



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

PROGRAMS COMMITTEE MEETING

Wednesday, October 2, 2019

3:00 p.m. - 4:30 p.m.

Americas Job Center of California (AJCC)
2901 N. Ventura Rd, (3rd floor - Ventura Room), Oxnard, Ca.

REVISED AGENDA

- | | | |
|-----------|---|-------------------|
| 3:00 p.m. | 1.0 Call to Order, Introductions, and Agenda Review | Tony Skinner |
| 3:02 p.m. | 2.0 Public Comments
<i>Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.</i> | Tony Skinner |
| 3:05 p.m. | 3.0 Consent Items
3.1. Approval of Minutes: August 7, 2019 | Tony Skinner |
| 3:10 p.m. | 4.0 Action
RECOMMENDATION THAT THE PROGRAMS COMMITTEE RECOMMEND TO THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVAL OF THE DRAFT WIOA YOUTH SERVICES REQUEST FOR PROPOSAL (RFP) FOR PY2020-2021. | Patrick Newburn |
| 3:40 p.m. | 5.0 Presentation
“WIOA Adult, Dislocated Worker, & Rapid Response Programs”
Adult and Family Services Dept. / Human Services Agency
Nancy Ambriz, Career Services Programs Manager
Christy Norton, Business Services Program Coordinator | |
| 4:00 p.m. | 6.0 WIOA Planning and Performance
6.1. EDD Program Monitoring
6.2. Year End Committee Report PY18-19 | Patrick Newburn |
| 4:25 p.m. | 7.0 Committee Member Comments | Committee Members |
| 4:30 p.m. | 8.0 Adjournment
<u>Next Meeting:</u>
November 6, 2019 (3:00 p.m. – 4:30 p.m.)
Human Services Agency
855 Partridge Dr. (Redwood Room)
Ventura, CA 93003 | Tony Skinner |

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Workforce Development Board of Ventura County staff at (805) 477-5306 at least five days prior to the meeting. TTY line: 1-800-735-2922.

For information about the Workforce Development Board of Ventura County, go to workforceventuracounty.org



WDB Programs Committee Meeting
August 7, 2019

MINUTES

Meeting Attendees

Committee Members

Kathy Harner* (acting Chair)
Jesse Cuevas*
Stan Mantooth
Laura Martinez*
Carolyn Vang-Walker*

Guests

Jessica Gallardo (PathPoint)

WDB Staff

Norman Albances
Patrick Newburn
Vivian Pettit
Diana Saldana

*WDB Members

1.0 Call to Order, Introductions, and Agenda Review

Kathy Harner called the meeting to order at 3:02 p.m.

2.0 Public Comments

None

3.0 Consent Items

- Approval of Minutes: April 3, 2019
- Report from Ad Hoc Affiliate AJCC Evaluation: April 24, 2019
- Meeting Calendar PY2019-2020

Motion to Approve Consent Items: Jesse Cuevas

Second: Laura Martinez

Consent Items approved

4.0 WIOA Performance Indicators

Programs Committee members were provided detailed quarter three and quarter four performance indicator reports. Patrick Newburn explained the 5 indicators provided for each youth services provider, Boys and Girls Clubs of Greater Oxnard and Port Hueneme, and PathPoint. Members also carefully reviewed the Adult and Dislocated Worker reports from the Human Services Agency/ Adult and Family Services Department.

Members were provided a new report on *Effectiveness Serving Employers*. Patrick explained the different categories that focused on *On the Job Training (OJT)* analysis as well as other WIOA business services provided. This report is in draft mode and will be included in future quarterly reports. Members discussed all reports in detail for each provider. Members requested staff to provide instruction and guides to understanding performance indicators.

5.0 WIOA Workforce Development Planning

The PY 2018-2019 Committee Year End draft report was reviewed briefly and committee requested that the report be emailed for more detailed review before being finalized at next meeting.

6.0 Member Comments

Linda Fisher Helton announced the availability of housing for service veterans at Ormond Beach Villas Apartments. This is the first permanent housing for veterans in Ventura County.

7.0 Adjournment

Kathy Harner adjourned the meeting at 4:29 p.m.

Next Meeting

September 11, 2019 (3:00 p.m. – 4:30 p.m.)

Human Services Agency

855 Partridge Dr. (Redwood Room)

Ventura, ca. 93003



TO: PROGRAMS COMMITTEE
FROM: REBECCA EVANS, WDB EXECUTIVE DIRECTOR
DATE: OCTOBER 02, 2019
SUBJECT: RECOMMENDATION THAT THE PROGRAMS COMMITTEE RECOMMEND TO THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVAL OF THE DRAFT COMPREHENSIVE YOUTH SERVICES (RFP #1920.02). REQUEST FOR PROPOSAL (RFP) FOR PY2020-2021

RECOMMENDATION

Recommendation that the Programs Committee recommend to the Executive Committee of the Workforce Development Board of Ventura County (WDB) approval of the draft Comprehensive Youth Services (RFP #1920.02) Request for Proposal (RFP) for PY2020-2021

BACKGROUND

The WDB issued the Comprehensive Youth Services Request for Proposals (RFP) on October 4, 2016. Six proposals were received and reviewed. After carefully reviewing the reader scores, comments and ranking of the proposals, along with other relevant criteria (i.e., WIOA funding, direction, performance, and training), the proposals from PathPoint and Boys and Girls Clubs of Greater Oxnard and Port Hueneme were recommended and approved by the Executive Committee and by the WDB in February 2017. The County of Ventura Board of Supervisors approved and appropriated funds for the two contracts on June 20, 2017.

The two contracts of June 20, 2017 specify the initial base performance period of the contract is from July 1, 2017 — June 30, 2018 and may be extended for two option years upon mutual agreement of the parties, subject to all terms and conditions listed therein and subject to the appropriation of funds by the Board of Supervisors.

1. Base term: July 1, 2017 - June 30, 2018
2. Option term 1: July 1, 2018 - June 30, 2019
3. Option term 2: July 1, 2019 - June 30, 2020

At the conclusion of the Option Term two (June 30, 2020), Program Year (PY) 2019-2020, it is necessary to make a decision regarding issuing a new request for proposal (RFP) for PY2020-2021.

DISCUSSION

All WIOA Title I Adult, Dislocated Worker, Rapid Response and Youth program operators in the American Job Center of California (AJCC) AJCC delivery system are required to meet applicable local, state, and federal requirements including negotiated local area performance goals and required state rapid response reporting for a successful and sustainable regional workforce system. WIOA Title I programs for Adults, Dislocated Workers, and Rapid Response are managed by the Human Services



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

Agency, Adult and Family Services Department (AFS); and Youth programs are managed by independent contracts with agencies outside County government. Levels of performance will be determined by the WDBVC on an annual basis.

The WDB has established the Programs Committee as a standing committee, responsible for providing oversight to all WIOA career services and programs. The Programs Committee will review and recommend new and updated policies, as well as oversight and recommend provider contracts, that are required to ensure continuous improvement and alignment with mandated guidance from WIOA law, Federal Register - Code of Federal Regulation (CFR); Department of Labor - Training and Employment Guidance Letters (TEGL); and Employment Development Department directives (WSD). The Programs Committee as an oversight committee provides recommendations to the WDB, and is not authorized to approve policy or contracts.

Presented for your committee's review is the September 30, 2019 draft of the Comprehensive Youth Services (RFP #1920.02) for PY2020-2021. WDB administration staff and the Human Services Agency Contracts and Grants Department have prepared this draft. The draft is not finalized and additional minor edits may be incorporated before its final release including funding amounts, however It is recommended that your committee review the draft as presented and recommend to the Executive Committee approval at their October 10, 2019 meeting. The draft of the RFP attached to this action item.

If you have questions or need more information, contact Patrick Newburn at (805) 477-5306, email patrick.newburn@ventura.org.



**WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY
&
COUNTY OF VENTURA HUMAN SERVICES AGENCY**

Present a

Request for Proposals for

**COMPREHENSIVE YOUTH SERVICES
(RFP #1920.02)**

RELEASE DATE: October 21, 2019

DUE DATE: **December 2, 2019, 5:00 p.m.**

BIDDERS CONFERENCE*: October 30, 2019, 3:00 – 4:30 p.m.
Human Services Agency, TBA
855 Partridge Drive
Ventura, CA 93003
*RSVP requested

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SECTION I – PROGRAM INFORMATION

The purpose of this RFP is to identify an experienced and qualified organization(s) to act as the WIOA Youth Program Operator in Ventura County. The selected contractor will be responsible for: (a) providing workforce services and support to youth in the community, and (b) fulfilling the purpose and intent of the WIOA. All programs must be responsive to WIOA regulations, local labor market demands, local standardized system policies, and operational directives. Successful programs will drive and deliver measurable outcomes, provide a quality customer experience, creatively leverage partner resources and operate with maximum cost efficiency and effectiveness.

A. INTRODUCTION & BACKGROUND

The Workforce Development Board of Ventura County (WDB) - County of Ventura Human Services Agency (HSA) is releasing this competitive solicitation to seek qualified organizations to operate one or more Department of Labor (DOL) Workforce Innovation and Opportunity Act - WIOA Youth Activities (CFDA #17.259) in Ventura County. Programs will serve new and carry-in WIOA-eligible in-school (IS) and out-of-school (OS) youth ages 14-24.

The Workforce Innovation and Opportunity Act provides for services and activities to increase the education, educational skill attainment and employment of participants, in an effort to improve the quality of the workforce, reduce welfare dependency and enhance the productivity of our community.

Overview of the Workforce Innovation and Opportunity Act. The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. It repeals the Workforce Investment Act of 1998 and replaces it with new authorization language that is in effect from July 1, 2015 through June 30, 2020. Section 2 of the Act describes the objectives of the legislation:

The purposes of this Act are the following:

1. To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market.
2. To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States.
3. To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.
4. To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.
5. To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and States, and the global competitiveness of the United States.
6. For purposes of subtitle A and B of title I, to provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet

the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

To review the full text, the WIOA can be accessed using the following link:
<http://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

B. PROGRAM OVERVIEW

The purpose of this RFP is to identify an experienced and qualified organization(s) to act as the WIOA Youth Program Operator in Ventura County. The selected contractor will be responsible for: (a) providing workforce services and support to youth in the community, and (b) fulfilling the purpose and intent of the WIOA.

All programs must be responsive to WIOA regulations, local labor market demands, local standardized system policies, and operational directives. Successful programs will drive and deliver measurable outcomes, provide a quality customer experience, creatively leverage partner resources and operate with maximum cost efficiency and effectiveness.

Responses to this Request for Proposals (RFP) must include program designs that meet the employment and training needs of our community's disconnected, in-school and out-of-school youth, the performance outcomes of the Workforce Innovation and Opportunity Act and the priorities of the WDB. All proposals will be evaluated on the basis of their ability to demonstrate the following:

- Provision of service to:
 - High school dropouts
 - Runaway youth
 - Homeless youth
 - Youth in foster care
 - Court-involved youth
 - Migrant youth
 - Indian and Native American youth
 - Youth with disabilities
 - Veterans and veterans' spouses
 - Youth with limited English
- Emphasis on developing basic skills (reading, writing, math) and preparing youth for careers/career pathways, including non-college options
- Creation and maintenance of partnerships with business, education and community-based organizations
- Development of self-sufficiency, motivation, altruism, personal accountability, investment in the future, vision, confidence
- In-school youth may be served on a limited basis, if total costs do not exceed 25% of the budget and the Contractor is able to separately track and report on all expenditures for in-school youth

These activities include client outreach/recruitment, eligibility determination, case management, training, supportive services, employment and/or placement in higher education and follow-up services as well as data entry and report preparation as required in the approved CalJOBS automated case management system. Applications must include evidence of employer linkages

for subsidized and unsubsidized training and job placement. All program participants must meet WIOA eligibility requirements.

Contractors will be responsible for providing comprehensive services and activities to participants as required under WIOA, federal and state regulations and local policies.

The WDB encourages the formal coordination of services through the use of individual partners/sub-contractors and the resulting promotion of linkages among educational, for-profit and non-profit agencies. All proposals are expected to leverage such services to augment or supplement WIOA funds. Proposals that have leveraged resources greater than the minimum will receive bonus points. Ensuring the participation of public adult education and community colleges in the provision of training services is a prime consideration of this RFP.

Designated Industry Sectors. Under the leadership of the WDB, the region has identified four priority sectors for targeted strategies and actions: Business Services, Clean/Green, Healthcare and Manufacturing. These four sectors were identified through industry meetings and regional data analysis as having ongoing business needs for skilled local talent, potential for growth and opportunities for living wage jobs with career paths.

The industry clusters offer a framework to understand employment opportunities in the County, to engage employers, and to develop career pathways and training opportunities that are consistent with the needs of Ventura County.

Sector Strategies will be developed to support Ventura County's designated industry sectors and to educate and connect youth and jobseekers to employment within these sectors.

The Youth Program Operator(s) will be required to ensure connectivity to the designated industry sectors.

Work Based Learning. The best education and training programs do four things: they work closely with employers, offer paid work experience, teach skills that apply to more than one job, and provide a credential that actually means something in the industry.

- Work-based Learning is employer-driven with the goal of unsubsidized employment after participation. Generally, work-based learning involves a commitment by an employer or employers to fully employ successful participants after they have completed the program. It can be an effective training strategy that can provide additional opportunities for participants and employers in both finding high quality work and in developing a high-quality workforce. Internships and other work experience opportunities for youth are one of the best ways to ensure that there is a job at the end of an education and training pathway.
- Contractor will promote career pathways: enabling progressive skills development through education and training programs, using multiple entry and exit points, so that each level of skills development corresponds with labor market gains for those being trained or educated. Career pathways will work best within sector strategies: aligning workforce and education programs with leading and emergent industry sectors' skills needs.
- The WDB of Ventura County, in alignment with the CWDB, is committed to expanding pre-apprenticeships and apprenticeship opportunities in the Ventura region.
- WIOA funded youth service providers, in Ventura, are encouraged to utilize pre-apprenticeship and apprenticeship training opportunities for their WIOA customer training needs.

- Pre-Apprenticeship and Apprenticeship Training Programs must be on the Eligible Training Provider List (ETPL) to utilize WIOA funds for training. To be included on the ETPL, “A pre-apprenticeship training program must have an affiliation with a Joint Apprenticeship Training Council (JATC), meet the definition of occupational skills training, and lead to an industry-recognized certificate, credential, or license upon completion. This type of pre-apprenticeship training program can be listed on the ETPL.” (Pre-Apprenticeship Training Programs on the ETPL- WSIN16-46; see https://www.edd.ca.gov/Jobs_and_Training/pubs/wsin16-46.pdf)

C. DEFINITIONS

In-Demand Industry Sector: Is an industry sector that has a substantial current or potential impact (including those jobs that lead to economic self-sufficiency and opportunities for advancement) on the state, regional, or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors.

In-Demand Occupation: Is an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the state, regional, or local economy, As Appropriate.

Individual Training Accounts (ITA): ITAs can be used to fund the related instruction component of the RA for eligible apprentices. ITAs can also fund pre-apprenticeship training if the sponsor is on the ETPL.

On the Job Training (OJT): OJT provides reimbursements to employers to help compensate for the costs associated with skills upgrade training for newly hired employees and the lost production of current employees providing the training (including management staff). OJT training can assist employers who are looking to expand their businesses and who need additional staff trained with specialized skills. OJT employers may receive up to 50% reimbursement of the wage rate of OJT trainees to help defray personnel training costs.

Pre-Apprenticeship Programs: A pre-apprenticeship is a program designed to prepare individuals to enter and succeed in a registered apprenticeship program, which includes:

- Training and curriculum that aligns with the skill needs of employers in the economy of the State or region
- Access to educational and career counseling, and other supportive services
- Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, understanding how skills acquired through coursework can be applied to a future career
- Opportunities to attain at least one industry-recognized credential; and
- A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship into a registered apprenticeship program

Registered Apprenticeship: Registered Apprenticeship is an employer-driven, “learn while you earn” model that combines on-the-job training with job-related instruction in curricula tied to the attainment of industry-recognized skills standards. The OJT is provided by the employer who hires the apprentice, although some employers also provide the job-related instruction. WIOA funds may be used to support placing participants in both the classroom and OJT portions of the program. WIOA funds can also be used to provide supportive services to participants that help an individual succeed in a Registered Apprenticeship program.

Work Experiences and Internships: A work experience or internship is a planned, structured training experience that takes place in a workplace for a limited period of time. Work experiences or internships may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. A work experience or internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. For youth, work experiences may also include:

- Pre-apprenticeship programs;
- Summer employment and other employment activities available throughout the school year;
- Internships and job shadowing; and
- On-the-job training (OJT)

Transitional Jobs: Transitional jobs are a type of work-experience local boards may provide under WIOA, and are considered an individualized career service. Transitional jobs are time-limited and wage-paid work experiences that can be subsidized. These jobs are in the public, private, or nonprofit sectors.

D. FUNDING SOURCE AND MAXIMUM AMOUNT BY SERVICE AREA

Funding for these programs is made available from the County’s allocation of WIOA formula funds under WIOA Youth Activities programs (CFDA #17.259). The prime source of funding is from the U.S. Dept. of Labor (DOL), pass through the California Employment & Development Department (EDD). Contracts will be issued a **subaward** of federal funds, and as such have increased monitoring and compliance requirements as outlined in 2 CFR 200.

At the time of RFP issuance, it is estimated that the total available funds is approximately \$1,070,000. The County reserves the right to adjust award amounts on the basis of its final allocation, approved WDB budget and on the responses to this RFP.

Total available funds (estimated at \$1,070,000) will be apportioned among two geographic regions and based on the ratio of the relative population of youth in each region. Proposed programs may serve more than one region. Listed below are the regions and the associated estimated funding for each. City designations within the regions include service to the unincorporated areas, or “spheres of influence,” within each region. For example, Region 1 would also include service to the El Rio area of Oxnard.

Region 1- West

Cities	% of funds	Estimated Funding	Minimum Work Experience Amount
Oxnard/Ventura/Camarillo/Ojai/ Santa Paula/Port Hueneme	57%	\$609,900	\$121,980

Region 2-East

Cities	% of Funds	Estimated Funding	Minimum Work Experience Amount
Fillmore/Moorpark/ Thousand Oaks/ Simi Valley/Piru/Oak Park	43%	\$460,100	\$92,020

In addition, the following funding requirements and restrictions apply:

- A minimum of 75% of expenditures must be for out-of-school youth as defined by WIOA.
- In-school youth may be served on a limited basis, if total costs do not exceed 25% of the budget and the Contractor is able to separately track and report on all expenditures for in-school youth.
- A minimum of 20% of total WDB WIOA Youth expenditures must be for work experience/training as defined in WIOA. Bidders should plan for minimum work experience/training expenditure amounts in their budget as outlined above. Actual dollar amounts that must be spent on work experience/training will be provided by WDB to contractors annually at the time of contract development, based on the annual approved WIOA budget.
- Proposed programs must provide a minimum of 15% in Leveraged Funds (cash, in-kind and other leveraged resources). Bidders who can demonstrate leveraged funds greater than 15% will receive up to 5 bonus points.

E. PERIOD OF SERVICE

Contracts are expected to be awarded in June 2020 for the base contract period of July 1, 2020, through June 30, 2021. WIOA program operations are expected to commence upon contract start date.

The contract(s) may be renewed for up to two additional option years, in 12-month increments, through June 20, 2023. Should option year renewals be exercised, the County of Ventura (County) reserves the right to award a option year renewal contract with the selected contractor(s) for this service without the need for further competitive procurement, subject to approval by the WDB and the County of Ventura Board of Supervisors, the availability of sufficient funds and satisfactory performance by the contractor.

F. ELIGIBLE APPLICANTS

This RFP is made available to interested applicants from for-profit organizations, non-profit organizations, educational institutions and public agencies with direct or related experience in operating a youth/workforce development program and who are familiar with the WIOA and its regulations, as well as other federal and State laws regarding job training, job placement assistance and supportive services to job seekers.

The County reserves the right to conduct a pre-award interview, site inspection and/or telephone conference call to verify information contained in the proposal, and to determine if the proposed facilities are appropriate for the services to be provided. The bidder agrees to provide the County with information the County determines as necessary for an accurate determination of the prospective contractor's ability to perform services.

Applicants must have the ability to manage federal funds in compliance with all federal (2 CFR 200 and DOL WIOA), state (EDD) and local (WDB and County of Ventura) compliance requirements. Selected providers must be able to ensure that all costs are reasonable, allowable and necessary, and must be able to track participants, use the CalJOBS system, and maintain sufficient documentation to verify allowability of expenses. Selected Contractor(s) are responsible for repayment of any costs disallowed by the County, EDD or DOL.

Local Boards must identify youth service providers based on criteria in the State Plan (Title 20 CFR Section 681.400). The State Plan establishes that Local Boards should select service providers that do the following:

- Employ proven recruitment strategies of effective outreach, engagement, enrollment, and retention of youth.
- Demonstrate meaningful partnerships with eligible training providers, institutions of higher education, and employers from in-demand industries.
- Offer a continuum of services that allow participants to obtain a GED/High School diploma, enroll into postsecondary education, and obtain employment within their chosen career path.
- Utilize career pathways and sector strategy models with a structured sequence of activities, as well as multiple entry and exit points that provide adequate supportive services.
- Use structured work-based learning, such as paid and unpaid work experiences and career exploration that leads to gainful employment.
- Provide intensive case management and support services to help youth overcome complex barriers, successfully complete the program, and retain employment.

G. SCOPE OF WORK

1. Program Elements and Components

Training programs should include sufficient resources to ensure each participant's success and achievement of mandated performance outcomes. Because of the limitations of WIOA resources, contractors will be expected to enlist other community partners to provide services and resources to participants in order to maximize the available resources and provide a comprehensive array of services responsive to the unique needs of the target population.

Contractors must make available, but need not necessarily directly provide, the following fourteen WIOA program elements to each youth. Each youth is to receive all services directly relevant to his/her needs. Proposals should include a description (see attached WIOA Program Elements Chart) as to how their program will incorporate and provide the following service elements, as prescribed by WIOA Sec. 129(c)(2)(A-N), especially (C) and (E), for work experience:

- Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies leading to completion of requirements for secondary school, recognized equivalent, or for recognized post-secondary credential
- Alternative secondary school services or dropout recovery services
- Paid and/or unpaid work experiences including summer and year-round employment opportunities, pre-apprenticeship programs, internships, job shadowing and on-the-job training opportunities. Work experience must be linked to an Individual Service Strategy (ISS) and to activities that meet DOL Performance Indicators (see below).
- Occupational skills training, with potential priority given to programs leading to recognized post-secondary credentials aligned with in-demand industry sectors/occupations
- Education offered concurrently or sequentially and in the same context as workforce preparation activities and training for specific occupation or occupational cluster
- Leadership development opportunities, which may include community service and peer-centered activities that encourage responsibility and other positive social and civic behaviors, as appropriate
- Supportive services, including transportation, childcare, *etc.*, that are necessary to enable the youth to participate in activities. The rationale for supportive services must be included in each youth's Individual Service Strategy.

- Adult mentoring for the period of participation and a subsequent period for a total of not less than 12 months
- Follow-up services for not less than 12 months after participant exit, as appropriate. Post-exit services may include career planning, referral to supportive services, job search assistance and counseling.
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
- Financial literacy education
- Entrepreneurial skills training
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area
- Activities that help youth prepare for, and transition to, post-secondary education/training

Partnerships with other service providers are essential for program success and continuity. Communication linkages, information sharing, referral procedures, background checks and issues of confidentiality must be addressed. Partnerships may be established via a sub-contract or provided in-kind to the WIOA contractor via a signed Memorandum of Understanding (MOU). Proposals involving a collaboration or partnership must include signed letters of agreement (contract or MOU) with each entity. The agreement, whether developed as an umbrella agreement with a variety of agencies, or independently with a particular partner, must contain, at a minimum, the following information and must clearly designate the roles and responsibilities of the agency:

- A description of what services will be provided by each partner and how such services will be documented
- Primary agency responsible for ensuring case management and reporting
- Explanation of how the costs of services and the operating costs of the partnerships will be funded
- Duration of the agreement and procedures for amending it
- Assurance of appropriate security and background clearance for employees working with youth

Contractors will be expected to use an Individual Service Strategy to determine the appropriate services for each participant. Through this process, contractors will ensure that each participant has the opportunity to achieve agreed upon goals and that appropriate documentation on the progress toward those goals is maintained.

Participants should be provided access to needed support services such as drug and alcohol treatment, health services, transitional housing, psychological counseling and specialized assessment in areas for conditions such as learning disabilities and visual/hearing impairments.

Program designs that include participation in hands-on, paid, work-based learning opportunities, such as internships, work experience or job shadowing are required. Industry partnerships with local employers that expose youth to high-demand occupations are also encouraged, as are training opportunities linked to local educational or training providers.

The Contractor(s) will be required to ensure connectivity to the designated industry sectors as outlined above.

The Contractor will also be required to promote career pathways: enabling progressive skills

development through education and training programs, using multiple entry and exit points, so that each level of skills development corresponds with labor market gains for those being trained or educated. Career pathways will work best within sector strategies: aligning workforce and education programs with leading and emergent industry sectors' skills needs.

Because the WDB, in alignment with the CWDB, is committed to expanding pre-apprenticeships and apprenticeship opportunities in the Ventura region, Contractors are encouraged to utilize pre-apprenticeship and apprenticeship training opportunities for their WIOA customer training needs. Pre-Apprenticeship and Apprenticeship Training Programs must be on the Eligible Training Provider List (ETPL) to utilize WIOA funds for training as outlined in EDD [WSIN16-46](#).

2. Participant Recruitment and Eligibility

Contractors are responsible for the recruitment of sufficient numbers of eligible youth to meet their enrollment obligations. Contractors will be responsible for conducting initial WIOA eligibility determinations.

Program enrollments are limited to WIOA-eligible youth, ages 14 to 24, in-school and out-of-school residents of Ventura County who have one or more barriers to employment. The DOL prioritizes services for veterans and their eligible spouses who also meet the WIOA-eligible youth criteria.

Contractors will be expected to enroll new participants for Program Year 2020-2021, but may also need to assume responsibility for participants transitioning from 2019-2020 (exact numbers to be determined) and exited participants in their 12-month follow-up/post-exit phrase (exact numbers to be determined). Any current contractor who is not granted a subsequent contract will turn over to the County all relevant files and paperwork so that the County can arrange continuing services and follow-up for carry-over participants. It is expected that any remaining contractor(s) will assume responsibility for such participants. Budgets will be augmented as necessary to cover this eventuality.

3. In-School Youth

In order to receive services as an IS youth, an individual must meet the following eligibility criteria:

- Attending school, including secondary and postsecondary school.
- Age 14-21 years old (A youth with disabilities who is in an individualized education program at the age of 22 may be enrolled as an IS youth [TEGL 21-16 and EC 56026]).
- Low income individual.
- Meets one or more of the following barriers:
 - a. Basic skills deficient.
 - b. An English language learner.
 - c. An offender.
 - d. A homeless individual or runaway.
 - e. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement.

- f. Pregnant or parenting (custodial and non-custodial parent including noncustodial fathers).
- g. An individual with a disability.
- h. An individual who requires additional assistance to complete an educational program or secure and hold employment.

A youth participant's eligibility is determined at intake; therefore, the youth remains eligible for youth services until exited. For example, an individual who is an in-school youth and between the ages of 14-21 at the time of enrollment, and is now beyond the age of 21, is still considered an in-school youth until exited.

Under WIOA, a youth who receives or is eligible to receive a free or reduced lunch under the Richard B. Russell National School Lunch Act, is considered to be low-income.

4. Out-of-School Youth

An out-of-school youth is defined as a WIOA-eligible youth, age 16-24, who is not attending school and meets at least one of the following criteria:

- School dropout
- Within compulsory school age, but has not attended for at least the most recent school year calendar quarter
- Recipient of a secondary school diploma or its recognized equivalent who is low-income **and**
 - Basic skills deficient **or**
 - English language learner
- Subject to the juvenile justice system
- Homeless, a runaway, in foster care or aged out of foster care, or in an out-of-home placement
- Pregnant or parenting
- Disabled
- Low-income and requires additional assistance to enter or complete an educational program or secure employment

Low income for OS youth may include an individual living in a high-poverty area, which is defined as a census tract with 25% or more of the population living in poverty.

Bidders are reminded that submitted budgets must include the minimum amounts required for work experience/training as listed above.

5. Performance Goals/Industry-Recognized Credentials

Contractors are responsible for achieving successful participant and program outcomes for the following Department of Labor (DOL) Performance Indicators and EDD state Directive WSD19-03 (found at https://edd.ca.gov/Jobs_and_Training/pubs/wsd19-03.pdf) and will undertake to retain participants in the program until they have achieved all possible Performance Indicators:

- Achieving employment or involved in education/training activities or unsubsidized employment in the **second** quarter after exit from the program
- Achieving employment or involved in education/training activities or unsubsidized employment in the **fourth** quarter after exit from the program

- Median earnings of participants in unsubsidized employment in the second full calendar quarter after exit from the program
- Attainment of a recognized postsecondary credential (including registration in an apprenticeship), a secondary school diploma, or its recognized equivalent either in the program or **within one year** after program exit (only counts if the individual has obtained/retained employment, or is in an education/training program leading to post-secondary credential within one year after exit from the program)
- Participation in a program year in education/training programs leading to: a recognized post-secondary credential or employment and is achieving measurable skill gains toward such a credential or employment
- The Department of Labor has yet to establish one or more primary indicators of performance that indicate the effectiveness of core programs in serving employers.

WIOA emphasizes attainment of credentials that attest qualification or competence and that are issued to an individual by a third party (such as an educational institution or an industry or occupational certifying organization) with the relevant authority or assumed competence to issue such a credential.

Applicants are to describe specific strategies in their responses to this RFP to show how their program design leads to the attainment of the performance goals and credentials. Contracts will require documented attainment of outcomes that will be evaluated by the WDB on a quarterly basis. Given the required performance standards under WIOA, if, at any time, the Contractor's performance falls below the performance goals, the contractor may be subject to corrective action and/or the recapture of funds, in accordance with WDB policy.

6. Incentive Payments Policy

Contractors may provide cash or other appropriate incentives for youth to recognize and award the achievement of a defined goal in compliance with WDA requirements. Justification for the payment must be documented and identified by the contractor. Such payments will be in accordance with (1) the WDB's *Incentive Policy* and (2) the contractor's own individual incentive policy as established in a separate exhibit of the final contract. Note also the WDB's *Work Experience Policy for Youth* participants. (See: [2018-09 WDB-VC Policy on Incentives for WIOA Youth Programs](#))

7. Participant Payments/Employer of Record

Service providers must have the capacity to provide direct monetary payments to youth, including hourly wages or stipends. This can be done directly by the funded agency or through partnership with another entity, including a payroll-processing firm. The employer of record must adhere to all child labor laws regarding hours of employment, working conditions, etc. For more information, see the following website: <https://www.dir.ca.gov/DLSE/ChildLaborLawPamphlet.pdf>.

8. General Contractor Responsibilities

To ensure compliance with the provisions noted above, contractors will be responsible for the following:

- Contractor(s) will meet regularly (no less than quarterly) with WDB staff to discuss: enrollments, participant retention, program design, outcomes (employment and education), program expenditures, staffing, and other elements that have the potential to impact the quality of the programs and services provided under the contract. Contractor(s) will utilize any

WDB-prescribed reporting tools and will ensure timely data entry in the appropriate database(s).

- If the Contractor is not meeting expected performance levels, WDB staff may request corrective action plans and/or conduct additional monitoring.
- Regional collaboration and reporting will be required under WIOA. The WDB expects that program operators will be required to participate in regional work. The level of participation and specific roles that they will play will be determined on a project by project basis.
- Contractor(s) will be expected to provide reports as needed. Contractor(s) will respond to regular and ad hoc reporting requests in a prompt and timely manner.
- Maintaining ongoing coordination and communication with County representatives and participating in all training and contractor meetings as directed by the County
- Ensuring Contractor staff have appropriate knowledge and skills properly to operate and document all services, activities and outcomes in the approved WDA automated case management system
- Preparing and submitting to the County on a timely basis invoices for direct and sub-contracted partner expenses
- Reporting on progress indicators as directed by County
- Providing a quality control process to ensure that all program deliverables are met prior to participant exit and that minimum case management standards are maintained

9. Leveraged Funds

Providers are required to seek leveraged funds (in-kind or cash contributions and other leveraged resources) from non-WIOA and other non-federal sources to assist in the operation of this project. An amount that is at least 15% of the amount of the funding requested must be supplemental from in-kind services, equipment, space, or cash contributions from funds that are being leveraged from other sources. In-kind/leveraged funds must be clearly described in the budget narrative and on the budget form.

MOUs from partners should specify what resources (cash, in-kind, program slots, staff support, equipment, space, transportation, materials, *etc.*) the partner is adding to the program and the estimated dollar amount of leveraged funds. Up to five bonus points will be awarded to those proposals that indicate leveraged funds greater than 15%.

10. Automated Case Management

Contractors will receive training in, and have access to, the state's CalJobs automated on-line data management system. Contractors will enter and maintain current information on all participants as required by the contract and State and local guidance. Contractors will complete, input and upload all required documentation into the County's electronic case management system (CalJOBS). This includes entry of individual participant data such as eligibility determination, demographic data, activities, case notes, Individual Services Strategy and participant outcomes. The County will provide training to Contractor staff on these functions.

11. Site Requirements

Contractors will need to identify a minimum of one physical location in Ventura County at which participant services will be provided. The location must be compliant with the Americans with Disabilities Act (ADA) and accessible by public transportation. Successful contractors will need to complete and submit a State Department of Rehabilitation Accessibility form prior to enrolling any WIOA clients.

12. Branding

WIOA-funded programs will follow the branding guidelines issued at the federal, state and local level. Youth programs will be described as the WIOA Youth Program, unless otherwise directed by WDB staff.

13. Budgets

The budget and the accompanying narrative should address each of the following items:

- The cost of providing follow-up contact and post-exit services to participants
- The amount requested for participant incentive payments (as distinct from supportive services)

H. SOLICITATION & DEADLINE

Respondents to this RFP will compete for funds by submitting a competitive proposal complying with the requirements contained herein. Completed proposals must be submitted online in the Bonfire system at <https://ventura.bonfirehub.com> no later than **December 2, 2019 at 5:00 p.m.** Pacific Time. Please note that they system will not accept late proposals.

Bidders are responsible for making certain their proposals are received in the online proposal submission portal prior to the proposal submission deadline. No oral, telegraphic, facsimile, telephone or email proposals or modifications will be considered.

Interested applicants may submit a proposal to serve youth in one or more regions of Ventura County, as specified above in Section I.D.

I. BIDDERS CONFERENCE/TECHNICAL ASSISTANCE

A Bidders' Conference to answer questions about the RFP, the application process, program specifications, and contract requirements will be held from **3:00 – 4:30 p.m. on October 30, 2019** in the Peppertree conference room at Human Services Agency Offices at 855 Partridge Drive, Ventura, CA 93003. **Please RSVP attendance to Bidder's Conference via e-mail to Holly.Shaw@ventura.org, with your name, agency name and number attending.** Attendance at the Bidder's Conference is optional, but strongly recommended.

If there are any significant interpretations, direction, or revisions to the RFP, such changes will be posted to the Bonfire system along with the questions and answers from the Bidder's conference.

All inquiries regarding this RFP must be submitted in writing in the Bonfire system no later than 5:00 p.m. on November 8, 2019 to allow sufficient time for preparing responses. Submit questions via the Question and Answer function in the Bonfire system.

J. AWARD PROCESS TIMETABLE

Activity	Date*
RFP Released in Bonfire	October 21, 2019
Bidders' Conference**	October 30, 2019, 3:00 – 4:30 p.m.
Last Date to Submit Questions	November 8, 2019, 5:00 p.m.
Proposal Submission Deadline***	December 2, 2019, 5:00 p.m.
Notification to Selected Contractors	February/March 2020
Contract Approval by the Board of Supervisors (<i>tentative</i>)	June 2020
Contract Start Date	July 1, 2020

* Please note all time references are Pacific Time

** Bidders' Conference will be held at 855 Partridge Drive, Ventura, CA 93003 in the Peppertree conference room.

*** Completed proposals must be submitted online in the Bonfire portal per instructions. No oral, telegraphic, facsimile, or telephone proposals or modifications will be considered.

SECTION II – RFP GUIDELINES

A. RESPONSIVE BIDDER

A "responsive bidder" means one whose bid or proposal substantially complies with all requirements of the RFP and shows evidence that the bidder will adhere to all required State and County regulations, insurance requirements, contract conditions and reporting requirements governing the proposed activity.

Any proposal may be declared non-responsive if it fails to conform to the technical submission requirements of the RFP listed in Section III.

The bidder agrees to provide the County with any other information the County determines as necessary for an accurate determination of the prospective contractor's qualifications to perform services.

B. ACCEPTANCE OF PROPOSAL CONTENT

The contents of a successful proposal will become contractual obligations if procurement action ensues. Failure of a successful bidder to accept these obligations in a contractual agreement may result in cancellation of the award. The County of Ventura reserves the right to negotiate additional provisions to those stipulated in the proposal, recommend and/or award in amount(s) less than stated in the RFP and negotiate a reduction or increase in service levels commensurate with funding availability.

The successful bidder must have the ability to negotiate the terms of the contract agreement with the County within thirty days following selection. The County of Ventura Board of Supervisors will make the final decision on contract award.

C. REJECTION OF PROPOSALS

Failure to furnish all information requested in this RFP, or to follow the proposal format requested, may disqualify the proposal. Any exceptions to the Scope of Services required by this RFP must be justified in the proposal.

The County reserves the sole and exclusive right to reject any or all proposals received in response to this RFP, or to cancel this RFP, in whole or in part, with or without cause, if it is in the best interest of the County to do so.

A bidder's submitted proposal may be withdrawn by written request prior to the proposal submission deadline.

D. EVALUATION AND SELECTION PROCESS

All proposals will be subject to a standard review process. County staff will conduct an initial review of all proposals received to determine if they are complete, in the required format and comply with all requirements of this RFP. Failure to meet all of these requirements may result in a rejected proposal.

Each proposal that passes the initial review will be evaluated and scored by a selection panel of subject matter experts comprised of WDB members, WDB committee members, County Workforce Administration staff and/or other outside workforce or education professionals. The review panel may interview finalists for the contract award. The selection panel will review and

score each proposal using the assigned section scores listed below. A site visit by County staff of the recommended contractor's proposed worksite may be conducted prior to contract award.

Narrative responses to each of the sections listed below, the Program Elements Chart and the completed budget forms will be reviewed to determine compliance with the requested information and the feasibility and reasonableness of the proposed program design, cost and expected outcomes. The evaluation criteria listed below are more fully described in Section III-Submission Package, Narrative section.

EVALUATION CRITERIA	POINT VALUE
1. Demonstrated Ability/ Staffing Qualifications	15
2. Budget/Leveraged Resources	25
3. Program Design	30
4. Performance Indicators Outcomes	20
5. Program Administration and Operation	10
Bonus Points	
6. Leveraged Funds > 15%	Up to 5
TOTAL	105 points

Narrative responses to each of the sections and the completed budget forms will be reviewed to determine compliance with the requested information and the feasibility and reasonableness of proposed program design, cost, and expected outcomes. Each evaluation criterion is described in full in Section III-Submission Package, Narrative section.

It is County of Ventura policy that evaluators will not solicit or receive any communication from any potential contractor regarding any proposal under consideration.

E. PROTEST RIGHTS

Upon written request, any unsuccessful bidder is entitled to an explanation as to why its proposal may have been irregular and/or the basis for the award of the contract to the successful bidder. **Protests shall be in writing and received within ten (10) calendar days following the announcement of intent to award contract.**

It is the bidder's responsibility to ensure receipt by County at the designated address. **A postmark will NOT be accepted as meeting the deadline requirements.** No extensions may be provided to this protest provision. Protests shall be addressed to:

Tina Knight, Contracts & Grants Manager
 County of Ventura
 Human Services Agency
 855 Partridge Drive
 Ventura, CA 93003

The protest shall state the reason for the protest, citing the law, rule, regulation, or practice on which the protest is based. A written response will generally be sent to the protester within ten (10) business days after receipt of the written protest. Prior to the award of a contract, if any bidder

files protest against the awarding of the contract, the contract may not be awarded until either the protest has been withdrawn or HSA has decided the matter.

F. AWARD AND COMMENCEMENT OF WORK

Recommendation for award is contingent upon successful negotiation of the contract and resolution of any protests. The successful bidder shall be required to sign the negotiated contract, which will be in the form and content as approved by County.

The final authority to award a contract rests solely with the County of Ventura. The successful bidder shall not be allowed to begin work under any negotiated contract until such time as the contract has been approved by the County of Ventura. The successful bidder must agree to all terms, insurance coverage provisions, and conditions of the contract with HSA.

If only one proposal is received and it is deemed that such proposal meets requirements for funding, County reserves the option to award such entity a contract on a sole-source basis. In the event no proposals are received, or proposals received do not meet requirements for funding under this RFP, County reserves the right to be the contractor of last resort, or to designate another qualified entity to operate the program on a sole-source basis.

G. LIMITATIONS

The County of Ventura does not pay for any costs incurred in the preparation of a proposal or to procure or contract for services or supplies in advance of the contract term start date.

The County reserves the sole and exclusive right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, with or without cause, or to issue a new RFP, if it is in the interest of the County to do so. A bidder may be required to enter into negotiations and to submit any price, technical or other revisions of the proposal as may result from negotiations.

H. METHOD OF PAYMENT

A **cost reimbursement** contract will be developed. The contractor will be reimbursed monthly in arrears for approved and allowable contract costs in accordance with a detailed line item budget approved by the County. The County may choose to negotiate other contract payment methods. Applicants must have the ability to maintain sufficient cash flow (i.e. lines of credit, cash reserve on hand) to meet ongoing financial obligations of program operation, pending reimbursement monthly from the County, in arrears net 30 days, of approved and allowable claims for services rendered. No cash advances are provided.

I. PROHIBITION OF COLLUSION

Respondents to this Request for Proposals shall not engage in any actions, conversations or agreements with other parties that would be considered in restraint of free and open competition. Such activities that are intended to limit open competition by deceiving, misleading, or attempting to otherwise divide the market for the services being requested through this RFP are prohibited. If collusion is determined, it may be grounds for disqualification from the competitive process.

J. PROPOSALS PROPERTY OF COUNTY

All proposals become the property of the County of Ventura upon opening and shall not be returned to the bidder. All materials received relative to this RFP will be kept confidential, until such time an award is made, or the RFP is canceled, at which time all materials received will be made available to the public. Proposals received will be subject to Government Code §6250, the

Public Information Act. Offerors should mark information they consider proprietary or confidential in the event it is exempt from the requirements of the Act.

K. ADDENDA AND SUPPLEMENT TO RFP

If revisions or additional information to this RFP become necessary, HSA will upload addenda or supplements in the Bonfire system, as needed.

L. ADDITIONAL REQUIREMENTS

1. Continuous Operation. The selected contractor(s) shall operate the project continuously throughout the term of the contract with HSA. Personnel shall be qualified in accordance with the applicable requirements of the agreement and any future amendments thereto.

2. Restriction on Letters of Support. All bidders responding to this RFP are specifically prohibited from soliciting letters of support from HSA staff. Bidders are hereby notified that HSA maintains a policy that prohibits its employees from providing letters of support, recommendations or advocacy for an outside agency, firm, or individual engaged in a competitive procurement process managed by HSA.

3. Monitoring. The County shall have the right to monitor the work being performed by the Contractor(s) at any time during the Contractor's usual working hours. Additionally, a formal WIOA subrecipient monitoring is conducted annually. The length, type and scope of monitoring may vary based on the subrecipient risk assessment.

4. Required Certifications. If a bidder is recommended for contract award under this RFP, they shall be required to certify and provide certain documents as identified below *prior* to contract award.

Signed copies of each of the following forms:

- Drug Free Workplace certification pursuant to 20 CFR Section 667.200(d)
- Debarment and Suspension pursuant to regulations implementing Executive Order 12549
- Certification Regarding Prohibition on Lobbying using federal funds.

5. Insurance Requirements. The recommended bidder will need to submit evidence of the following insurance requirements effective on or before start of the contract:

- A. Commercial General Liability "occurrence" coverage, naming the County of Ventura as additionally insured, in the minimum amount of \$1,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/completed operations, broad form blanket contractual and \$50,000 fire legal liability.
- B. Commercial Automobile Liability coverage in the minimum amount of \$1,000,000 CSL bodily injury & property damage, including owned, non-owned, and hired automobiles. Also to include Uninsured/Underinsured Motorists coverage in the minimum amount of \$100,000 when there are owned vehicles. Contractor must have on file evidence of auto insurance in the minimum amount of \$100,000 CSL bodily injury & property damage for all employees and volunteers associated with the contract.
- C. Workers' Compensation coverage, including a Waiver of Subrogation in full

compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.

- D. Professional Liability coverage in the minimum amount of \$500,000 each occurrence and \$1,000,000 aggregate (if applicable).

Additional information regarding insurance requirements can be found in the Human Services Agency Contracts Manual. A copy of the Contracts Manual is available at www.vchsa.org on the Request for Proposals page at <https://www.ventura.org/human-services-agency/requests-for-proposal-rfps-and-related-solicitation-documents/>.

6. Living Wage. The recommended Contractor will be subject to the County of Ventura Living Wage Ordinance. The Ordinance requires the payment of a living wage and accompanying paid time off to all covered employees engaged in providing services pursuant to a service contract as defined in Sec. 4952(f) of the County's Living Wage Ordinance.

7. Misrepresentation. Misrepresentation during the procurement or contracting process in order to secure the contract will disqualify a bidder or contractor from further consideration in the procurement or contracting process. Failure to comply with contract requirements once a contract has been awarded will constitute a material breach of the contract and may result in the suspension or termination of the affected contract and debarment from future County contracting opportunities for a period not to exceed three years. Other penalties may also apply.

8. Additional Pre-Award Submission Requirements. *As applicable, the successful bidder shall also submit to the County prior to contract award the following documents:*

- Most recent Audit
- Articles of Incorporation or business license
- Grievance procedures for participants
- Handicapped Access Survey

9. Possible Site Visit/Interview- The County will have the right to review the work being performed by the Contractor(s) at any time during the Contractor's usual working hours. The County may also request an interview with applicants, if deemed necessary by reviewers. County will also have the right to site visits and on-site programmatic and fiscal monitoring during the contract period.

10. Proposal Modifications. Any Offeror who wishes to make modifications to a proposal already received by County must withdraw their proposal in order to make the modifications and must resubmit the full proposal package to the County. Modifications must be signed by the Offeror's authorized representative, and must conform to the terms and conditions of this solicitation. It is the responsibility of Offeror to ensure that modified proposals are resubmitted before the Submittal Deadline. Offerors may withdraw their proposals, at any time prior to the due date and time, by submitting notification of withdrawal signed by Offeror's authorized agent. Proposals cannot be changed or modified after the proposal deadline has passed.

SECTION III – SUBMISSION PACKAGE

SUBMISSION INSTRUCCIONS

Completed proposals must be submitted online per instructions in the Bonfire system at <https://ventura.bonfirehub.com>.

Offerors are responsible for making certain their proposals are received in the online proposal submission portal prior to the proposal submission deadline. No oral, telegraphic, facsimile, or telephone proposals or modifications will be considered.

Proposals must be submitted in the online system **no later than December 2, 2019 at 5:00 p.m.** Pacific Time. Please note that they system will not accept late proposals.

APPLICATION INSTRUCTIONS

Applications submitted in response to this RFP must include the items and be in the order as listed below. All of the items combined comprise your completed Application pursuant to this RFP.

1. Executive Summary: Please complete as indicated, signed and uploaded in PDF. Clearly indicate the Region(s) and/or targeted groups you are applying to serve, the amount of funding requested and number of youth to be served. The document is available for download in the RFP materials in the Bonfire system.

2. Narrative Section: Please provide a response to the narrative section that fully addresses each of the evaluation criteria listed. The narrative is limited to **15 pages**, using a minimum 12 pt. font, with 8½" x 11" page size with each page clearly and consecutively numbered. Points may be deducted for narratives exceeding the page limit.

3. Program Budget: Please complete and submit the Microsoft Excel line item budget template and upload in Excel. The budget template is available in the RFP Documents in Bonfire and also available for downloading and use at <http://www.ventura.org/human-services-agency/request-for-proposal-rfps>. No other budget forms will be accepted. Budgetary expenses are to be divided into two categories: administrative costs and program costs. Administrative/Indirect costs should not exceed 10% of the total budget. Any leveraged funds as well as their source(s) should be identified in the budget. The budget should be reasonable and accurate and provide a clear and concise description of your costs relating to the proposed project. Applicants may provide supplemental information to further clarify their budget, as needed in the Narrative and/or Other Attachments sections.

4. WIOA Youth Program Elements Chart: As part of your response to Narrative question #2, complete and submit the **WIOA Youth Program Elements Chart**, identifying how and by whom each of the required elements will be addressed/provided.

5. Financial Audit: Please submit your most recent financial audit prepared in accordance with the applicable requirements of your fund source(s). For example, compliance with the Single Audit Act and 2 CFR 200 may be for entities receiving over \$750,000 in federal funds. If an audit has not been completed for the most recent fiscal year, you may submit your prior year's audit and current IRS tax return (form 990). The audit will be reviewed to determine applicant's financial position, compliance with regulatory requirements and documentation of solvency. If within the last three years there has been an audit exception, disallowed cost and/or questioned costs for the performance of any government (*i.e.*, Federal, State, County) contract or grant, applicant must provide an explanation along with the audit.

6. Other Attachments, as applicable (optional): Please include only supplemental information that will provide further information about the proposal or your firm's qualifications, as applicable (e.g. position descriptions, staff resumes, MOUs with partners, letters of commitment/support, sample evaluations/forms, etc.).



Attachment 1 - EXECUTIVE SUMMARY

1. Bidders Legal Name

Firm Name	
Address	
Telephone	
E-mail Address	

2. Program Name:	3. Funding Requested: \$
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4. Briefly summarize your proposed program design (700 character max):

Region(s): Summary:	# of Clients to be Served:	(out-of-school)	(in-school)

5. Chief Executive Contact

Name of Chief Executive	
Title	
Telephone	Email:

6. Primary Application Contact

Name of Primary Contact	
Title	
Telephone	Email:

7. Legal Status Information

Federal Employer Identification Number (EIN)		DUNS # <i>(if applicable)</i>	
California Tax I.D. No.		Women or Minority Owned Business Status? <i>(attach proof)</i>	Yes No

An unsigned proposal will be rejected

I certify that the information provided in this proposal is true and correct to the best of my knowledge and that I have been duly authorized by applicants' governing body or other authority to file this proposal. This proposal is submitted as firm and fixed offer valid for 120 days of the submission date.

Signature: _____ Date: _____

Printed Name and Title: _____

Attachment 2 - NARRATIVE

Please provide a written response to each section below. Your responses will be reviewed and scored according to these evaluation criteria. All proposals will be reviewed for demonstrated capacity to provide the services/activities sought through this solicitation. Applicants are advised to present concise and well-articulated responses to all areas of the application. Program designs should include all required program services as outlined in this document and present realistic strategies to ensure attainment of the WIOA performance measures. Supporting documents, agreements, forms or other evidence may be included separately as attachments to the narrative section. Limit narrative section to 15 pages (2 pts deducted for each page over limit).

1. Demonstrated Ability (15 Points)

Describe your agency's previous experience in providing employment and training services to disadvantaged youth and your ability to document accurately and account for all program expenditures. Your response should be directly related to the ability of the proposed program to meet DOL performance measures for youth in the program activities as described herein. Describe your organization's experience and capacity to manage significant federal subaward funds, and any history of successful management of other large state and/or federal grants you may have received. Please include your organization's ability to abide by regulations outlined in 2 CFR 200 and WIOA, particularly around allowable expenses and activities. Please list any failed procurements, cancelled contracts or related monitoring findings and their resolution.

Of particular importance are the expertise, certifications and skills of the staff that will be working directly with your participants. Resumes of existing staff or job descriptions including the qualifications and minimum requirements for program staff should be included and should describe the minimum education and work experience requirements for all critical staff positions. Indicate your ability to provide on-going services to youth currently in the WIOA Youth program who may need transitional assistance in order to achieve WIOA mandated outcomes.

Provide an estimate of the number and duties of staff positions that will be dedicated to the program. For example, include the anticipated ratio of participants to case managers, instructors, and/or counselors and related fiscal and administrative support staff who will be providing program and expenditure reports. Indicate how your agency and/or partners are qualified to provide the services requested in this RFP. As noted above, County will provide limited initial "train the trainer" instruction to WIOA contractors to ensure they have the requisite skills to properly operate the WIOA case management system. Further re-training of contractor staff will be the responsibility of the contractor.

2. Budget/Reasonableness of Cost/Leveraged Resources (25 Points)

Complete and submit along with your narrative responses the Attachment 2- Budget Form, found at the HSA website, www.vchsa.org.

Provide a budget narrative that addresses the major line items in the budget and provide a justification of how budget items are necessary to achieve the project goals and objectives. Provide detailed justification for any equipment purchases being planned (equipment is defined as items with a per unit acquisition cost of \$5,000 or more and a useful life of at least one year). Identify the total cost per youth enrolled. Identify in your narrative the amount of funds you will dedicate to incentive payments for youth and the amount and type of resources that will be dedicated to providing follow-up services to youth after they have been exited from the program.

List any partner agencies you will work with and the specific elements of services they will provide to the project. Include as an attachment to your proposal any agreements with partner agencies you plan to implement should this proposal be funded. If these agreements are not currently available, list those agencies, with contact information, with whom you intend to establish partnership agreements.

Identify the dollar amount of Leveraged Funds (in-kind, cash match, etc) that will be dedicated to the program. A minimum of 15% percent of WIOA funds requested to operate the program must be provided by the applicant. Such contributions may be cash or in-kind. Please identify the source(s) and value(s) of such funds. Leveraged Funds will need to be properly documented and will be verified during fiscal monitoring conducted by the County. Invoices submitted for reimbursement will need to include the dollar value of such leveraged resources.

3. Program Design (30 Points)

Describe your proposed youth services program design, including a description and length of all activities, the number of planned participants and any certification(s) available to participants upon successful completion of the program. The success of your proposal will rest principally on the perceived viability of the program design you describe in this section. Therefore be as specific as possible in addressing each of the elements noted below.

As part of your response to this section, complete and submit **Attachment 3-WIOA Youth Program Elements Chart**, identifying how and by whom each of the required elements your program will address. A copy of the Program Elements Chart is available on the HSA website.

Describe each element of the program design. Include, for example, the objective assessment and testing process; development and maintenance of the Individual Services Strategy (ISS) the job search assistance provided to participants; subsidized work activities; and education services, counseling and training.

Describe your proposed service delivery and design in relation to each of the activities listed below, including any unique areas of your proposed program design and attributes relevant to the services described in this document. Indicate if these will be provided directly by the Contractor or through a partner agency.

- Describe your strategies to identify, recruit and enroll the individuals that you will be serving and identify the specific strategies and resources you will use to ensure sufficient numbers of eligible clients are recruited to meet your enrollment goals.
- Describe how you will provide career exploration to each youth. Note the amount of time, delivery system and staffing resources dedicated to this activity. Identify the specific industries or occupations you will focus on and how they align with expanding demand for workers.
- Describe your process for conducting orientation, eligibility and testing of youth, indicating the location where such services will be provided and how you will accommodate those youth lacking transportation to distant sites.
- Identify how you will provide a paid work experience component and identify who the “employer of record” will be.
- Identify any partners or sub-contractors and whether services provided by such partners will be paid for out of funds available through this contract or other resources.
- Provide details on the services to be provided by the education system, community-based organizations or any other partners brought in to support your program.

- Describe any applicable strategies to re-connect and/or re-engage out-of-school youth into educational services.
- Describe your case management strategies, level of resources and frequency of contact with youth during the program.
- Identify any academic or vocational training provided to participants.
- Include details on how diverse learning styles and academic abilities will be identified and accommodated.
- Describe your employment development strategy for securing subsidized and/or unsubsidized jobs for the youth.
- Describe what type of assessments or tests will be used.
- Describe your use of tutors, volunteers, mentors and peers.
- Identify a minimum of one physical location at which services will be provided.

4. Performance Outcomes (20 points)

Describe your program strategy to achieve a successful outcome for each of the applicable performance goals listed in Section I.G.4 above.

5. Program Administration and Operations (10 points)

For each element below, describe your internal control and oversight procedures and timelines. Describe staffing resources and/or partner roles to ensure effective collaboration and oversight between the Contractor and any partner(s) or subcontractors.

- Administration, Reporting and Documentation
- Program Operations
- Program Quality Control
- Contract Closeout

Total Points 100

BONUS POINTS:

For applicants requesting consideration of one or more of the bonus areas, please respond to the following:

6. Leveraged Funds (Up to 5 bonus points)

Indicate in your narrative and budget the amount and source of all Leveraged Funds that you and project partners will commit to this program. Please include the amount of Leveraged Funds, type (e.g. in-kind services, cash match, etc.), their source(s), valuation methods and a description of how the leveraged resources help accomplish the project’s overall goals and milestones should be identified in the budget narrative. Please explicitly identify the amount of leveraged funds that exceed the required amount of 15% of WIOA funds being requested. (See item #2, above). Bonus points will be awarded on the basis of the additional amount of in-kind/leveraged resources committed to this project that exceeds the required level and the extent to which Leveraged Funds support project goals and outcomes.

Total Possible Points with Bonus 105

Attachment 3 - BUDGET

Complete the Microsoft Excel line item budget template and upload in Excel. The budget template is available in the RFP Documents in Bonfire and also available for downloading and use at <http://www.ventura.org/human-services-agency/request-for-proposal-rfps>.

Attachment 4 - FINANCIAL AUDIT

Please attached **one copy** of your most recent audited financial statements prepared in accordance with the applicable requirements of your fund source(s). If an audit has not been completed for the most recent fiscal year, you may submit your prior year's audit and current IRS tax return (form 990).

Attachment 5 - OTHER ATTACHMENTS

Include only supplemental documents (resumes, job descriptions, letters of support, MOUs/Partnership Agreements, program evaluation materials, federally negotiated indirect costs rate agreement, etc.), as applicable to support your application.

WIOA PROGRAM ELEMENTS CHART

Activity	Description	Duration of Activity (Hours/Months)	Partners Involved	Funding Source
1. Tutoring, etc.				
2. Alt. Secondary School Services, etc.				
3. Work Experiences				
4. Occupational Skills Training				
5. Education for Occupation				
6. Leadership Development				
7. Supportive Services				
8. Adult Mentoring				
9. Follow-up Services				
10. Comprehensive Guidance				
11. Financial Literacy				
12. Entrepreneurial Skills				
13. Labor Market Information				
14. Transition to Post-secondary				

Expand and adapt as needed.

HUMAN SERVICES AGENCY- ADULT & FAMILY SERVICES-CAREER SERVICES PROGRAM (WIOA TITLE I)

A WORKFORCE INNOVATION & OPPORTUNITY ACT PROGRAM FUNDED BY
THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY



HSA- ADULT & FAMILY SERVICES – EMPLOYMENT & CAREER PROGRAMS (WIOA)

- The Human Services Agency's Adult & Family Services department, employment and career services funded by the Workforce Innovation and Opportunity Act (WIOA) enacted in 2014. WIOA, replaced the Workforce Investment Act of 1998 and created American Job Centers throughout the United States. In California, these centers are, America's Job Centers of California.

PROGRAM SERVICES

- Basic Career Services – Self directed resources:
 - Computer access, phones, business center; certified typing test, and access to labor market information, training information, and job listings
- Individualized Services – Eligible/enrolled services:
 - Case management, career guidance, development of an Individual Employment Plan (IEP), resume writing/enhancement, job search assistance/referrals; and access to support services to obtain/retain employment.

PROGRAM SERVICES (CONT'D)

- Job Training Services – Individual Training Account or On-The-Job Training (Highlights)
 - Individual Training Account (ITA):
 - Vocational training with approved training providers and assessed as appropriate;
 - Training provided in demand occupations not to exceed \$10,500;
 - Career guidance and friendly staff to help customer's achieve a successful outcome;
 - Support services available based on need.
 - On-The-Job Training (OJT):
 - Work-based training plan developed for you in coordination with the employer;
 - Customers learn and earn -50% of wages paid by the program up to \$7,500;
 - Ongoing support by our AE and ES during training;
 - Follow up services available one year after training.

PROGRAM SERVICES (CONT'D)

- Follow-Up Services– Retention Services
 - One year post completion of program (exit);
 - Assistance finding a job should customer lose his/her during this time;
 - Access to Basic Career Services (AJCC);
 - Job development and job placement assistance by account executive staff;
 - Referrals to community based organizations or public assistance program;
 - Note: Support Services or additional training is not available during Follow-Up Services.

WIOA ADULT PROGRAMS ELIGIBILITY

There are **three** criteria for WIOA individualized services (priority is given to US Veterans, Spouse to a Veteran, Low-income individuals)

Criteria 1: General Requirements for all individuals:

- Be 18 years or older;
- Have proof of right to work in the United States;
- Registered with Selective Service System (males born after December 31, 1959).

● **Criteria 2: Low Income Program Requirements:**

- Meet the General Requirements and the Family Low Income Guidelines;
- Provide proof of family members such as Birth & Marriage Certificates;
- Show proof of all family income.

WIOA DISLOCATED WORKER ELIGIBILITY

There are **three** criteria for WIOA individualized services (priority is given to US Veterans, Spouse to a Veteran, Low-income individuals):

Criteria 1: General Requirements for all individuals:

- Be 18 years or older;
- Have proof of right to work in the United States;
- Registered with Selective Service System (males born after December 31, 1959); and,
- Laid off or terminated and receiving, eligible or exhausted unemployment benefits and unlikely to return to former occupation or industry.

WIOA DISLOCATED WORKER ELIGIBILITY (CONT'D)

Criteria 1: General Requirements for all individuals: ,

- Laid off or terminated **and** receiving, eligible **or** exhausted unemployment benefits **and** unlikely to return to former occupation or industry due to:
 - Company closed or had a substantial lay-off (25% or more);
 - Dependent spouse of a member of armed forces **on active duty** and whose family income is significantly reduced due to service member change in station or service connected death/disability;
 - Dependent spouse of a member of the Armed Forces **on active duty** who has experienced a loss of employment as a **direct result** of a relocation to accommodate a permanent change in duty station of such member;
 - An individual who has been providing unpaid services to family members in the home and has been dependent on another family member income but is no longer being supported by that income and is unemployed, underemployed or experiencing difficulty in obtaining or upgrading employment;
- Eligible for **TAA** (Trade Adjustment Act services).

CHALLENGES & NEEDS

- WIOA Regulations – Performance based and demand driven;
- Composition of workforce in need of training:
 - Participants require additional time to complete training;
 - Financial support system often lacking to complete training leading to a certificate;
 - Local labor market – wages not keeping up with cost of living in Ventura County;
 - Behavioral/mental health issues requiring additional support from partners;
 - Limited funding and/or funding targeted to specific populations.

HOW TO ACCESS CAREER SERVICES:

- Start by creating your CalJOBs account: www.venturacountyajcc.org;
- Schedule yourself (in CalJOBs) for a Career Services (WIOA) Orientation; or
- Visit an American Job Center(s) for Basic Career Services (no eligibility required);
- AJCC staff available to help guide you through the eligibility process;
- For more information call: (805) 204-5186.

QUESTIONS?

WIOA is an equal opportunity employer/program/service. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY inquiries call the California Relay Services 711 or (800) 735-2922.