

**Addendum #1**  
**RFP for Workforce Development Activities**  
**Due Date: June 1, 2015**

*The following are the answers to questions posed regarding the RFP*

- Q. Is performance data available for the current program year?  
A. *Final numbers will not be available before the RFP submission date.*
- Q. Do you anticipate funding more than one contract?  
A. *Yes.*
- Q. What is the proposed allocation?  
A. *We do not yet have a confirmed proposed allocation.*
- Q. If the proposed allocation is not available, what is the current allocation?  
A. *The allocation over the past two years was \$767,795*
- Q. What is the proposed slot level?  
A. *We cannot anticipate specific slot levels.*
- Q. Is profit allowed?  
A. *If the contractor is a for-profit entity then profit is allowed as long as it is included in the cost description.*
- Q. Who is the current provider of these services?  
A. *Please see <http://southshorewib.org/youth/programoverview.html> for an overview of current programs and providers*
- Q. How long has the current provider provided these services?  
A. *The contractors listed in the links above have been contracted for the last two years. A number of them were also recipients of prior funding.*
- Q. Will you provide current staffing by job titles and salaries?  
A. *We will not be releasing those details.*
- Q. Is there space available in the One Stops to house these programs?  
A. *Currently there is not.*
- Q. Do we need to budget for facilities costs at the One-Stop Job Center? If so, is there an estimate of operational costs and what expenses are included?  
A. *N/A*

Q. Will furniture and equipment be available or should we budget for it?  
A. *N/A*

Q. How many Youth were enrolled between July 1, 2013 and June 30, 2014?  
A. *Please see full report at:*

[www.Mass.gov/massworkforce/docs/issuances/information/2014/1496h.xls](http://www.Mass.gov/massworkforce/docs/issuances/information/2014/1496h.xls)

Q. How many Youth participated in Work Experience, Classroom Training, and OJT between July 1, 2013 and June 30, 2014?  
A. *See above*

Q. What were the supportive services costs for the last complete program year?  
A. *We are unable to provide this information since each contractor includes supportive service as part of their bid and does not include a separate line item for this.*

Q. Will an oral presentation be required?  
A. *No, but supplemental materials will be considered.*

Q. Can proposals be submitted double sided in order to conserve paper?  
A. *Yes they may.*

**1. Performance Outcomes (Page 7) - If performance measure definitions and policy have not been clarified and established, on what basis should performance goals in the six mentioned categories be projected? This is a significant matter because extended funding is to be based in part on the achievement of performance benchmarks. (p. 9)**

The WIA Common Measures (p. 7) will remain in effect through June 30, 2016. The new performance indicators outlined (p.7) will become effective July 1, 2016. We cannot suggest performance measures for those indicators until a new set of common measures is established by the Department of Labor. The extension of funding for the second year, then, will take into account the performance on the WIA Common Measures listed (p.7)

**2. Who May Apply (Page 8) – Is the College required to submit an MOU with the Career Centers or SCCDA along with the proposal?**

It is most important for a contractor to show that they can provide each youth with access to the 14 service elements. If a contractor is not providing those services directly, an MOU with the partner organization is required to show how those services will be accessed. Unless a Contractor is proposing that the Career Center or SCCDA be an element service provider, no MOA is necessary.

At the beginning of the program period the Career Center, SCCDA, SSWIB and Contractors will meet with a goal of establishing clarity in relation to roles/responsibilities and to work out communication processes and protocol.

**3. Proposal Submission (Page 9) – This section states “the proposal and the price proposal should reflect program outcomes and costs respectively for the two-year period covering July 1, 2013 – June 30, 2015.” What program is meant by the July 1, 2013 – June 30, 2015 reference?**

We apologize that this paragraph contained an error. The time period noted should read “July 1, 2015- June 30, 2017”

**4. Initial assessment – (page 11) Youth Counselors will initially assess youth who come to the career center seeking services, including the administration of “an educational assessment instrument.” Will the Contractor have input on which education assessment instruments will be used for initial and subsequent assessments?**

This section is referring to how the Career Center will assess youth who “walk in”. While some Career Centers run their own programming and therefore frequently administer educational assessments, in practice our region sends youth to the Contractor, who then provides an assessment. While the TABE has been the assessment tool of choice for some time, this is not a mandate. The SSWIB is happy to discuss the use of other proven tools as well.

**5. ISS Development (page 12) – Since Contractors are responsible for implementing the ISS, what provisions are there for the Contractor to amend, if needed, an ISS that has been created by the Youth Counselor?**

The ISS is a process document. Since the needs of youth change over time it is expected that the ISS will change according to those needs.

**6. Meeting Requirements (page 13) – Approximately how many meetings and training sessions per year are Contractors expected to attend?**

The SSWIB is respectful of Contractors time and will hold meetings when necessary. It is anticipated that such meetings will take place quarterly. We also anticipate that there might be occasion to meet to disseminate new information regarding the implementation of WIOA programming as it becomes available to us.

**7. Outreach and Recruitment (page 26) – The Contractor is expected to conduct “system-wide outreach and recruitment activities.” How is “system-wide defined in this context?**

In this context “system wide” refers to the agencies/organizations across our region that are most likely to refer youth to our programs. The intent is to have Contractors consider a variety of outlets for recruitment/ outreach.

**8. Outreach and Recruitment (page 27) – Will the SSWIB or SCCDA or other regional agency provide data and guidance on approaches to projecting numbers and percentages of youth to be served from various cities and towns?**

The SSWIB will not provide direct guidance as Contractors project numbers and percentages of youth to be served from various cities/towns. We ask that they use their own institutional data for this purpose and point to the following resources as well:

- a. Department of Education School and District Profiles: <http://profiles.doe.mass.edu>
- b. Massachusetts Census Information: <http://quickfacts.census.gov/qfd/states/25000.html>
- c. Massachusetts Occupation and Industry Projections: <http://www.mass.gov/lwd/economic-data/projections/>