



TO: All Potential Youth Services Bidders
FROM: Dave Whitmer, Northeastern Workforce Development Board Director
DATE: February 2, 2018
SUBJECT: Intention to Bid – Northeastern Workforce Development Board
WIOA Title I – Youth (NEXTGEN) Programs

CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESWELL

DUCK

EDENTON

ELIZABETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

Northeastern Workforce Development Board (NWDB) is issuing this Notice of Intent for Request for Proposals (RFP) to procure a contractor that will provide Workforce Innovation and Opportunity Act (WIOA) Title I - Youth (NEXTGEN) Program services as of July 1, 2018 in each of the NWDB counties (Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington). Under WIOA, Youth funds allocated to service providers for eligible youth shall be used to carry out programs that:

- Provide an objective assessment of the academic levels, skill levels, and service needs of each participant.
- Provide individual service strategies for each participant.
- Provide activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized post-secondary credential.
- Provide preparation for post-secondary educational and training opportunities.
- Provide strong linkages between academic instruction and occupational education that lead to the attainment of recognized post-secondary credentials.
- Provide preparation for unsubsidized employment opportunities, in appropriate cases.
- Provide effective connections to employers in in-demand industry sectors and occupations of the local and regional labor markets.

The Contractor will deliver the 14 service elements listed below as required by WIOA. The Board, through its Youth Committee will ensure that services are provided equitably in all the counties in the region.

NEXTGEN (Youth) Program elements:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include:

- a. summer employment opportunities and other employment opportunities available throughout the school year;
 - b. pre-apprenticeship programs;
 - c. internships and job shadowing; and
 - d. on-the-job training opportunities;
4. Occupational Skill Training, which may include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations in the local area;
 5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
 6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
 7. Supportive services;
 8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
 9. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
 10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
 11. Financial literacy education;
 12. Entrepreneurial skills training;
 13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
 14. Activities that help youth prepare for and transition to post-secondary education and training.

WIOA is the nation's principal workforce development legislation, providing federal funds to states to address the employment and training needs of adults, dislocated workers, and youth. WIOA makes it easier for the public workforce system to help workers acquire the skills employers need and help employers access the talent pool they need to compete and win in a global economy. WIOA provisions also emphasize quality training that leads to credentials, regional planning and service coordination, and implementation of targeted sector-based strategies and career pathways. The WIOA Youth Program provides a wide range of employment and training services including but not limited to: enrolling participants into WIOA, assisting with job search, drop-out prevention, educational achievement services, work skills development, work experience opportunities, leadership development, supportive services, maintaining required documentation, and participant follow-up.

Timeline (Note: All times are as of the clock in the Albemarle Commission lobby):

The Notice of Intent to Bid will be released on Friday, February 2, 2018 before 5:00pm. Bidders should submit a letter of intent (non-binding) indicating their interest in bidding on or before Tuesday, February 20, 2018 by 4:00p.m. The Intention to Bid Letter should be delivered to the Albemarle Commission building (512 South Church Street, Hertford, NC), mailed to Lora Aples, 512 South Church Street, Hertford, NC 27944, or e-mailed to laples@accog.org. Bidders not responding to the Notice of Intent for Request for Proposals by above deadline **will not** be eligible to submit a proposal.

The WIOA Youth Services (NEXTGEN) RFP will be released on Friday, March 9, 2018 before 5:00pm.

There will be a mandatory Bidders' Conference Friday, March 16, 2018 at 1:00 p.m. at the Albemarle Commission, 512 South Church Street, Hertford, North Carolina. If assistance is needed concerning the location, please contact our office at (252) 426-5753 ext. 259. Bidders should become familiar with the RFP prior to the conference and be prepared to discuss any questions they have or issues requiring clarification.

Requests for Proposals are due by 4 p.m. on Monday, April 2, 2018 and will not be accepted after this time.

Target Population

For the NEXTGEN Program, services are available to individuals who are 16 to 24 years of age upon program entry. All individuals must be United States Citizens (or legally authorized to work in this country), a resident of the NWDB service area, and if male, be in compliance with Section 3 of the Military Selective Service Act regarding registration requirements. Eligible youth must also have at least one additional barrier to obtaining their education or employment. Specific requirements for youth eligible for service can be found under WIOA *Bill Public Law 113-128 Section 3, 116 and 129.*

Funding

An awarded contract is anticipated to begin July 1, 2018 and continue until June 30, 2019 pending available funding. This is a one year award with an option to extend the contract for up to three (3) years at the discretion of the NWDB and if performance expectations are met.

Exact funds available are unknown at this time. Funding allocations are formulated by the Federal Government and passed down through North Carolina. Bidders should use the funding estimates below for their proposals; the estimates are solely for the purpose of offering guidance. The successful contractor must be willing to enter into a contract with the understanding that funding for the contract may be adjusted up or down based upon the final allocation and Board's discretion.

Respondents must propose a cost reimbursement contract. Contractors must accept liability for all aspects of any services conducted under contract with the NWDB. Contractors will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.

Estimates of potential funds available for contract:

WIOA NEXTGEN (Youth) Services \$300,000

Performance Goals

NWDB must meet performance goals as defined by the State of North Carolina and WIOA. Program Year 2017 goals are shown below. PY 2018 Goals may differ. Additional performance goals may be required.

NWDB YOUTH PERFORMANCE GOALS

Placement in Employment or Education 2 nd Quarter After Exit	Placement in Employment or Education 4 th Quarter After Exit	Credential Attainment within 4 Quarters	Median Earnings 2 nd Quarter After Exit
59.4%	53.0%	62.0%	To Be Determined

In addition to the above performance goals, the following must be met as well.

- Contractor must serve both in-school and out-of-school youth. However, proposed budgets must reflect at least 80% expenditures for out-of-school youth. The 80% requirement should be viewed as a minimum expenditure level for out-of-school youth.
- Contractor must participate in the development, implementation, and promotion of NCWorks Career Pathways.
- Contractor must place a large emphasis on Youth work-based learning activities. Youth contractors will be required to successfully engage youth participants in work-based learning opportunities. The RFP will specify a minimum expenditure level for work-based learning activities.
- Contractor must have at least one year experience providing Workforce Investment Act of 1998 (WIA) or Workforce Innovation and Opportunity Act (WIOA) Title I Youth Services.

The Request for Proposal package contains the application instructions, specifications describing the services sought, type of contract to be awarded, budgeting requirements and format, and criteria for proposal review, as well as other information useful in preparing a proposal. Bidders that are awarded a contract will be required to meet certain performance measures as set forth in the contract by Northeastern Workforce Development Board. While every effort has been made to include all necessary information, specifications and examples, the possible need for clarification, interpretation, and other details is recognized.

Thank you for your interest in providing training services to participants in the WIOA NEXTGEN (Youth) Program. For your convenience, we have enclosed a suggested format for the Intention to Bid letter.

Enclosures: Suggested Format for Intention to Bid Letter

SUGGESTED FORMAT FOR INTENTION TO BID LETTER

Name and Address of Agency Intending to Submit a Proposal:

Date:

Mrs. Lora Aples
Northeastern Workforce Development Board
512 S. Church St.
Hertford, NC 27944

Dear Mrs. Aples,

This letter indicates our intent to submit a proposal in response to the Northeastern Workforce Development Board Request for Proposal (RFP) for Workforce Innovation and Opportunity Act (WIOA) Title I – Youth (NEXTGEN) Program Funds. The Northeastern Workforce Development Board (NWDB) is currently accepting proposals for the operation of the WIOA NEXTGEN Program in Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington counties from July 1, 2018 to June 30, 2019.

NWDB is seeking qualified service providers that have expertise in providing employment and training opportunities to youth aged 16 to 24. As a bidder, we understand that NWDB is looking for a contractor to provide NEXTGEN Program services in all 10 counties.

*Note: Please insert the name of your agency or organization in the space designated as Agency Name or Organization Name.

NWDB has funds available to serve Youth for Program Year 2018. We would like to request \$_____ to operate the WIOA NEXTGEN program. Insert Agency Name or Organization Name would like to request a copy of the WIOA NEXTGEN (Youth) Request for Proposal that is to be released March 9, 2018.

Insert Agency Name or Organization Name has _____ years' experience providing Workforce Investment Act of 1998 (WIA) or Workforce Innovation and Opportunity Act (WIOA) Title I Youth Services (must be at least one year to be eligible).

WIOA Youth programs are intended to provide a mandated set of services that target In-School and Out-of-School youth who face barriers to obtaining education or finding and retaining employment. The approved WIOA Youth Service Provider will make available WIOA Youth services to eligible individuals' ages 16 to 24 (*WIOA Bill Public Law 113-128 Section 3, 116 and 129*).

Insert Agency Name or Organization Name has experience or expertise in administering Youth Services programs and services to individuals ages 16 to 24. Insert Agency or Organization understands that the RFP package contains the application instructions, specifications describing the services sought, type of contract to be awarded, budgeting requirements and format, and criteria for proposal review, as well as other information useful in preparing a proposal. **Also, as a bidder, Insert Agency Name or Organization Name acknowledges that any contract awarded by Northeastern Workforce Development Board/Albemarle Commission will be a cost reimbursement contract.** If awarded a contract, Insert Agency or Organization will meet certain performance measures as set forth in the contract by Northeastern Workforce Development Board

and NC Department of Commerce-Division of Workforce Solutions as stated below. We understand that the performance goals listed below are for PY2017. Goals for PY2018 may differ. Also, additional performance measures may be required.

NWDB YOUTH PERFORMANCE GOALS

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59.4%	53.0%	62.0%	To Be Determined

In addition to the above performance goals, the following must be met as well.

- Contractor must serve both in-school and out-of-school youth. However, proposed budgets must reflect at least 80% expenditures for out-of-school youth. The 80% requirement should be viewed as a minimum expenditure level for out-of-school youth.
- Contractor must participate in the development, implementation, and promotion of NCWorks Career Pathways.
- Contractor must place a large emphasis on Youth work-based learning activities. Youth contractors will be required to successfully engage Youth in work-based learning opportunities. The RFP will specify a minimum expenditure level for work-based learning activities.
- Contractor must have at least one year experience providing Workforce Investment Act of 1998 (WIA) or Workforce Innovation and Opportunity Act (WIOA) Title I Youth Services.

Perspective contractors will be required to offer an explanation of how their organization will meet performance measures in their Request for Proposal package. The WIOA comprehensive approach blends a variety of services to eligible youth. An awareness of and linkages to community programs and resources will enable local programs to minimize duplication of services and maximize limited WIOA resources. Local program operators must determine what program elements will be provided to each participant based on the objective assessment and services strategy.

Examples of services to be performed are outreach and recruitment, assessment, resume assistance, supporting the development of alternative, evidence-based programs and other activities that enhance the choices available to eligible youth and encourage such youth to reenter and complete secondary education, enroll in postsecondary education and advanced training, job search assistance, case management, and comprehensive guidance and counseling. Full lists of services to be provided can be found in the WIOA Bill Public Law 113-128 Section 129. Additional services may be expanded as required by NWDB. All participants must receive follow-up services for a minimum period of twelve months.

We, the bidder, understand that we are responsible for ensuring that all WIOA NEXTGEN (Youth) program elements are accessible to all enrolled participants as needed, either directly in-house or through vendors or leveraged agreements. These services will be accessed and made available to WIOA participants depending upon the needs and outcome goals documented in his/her Individual Service Strategy. If any of these services are to be provided outside of Insert Agency Name or Organization Name, then, we will establish clear processes for determining how participants are referred to these services, how services and related youth’s progress is tracked, and how leveraged resources are identified and managed.

We recognize that this is a non-binding letter of intent. We also understand that the WIOA NEXTGEN (Youth) Program will operate from July 1, 2018 to June 30, 2019.

Sincerely,