

RFP #24383
Workforce Innovation & Opportunity
Act (WIOA)

WIOA Opportunity Youth Program

Pre-Proposal Informational Meeting



Introductions

- Lake County Purchasing
- Lake County Workforce Development Board
- Lake County Workforce Development Department

Timeline

Event	Date	Time	Details
Release of RFP	Wednesday, November 6, 2024	-	Start of the RFP availability for interested parties.
Pre-Proposal Informational Meeting	Monday, November 18, 2024	11:00 AM CST	Overview of the RFP requirements via Zoom, followed by a Q&A session.
Deadline for RFP Inquiries	Wednesday, November 20, 2024	11:00 AM CST	Last opportunity for proposers to submit questions for clarification.
Proposal Submission Deadline	Wednesday, November 27, 2024	11:00 AM CST	Final deadline for electronic submission of proposals.
Finalist Interviews	December 9-13, 2024	-	Scheduled interviews for selected proposers to present their proposals.
Lake County Board Approval	Wednesday, January 1, 2025	-	Anticipated approval of the awarded proposer(s).
Contract Start Date	No later than March 31, 2025	-	The awarded proposer begins contract activities.

Proposals received after the deadline will not be accepted or opened. Proposers are strongly advised to submit their proposals early to avoid any technical issues or delays. Ensure confirmation of receipt from the Lake County Purchasing Division.

Scope of Work

- **Lake County Workforce Development Board's Objectives:**
 - Collaborate with partners to enhance job readiness and employment opportunities for Opportunity Youth aged 16-24
- **Scope of Work Key Highlights:**
 - **Comprehensive Support:** Services for youth aged **16-24** include career coaching, training, mental health support, and essential services like transportation and childcare.
 - **Work-Based Learning:** Minimum **30% budget** dedicated to work-based experiences, such as:
 - **Paid/unpaid internships**
 - **Job shadowing**
 - **On-the-job training (OJT)**
 - **Focus on Outcomes:** Programs should lead to **sustainable employment** and career pathways.
 - **Regular Reporting:** Monthly progress and financial reports required to track performance and outcomes.



Eligibility (RFP Page 25-27)

Age Requirement: Participants must be aged 16-24.

WIOA Eligibility: Must meet WIOA Out-of-School Youth eligibility criteria, including being out of school and having one or more of the following barriers:

Pregnant or Parenting	Homeless	Youth with Disabilities
Justice-Involved		Foster Care
Low-Income and one of the following: Basic Skills Deficient or English Language Learner		

Employment Status:

-Participants should not currently be employed or enrolled in school to qualify as "Opportunity Youth" **Note:** If you intend to also serve youth who are employed in the same program, please indicate this in your proposal and detail how you will address the needs of both employed and non-employed youth demographics. *(RFP Page 25)*

Additional Requirements:

- Must be a U.S. Citizen or an eligible non-citizen.
- Males aged 18 or older must be registered with the Selective Service.

Supporting Documentation:

-Proposers must ensure all participants meet eligibility requirements and have verified documentation as per WIOA Standards.

Intake & Assessment Process (RFP Pages 25-27)

- **Initial Intake:** A comprehensive assessment process helps identify participant goals, interests, skills, and service needs.
- **Informal Assessments:** Conducted through one-on-one conversations and observational insights by career planners to build a personalized understanding.
- **Formal Assessments:**
 - Essential for evaluating basic skills levels.
 - Includes reading and math evaluations for training eligibility.
- **Approved Assessment Tools:**
 - **English-speaking participants:** TABE 11&12 and CASAS GOALS ensure standardized testing.
 - **English Language Learners:** BEST Literacy™ and CASAS Life and Work Reading for skill measurement.
- **Integration of Results:**
 - Results guide the creation of Individual Service Strategies (ISS) to tailor career services.
 - Helps address identified basic skills deficiencies and map out next steps for training and career pathways.

WIOA Youth Program Elements

For further explanation - [US DOL Tegl 21-16](#)

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences;
4. Occupational skill training;
5. Education offered concurrently with and in the same context as workforce preparation activities;
6. Leadership development opportunities;
7. Supportive services;
8. Adult mentoring;
9. Follow-up services;
10. Comprehensive guidance and counseling;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information and
14. Activities that help youth prepare for and transition to post-secondary education and training.

WIOA Youth Performance Measures

(Page 29-30)



- **Youth Placement:** Achieve a minimum of **73%** in employment or education by the **2nd quarter** after exit.
- **Retention:** Maintain **74%** employment or education status by the **4th quarter** after exit.
- **Median Earnings:** Target of **\$5,000** by the **2nd quarter** post-exit.
- **Credential Attainment:** **70%** of participants to achieve recognized credentials within **4 quarters**.
- **Measurable Skill Gains:** Ensure **68%** show progress toward educational or employment goals within the program year.

Program Budget (RFP pages 13-14)

- **Program Budget Overview:**
 - **Budget Allocation:**
 - **Staff Wages & Fringe Benefits:** Allocate for roles like case management.
 - Designate the percentage of work-based activities and non-work-based activities)
 - **Participant Wages:** Include hourly wage
 - **Work-Based Learning:** Minimum **30%** of the budget must be allocated to paid/unpaid experiences (e.g., internships, OJT).
 - **Support Services:** Include participant support (e.g., transportation).
 - **Stipend Allowance:**
 - Up to **\$1,500** participant stipend for training and work-based learning.
 - **Documentation Requirement:**
 - Detailed records of expenditures for compliance.

Evaluation Criteria (RFP page 20)

Proposals will be evaluated based on the outlined evaluation criteria, which allocate points for each major component to ensure thorough and balanced assessment. This scoring breakdown reflects the priorities for effective program implementation, measurable outcomes, organizational capability, strategic partnerships, and justified budgeting. Detailed information on the scoring process and criteria can be found on **page 32** of the RFP

Evaluation Criteria	Weight
Program Design and Implementation	30
Outcomes and Evaluation	20
Organizational Capacity and Experience	20
Partnerships and Collaboration	10
Budget and Justification	15

Proposal Requirements (Page 21-25)

1. Cover Sheet
2. Table of Contents
3. Executive Summary (maximum of 1 page)
4. Organizational Information (maximum of 2 pages)
5. Program Description (maximum of 10 pages)
6. Financial Management Information (maximum of 2 pages, exclusive of policies)
7. Budget Narrative (maximum of 6 pages)
8. Staffing Plan and Qualifications
9. Youth Program Outcomes
10. Annual Proposed Line-Item Budget
11. Affirmative Action Policy Statement
12. Certification Regarding Lobbying
13. Certification Regarding Debarment, Suspension, etc.
14. Authorized Negotiators (maximum of 6 pages)
15. Required WIOA Program Elements
16. References
17. Value Added Services
18. Sustainability Statement
19. Vendor Disclosure Form
20. Addendum Acknowledgement
21. Financial Audit



Questions and Answers