

# CWP Youth Services Request for Proposals 2023

## Questions + Answers

### March 6, 2023

1. Are proposals to be submitted electronically only?
  - i. All proposals are to be submitted electronically only.

### March 1, 2023

2. How do I obtain a copy of the Youth Services RFP 2023?
  - i. All answers to submitted questions and RFP information can be found at: <https://www.clackamasworkforce.org/our-impact/procurement-and-rfps/>.

### February 22, 2023

1. Are you looking for one sole-source provider for youth and/or displaced workers and/or is this a competitive grant process where you plan to select several providers?
  - i. CWP may award one or more contracts as a result of these competitive Request for Proposals processes.
  - ii. If an entity is proposing to provide services to be funded by more than one of the 2023 Clackamas Workforce Partnership WIOA requests for proposals found here, (1. Youth Services Request for Proposals 2023, 2. Adult and Dislocated Worker Services for Individuals with Disabilities RFP 2023, and 3. Adult and Dislocated Services RFP 2023), the entity must provide an individual proposal for each funding stream they wish to utilize.
2. We have no problem serving up to 200 youth per year through the Oregon Higher Education Youth Coordinating and its Oregon youth corp. Do you see a positive involvement with the agency we have been with for 24 years?
  - i. CWP strongly encourages respondents to leverage resources and build coalitions that result in an innovative and responsive system. Proposals that include multiple partners must clearly identify roles and responsibilities of included entities.
3. Our primary workforce complement is provided through Oregon City Senior High School, Junior Reserve officer training corp program. They provide us with outstanding young people as well as challenged youth but in all cases have pre-screened and brought their cadet force together to help us with our many outdoor environmentally improvement and construction projects. Does that connection have value for us since it could provide the bulk of the education and tutoring now in place there?
  - i. As stated above, CWP strongly encourages respondents to leverage resources and build coalitions that result in an innovative and responsive system. Proposals that include multiple partners must clearly identify roles and responsibilities of included entities. The respondent will be expected to ensure successful access to the 14 required elements (see RFP for links and information). This may be achieved through a combination of direct service, referrals and partnerships with other entities, including educational ones.

4. We envision the youth and dislocated workers we would involve would be participating in real-life outdoor environmental projects as well as private sector and/or public sector funded construction work. This is the purpose of [agency name redacted] in that we provide Real life/on the job training. Does this make sense for your process?
  - i. Paid and unpaid work experiences are allowable WIOA services.
  
5. Your requirements for insurance are mostly covered by our present coverages but the errors and omissions and other protective measures seem extreme if we are working under your organization umbrella. Is that the case...are you folks the primary organizer and we folks are the primary executors?
  - i. The successful respondent must meet the coverage types and levels identified in the Request for Proposals.

### **February 2, 2023**

1. Is there a rubric or scoring matrix for the youth proposals that you can share?
  - i. Yes. A sample scoring matrix for Youth WIOA RFP proposals will be posted on the CWP website during the week beginning February 6th, 2023.
  
2. Can we include web links in the proposal?
  - i. Yes.

### **January 31, 2023**

1. Does a proposed program need to serve all 167 youth annually?
  - i. No, but your total budget should correlate proportionately to the number of youth you will serve. For example, for a proposed program serving 83 youth annually, the expected budget would be around \$250,000 annually.
  
2. Regarding the 14 WIOA Youth Programs required elements, do respondents need to provide all elements directly or can the respondent refer youth to community resources and/or organizations that provide the services?
  - i. The respondent is expected to ensure successful access to the 14 required elements. This may be achieved through a combination of direct service, referrals and partnerships with other entities.
  
3. The Request for Proposals and the Budget Form do not reference the WIOA requirement to serve a minimum of 75% out-of-school youth (OSY). Should respondents' budgets be separated into two columns, one for out-of-school youth (OSY) and one for in-school youth (ISY)?
  - i. This was an oversight that has been corrected. Please see <https://www.clackamasworkforce.org/our-impact/procurement-and-rfps/> for an updated Budget Form and use this for proposal submission. For more information on the WIOA OSY and ISY requirements, please see <https://www.dol.gov/agencies/eta/youth/wioa-formula>. This link and other WIOA links can be found on page 5 of the Request for Proposals.

4. CWP be awarding more than one contract? Or will one awardee provide the services to all 167+ youth?
  - i. CWP may award one or more contracts as a result of this Request for Proposals.
5. Could we partner with another entity to provide services?
  - i. CWP strongly encourages respondents to leverage resources and build coalitions that result in an innovative and responsive system. Proposals that include multiple partners must clearly identify roles and responsibilities of included entities.

### **January 18, 2023**

1. Verification of student's current locations (i.e., are they all within Clackamas County?)
  - i. The expectation is that participating youth live in Clackamas County. When youth relocate out of Clackamas County, some flexibility is provided to ensure that the youth have appropriate supports in their new location before termination of services in Clackamas County. Participants may work, attend training, and attend school outside of Clackamas County.
2. Am I expected to provide services in a physical location vs. virtually?
  - i. Service provision is allowable both in-person and virtually. Services must be provided in the most accessible way possible and (within reason) according to the preferences of the youth participant. The contractor must be capable of providing services both in-person and virtually.
3. Are there specific times and dates when services can be performed?
  - i. Services are provided during the two-year initial contract period, July 1, 2023-June 30, 2025. The contractor is expected, at minimum, to have capacity to provide needed services during standard business hours. Timing and dates for service provision are driven by the youth's preferences as well as youth and staff availability.
4. What are the metrics used to measure progress?
  - i. Performance goals are set by the Department of Labor, State of Oregon, and Clackamas Workforce Partnership annually. Local performance measures may be established as deemed appropriate by the Clackamas Workforce Partnership Board. Please see Youth Request for Proposals, page 9 for specific Program Year 2023 (July 1, 2023-June 30, 2024) Workforce Innovation and Opportunity Act (WIOA) performance measures.