

## Questions from the April 3, 2009

### WIA In-School and Out-of-School RFP Bidders' Conference

**Question:** How should attachments be transmitted electronically?

**Answer:** Attachments may be formatted in PDF. Questions relating to formatting may be directed to Annie Massicotte, GNBWIB Office Manager.

**Question on Budget Preparation:** How should the Year 2 budget be calculated? Given that costs do not remain static, year to year, and that programs running for two years may have different needs (due to different student populations) in each program year, should budgets for the second year use the first year as a baseline? Will projected cost increases be acceptable?

**Answer:** The Workforce Investment Board's Youth Council Planning Committee will discuss the budget in more detail. However, annual adjustments to fixed costs (e.g., contractually obligated teacher pay rates) will be acceptable. In addition, it is understood that programs will not simply repeat a curriculum, but will make every effort to provide expanded and enriching program content to all participating youth. In all cases, a 25% match will be required for Year 2.

**Question:** What impact on performance measures will youth leaving the program prior to the two-year period?

**Answer:** Details on performance measures are included in the RFP. Literacy/Numeracy measures are at the end of this document.

**Question:** Summer hours are reflected in the RFP as going from 8:30 a.m. until 2:30 p.m. There is a requirement for a half-hour lunch period. Are these hours correct?

**Answer:** No. the hours are 8:30 a.m. until 2:00 p.m. with a half-hour break for lunch.

**Question:** What are the dates for the summer program?

**Answer:** Summer programs will run from July 13 until August 21.

**Question:** The RFP notes that year-round follow up is required. How must the follow up be accomplished?

**Answer:** Year-round follow up remains with New Directions. The RFP is in error.

Year-round follow-up is required of all vendors; that is, the case management/mentoring piece. The WIA definition of follow-up services is what happens after a youth is exited from the WIA Title 1 Youth program. New Directions is contracted to provide follow-up services but the vendors are required the work all year with active youth.

**Question:** Are TABE test results provided upon referral to programs?

**Answer:** Yes.

**Question:** How often must youth be assessed?

**Answer:** All out-of-school youth receive the full battery TABE. Those achieving at a level of 8.9 or below must increase at least one educationally functioning level in a year. It is recommended that retests be administered earlier in the year (Jan. or Feb.) so that there is adequate time to insure literacy and numeracy gains. New Directions sets goals on a quarterly basis. Vendors may consider a similar plan of action.

Those scoring above 9.9 do not require any follow-up assessment.

For in-school youth, only one test is administered, but the expectation is that youth will increase a grade level. Again, testing earlier is preferable so as not to compete with MCAS or other activities occurring later in the academic year.

**Question:** When will the In-School roster be available?

**Answer:** Mid-June.

**Question:** On Page 25 of the Out-of-School RFP, the hours appear to reflect the In-School hours. Are Out-of-School providers able to choose their own hours?

**Answer:** Yes.

**Question:** Is progressing from 8.9 to 9.0 on the TABE considered a gain? Is this for Reading and Math?

**Answer:** Yes.

**Question:** How is adult mentoring tracked?

**Answer:** Tracking is typically accomplished using time sheets. Procurement of case management/mentoring is tracked with time sheets. Monthly case notes describing case management/mentoring services are to be submitted to New Directions on a monthly basis in the form of a case note. Additional training regarding case note documentation will be provided at vendor training after contracts are awarded. An attestation is also acceptable.

**Question:** May an individual attached to another program internal to the organization be assigned as a mentor?

**Answer:** Yes.

## Questions Relating to the WIA Application Process

**Question:** Why is the application 10 pages long?

**Answer:** WIA eligibility determinations require a great deal of detailed information. The application is actually two application forms in one package, allowing New Directions the opportunity to evaluate whether or not a particular youth is WIA eligible or is more likely to benefit from Youth Works funding. Because of the information captured, youth do not need to complete two separate applications. In addition, there are a number of release forms included in the application package. Some of these forms permit New Directions to obtain important eligibility documentation from agencies and schools. A Health Condition Report is now also part of the package. New Directions experienced accuracy issues with youth completing the health information during Orientation and determined that complete information is best obtained with family input during the application process. This information is also conveyed to mentors for the summer programs and includes two emergency contact names/numbers.

**Question:** What is the definition of "Family"?

**Answer:** Due to the complexity of WIA regulations, specific information on this definition is best obtained from Elizete Perry at [EPerry@detma.org](mailto:EPerry@detma.org) or at 508-990-4157. Elizete will be able to supply current information on specific eligibility issues.

**Question:** What forms of documentation are required of applicants?

**Answer:** The requirements are very specific and may include pay stubs, social security cards, Mass Health cards, birth certificates, and more, depending on each individual's situation. Passports may be used in place of several forms of identification. Elizete Perry is the contact person for details.

**Question:** Many families decline the opportunity to have their children participate in programming because of concerns that the family's earnings could be negatively impacted. Would it be possible to include language on the application cover sheet advising parents that their earnings will remain intact even if their children are enrolled?

**Answer:** Yes.

## Other Information:

- The WIA application can be accessed on line at [www.newdirectionssouthcoast.org](http://www.newdirectionssouthcoast.org).
- The In-School and Out-of-School Requests for Proposals may be accessed at [www.gnbwib.org](http://www.gnbwib.org). All attachments are available on line as well.
- All referrals will issue from New Directions Southcoast, Inc.
- In-School referrals typically begin at the end of March and into early April.
- Out-of-School referrals continue throughout the year.
- Programs with a very narrow focus may experience delays or difficulty filling available slots. Broader programs with flexibility are encouraged.

**1. Numeracy, Literacy and Skill Attainment**

**In-School Programs (Skill Attainment)** - Eighty percent (80%) of all active participants who are basic skills deficient must increase skill level by grade level as measured by the Test of Adult Basic Education (TABE) assessment tool.

- *Individual exemptions to this performance measure may be made under extenuating circumstances and will be determined by the Youth Services Manager and the Youth Council Director. Examples of youth who may qualify for exemption would be an individual who is unable to complete a TABE test due to a significant learning or developmental disability.*
- *Subcontracting vendors are responsible for administering the TABE test to all youth enrolled in vendor program. Specific information regarding TABE test requirements are outlined in section D- Statement of Work portion of this contract.*
- *Completed TABE tests must be returned to the Youth Services Department. Subcontracting vendor will monitor progress toward this goal by documenting TABE scores on the attached table.*
- *Youth who are not assessed as basic skills deficient (reading and math above 9.0 as determined by TABE Score) will be exempt from this performance measure.*

**Out-of-School Programs- (Numeracy and Literacy)**- 70% of all youth participants who are basic skills deficient must increase their Educational Functioning Level (EFL) by one level as measured by the Test of Adult Basic Education (TABE) assessment tool.

<b>ADULT BASIC EDUCATION (ABE) LEVELS</b>	<b>ALIGNED WITH WHAT GRADE LEVELS?  (TABE scale scores)</b>
1. Beginning ABE Literacy	0-1.9
2. Beginning Basic Education	2-3.9
3. Low Intermediate Basic Education	4-5.9
4. High-Intermediate Basic Education	6-8.9
5. Low Adult Secondary Education *	9-10.9
6. High Adult Secondary Education *	11-12

