

## **Framework/Follow-Up Services Bidders' Conference**

**Date: 5/3/2010**

**Time: 3:00**

**Location: WIB Conference Room**

**NOTE: As of May 4, 2010, projected available funding for Framework and Follow-Up services is approximately \$415,000.**

**In attendance:** Maria A. Rosario, Northstar Learning Center; Maria Mojica, Northstar Learning Center; Gloria Williams, PACE YouthBuild; Wendy Andrade, New Directions Southcoast; Brenda Francis, New Directions Southcoast; Ed Dennehy, New Directions Southcoast; Deb Beaulieu, PACE; Barbara Sullivan, Boys and Girls Club Wareham; Paul Correia, Lifestream; Maureen Sylvia, Boys and Girls Club; Helena Marques, Immigrant's Assistance Center

**WIB Staff in attendance:** Jean Fox, Youth Council Director; Sean McGauley, Communications Coordinator

**Question: Proposer qualifications (page 15) – Must all proposers have Workforce Investment Act (WIA) experience?**

**Answer:** All proposers must be familiar with the requirements of WIA. Information on WIA is available online through the federal government. The website address is provided in the RFP.

Of note, everyone attending the bidders' conference worked with WIA eligible youth through the American Recovery and Reinvestment Act (ARRA) programming in place last summer. However, the only outcome requirement of ARRA was job readiness. All ten elements in formula WIA must be made available to youth. Please review the information on page 15 regarding applicants with WIA experience and those without such experience.

**Question: Will all of the equipment purchased for access to the Massachusetts One-Stop Employment System (MOSES) database be transferred to the new Framework provider?**

**Answer:** The state provides some equipment for vendors. There are fees associated with MOSES as well. Any equipment provided is the property of the state/WIB. There may be a requirement that the equipment be returned to the state/WIB at the end of the contract period, at the discretion of the state/WIB.

**Question: Please provide details on projected in-school and out-of-school carry-ins. How many "new" slots will be available this year?**

**Answer:** New Directions Southcoast, Inc., the current framework services provider, has indicated that the in-school slots will be filled by July 1, 2010. Out-of-school is close to capacity, but it is a rolling admission, so there is never a wait list.

There are 140 out-of-school slots among the three existing vendors. Although there are a few openings right now, there are youth in the queue who are eligible for those programs.

Currently, it is estimated that there will be 90 returning young people to fill the 128 in-school slots. All in-school youth will be placed by July 1<sup>st</sup>, 2010.

There is no data on out-of-school carry-ins at this time because the vendors are not required to submit their information until the end of the fiscal year with their final performance report.

**Question: How long do young people remain enrolled in a program and/or receive services?**

**Answer:** As long as youth remain active in programming, they are considered active. They are not “exited” until they meet the goals articulated in their plan.

**Question: Are any young people currently benefiting from ITAs (individual training accounts)?**

**Answer:** Three at the present time.

**Question: How many youth who exited and secured jobs are still be followed?**

**Answer:** All youth must be followed for 12 months following program exit. Total numbers of youth are not available from the current provider at this time; however, follow-up services are historically provided for around 100 youth, depending on how many attain their GED, secure jobs, or enroll in college.

**Question: Are there youth involved in On-the-Job-Training (OJT)?**

**Answer:** No.

**Question: Are there any guidelines on what is appropriate for in-kind contributions mentioned on page 22 of the Frameworks RFP?**

**Answer:** Cash and in-kind contributions are not required.

**Question: What are acceptable reimbursement models to address Section G.2 -- *Fiscal Stability (p. 22)*? Is a line of credit required?**

**Answer:** The procurement calls for a reimbursement contract. Upon occasion, forward funding may be considered for summer youth wages. Without sufficient organizational resources, a line of credit may be advisable.

**Question: Could you please clarify the page requirements for Frameworks and Follow-Up narratives?**

**Answer:** 2 pages for follow up and 5 pages for frameworks.

**Question: If all of the slots are currently filled, what is actually involved with outreach and recruitment?**

**Answer:** Youth exit programs upon attainment of stated goals. The eligibility process is ongoing so that there are youth ready to begin programming when a position becomes available. The Framework Services Provider is also responsible for outreach and recruitment for subsequent years, typically starting in the winter. Thus, there is a continuing need for a pool of applicants. A good youth/program match is also important. At other times, there are periods of intense intake and recruitment activity, such as for summer programming. There are also other aspects of the function, such as publicity and awareness building as well as networking and working with businesses.

**Question: How many applications have been processed so far?**

**Answer:** New Directions circulated 1,000 applications. Some have already been determined eligible; others are in the process. There is no word yet on the level of funding that can be anticipated locally; nor is there any word on any supplemental funding. Recall that last year, 800 youth were in jobs or programs, with 430 of those slot being ARRA funded. Current projections suggest 250-300 youth in total will be served this summer. That said, New Directions distributed many applications in order to be well positioned for any potential influx of funding in the coming weeks.

**Question: What is the number of anticipated Wareham youth?**

**Answer:** Wareham youth were supported with stimulus dollars last year, and the response was outstanding. There is significant need for services in Wareham, and the Youth Council endorses any and all Wareham programming. Funding for this year's formula contracts is not yet known; the only YouthWorks dollars that will be coming to the area this summer are for New Bedford. The Youth Council has concluded that any monies, over and above what is contractually required for WIA programs, will be targeted to Wareham, if at all possible. The framework services RFP requires that at least 20% of all youth served be from communities other than New Bedford.

**Question: How much of the WIA funding is spent on framework services?**

**Answer:** Current FY '10 figures: Including youth wages -- \$540,895 or 6.07%; without wages – \$405,822 or 4.55%. However, with significant reductions in FY '11, the WIB anticipates approximately \$415,000 for framework and follow up services for the upcoming year.

**Question: Will there be a transitional period for the new frameworks provider?**

**Answer:** Should the Youth Council contract with a different vendor or vendors, a transition period will be necessary. This situation has never before occurred, so additional thought will be given to effecting a smooth transition, should the need arise. One possibility would be to retain professionals from the current FSP to aide in the transition; another would be to have a defined period of overlapping services. The details would be discussed and finalized in negotiations.

**Question: How do vendors learn about MOSES? How is it accessed? Who owns MOSES?**

**Answer:** MOSES is the state data system, and it requires access to a server and training in its use and utility, including reporting. The training, conducted by the Commonwealth of Massachusetts, is 3 days in duration. The Division of Career Services has additional information on training and other MOSES requirements. Please be aware that confidentiality is of critical importance.

MOSES is used statewide, providing some level of standardization of data. As a result, it allows for consistent data reporting and recording across regions, for the most part. Quarterly reports are generated and shared with the WIB. These reports provide demographic information on participants and highlight trends and details. Additional reporting can be requested.

The Career Center is hard wired for MOSES, as is the Youth Annex. It is not web-based.

More information on MOSES is available by contacting the DCS Moses Help Desk at 617.626.5656.

MOSES has costs associated with it. Some of those costs are borne by the FSP.

**Question: May other vendors access MOSES through the Career Center?**

**Answer:** According to the Help Desk, accessing MOSES through the Career Center would need to be discussed with Career Center management, as space allocations may be at a premium, and activity levels are high state wide. That said, access to MOSES anywhere cannot be accomplished without state training and the acquisition of a MOSES ID number. Vendors are encouraged to inquire of DCS regarding their specific MOSES needs and/or concerns.