 AM and 1:30 PM) in which we covered the entire RFP; all required forms; emphasized critical areas; provided background information and intent; covered the procurement process; and answered questions regarding RFP requirements. We did not provide assistance on individual program designs. Additionally, we answered questions clarifying the RFP right up to the deadline for submission of proposals. Questions and Answers were posted on the TCWIB web page. The RFP and all required documents could be accessed on the TCWIB web page, through hard copy, or on disc. We also provided a list of *reference resources* (included in RFP).

We issued one RFP requesting both ISY and OSY services. Bidders could choose to submit proposals requesting to serve both target groups or only one target group. We asked Bidders to be very specific about who their target population would be and where they would provide services (geographic area). The RFP requested 30% expenditures for OSY and 70% expenditures for ISY.

We substantially reduced the estimated funds available for the next two years. Tulare County received a 27% funding cut this year and we anticipate the possibility of another substantial cut in 2004 (Challenge Grants and reduction in funding at the federal level).

The RFP requested 30% expenditures for OSY and 70% expenditures for ISY, however, to better position ourselves for Reauthorization we funded programs for 70% OSY expenditures and 30% ISY expenditures. Depending upon how reauthorization goes (i.e., a continuing resolution leaving current WIA intact) we may modify our contracts to a 50-50 split as we do not want to sever our ties with schools. Bidders were fully aware of this possibility right from the start and were quite supportive of the rationale. We left the eligible population as it currently stands in the WIA (14-21 years, low-income, one or more barriers). Most of our funded Providers are targeting 16-21 year old youth who meet the current eligibility requirements. We plan to keep our Youth Council regardless of Reauthorization.

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Verdugo

a) How long does the RFP remain open?

This can vary, depending upon what responses you anticipate. If you worry that you may receive an inadequate number of responses, create an RFP that remains open for a long time with interim dates where proposals are considered; at each point if all funds have been awarded, the RFP can be closed and all bidders notified---but be sure the RFP states this. We have done this on rare occasions. Usually, however, the RFP is open for at minimum 30 days after the RFP release date, with the bidders' workshop taking place about 1.5 to 2 weeks into the open period. When WIA began (at the suggestion of a WIB member) the Verdugo area initiated mandatory bidders' conferences---this has really worked well.

b) How long can a program be funded based upon the competition represented by the RFP?

WIA funds can be awarded for 3 years based upon a single RFP; the RFP should state something to the effect that renewals for up to 3 years may be considered based upon performance, but that the WIB is under no obligation to renew. Also, the amount of any renewal may not be identical to the funding awarded during the first year. This way you allow for maximum flexibility. If you want a significant program design change in a future year, it is prudent to release a new RFP rather than award funds based upon an old RFP.

2) *Case* managers and peers (usually older youth who were in the program the previous year) provide mentoring.

3) *Each* year Verdugo WIB establishes a policy on % allocation---this year it is 60% ISY and 40% OSY. Verdugo WIB has handled RFPs both together and separately. Lately, even when a single RFP was used, it had some separate sections applicable to ISYs and OSYs and the WIB Proposal Review Committee handled the competitions separately.

4) Verdugo WIB and Verdugo Youth Workforce Council tracks reauthorization proposals and legislative timelines. Sometimes WIB or Council members, mostly private sector and labor, have written letters or sent emails to legislators. We particularly appreciate CWA briefings and assistance.

Most Procurement Officers would be glad to email a copy of their most recent youth RFP to anyone requesting it---these are public documents. Orange County had a good one last year and, of course, I think Verdugo's is good, too. Perhaps it would help those who asked question #1 above to examine several RFPs from other areas.

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