



# Lower Chattahoochee Workforce Development Area 14 Bidder's Conference

February 15, 2016  
GDOL – Columbus Career Center  
700 Veterans Street  
Columbus, Georgia 31902

These minutes encompass an overview of the discussion and questions and answers generated during the Bidder's Conference for the solicitation of Youth Services held by the Columbus Consolidated Government Job Training Division on behalf of the Lower Chattahoochee Workforce Development Area 14. This conference was held at 10:00 a.m., February 15, 2016 at the Columbus Career Center, 700 Veterans Parkway.

Please be reminded that this was the only opportunity questions and answers could be provided during the solicitation process. Good luck.

### Organizations Represented:

- Ms. Carley Huguley, PAXEN Learning, LLC

### WIOA Staff

Howard Pendleton, Facilitator  
James Shipp, WIOA Program Specialist II  
William Crawford, WIOA Monitor  
Lisa Lane, WIOA Administrative Staff

## Overview

The facilitator welcomed all attendees to the Bidders Conference. Attendees were informed that this was the only opportunity available to ask questions concerning the proposal for youth services that had been released.

A brief overview of the purpose of this request for proposal was provided. The propose was to announce the release of WIOA funding to an organization interested in administering a combined work readiness and On-the-Job Training (OJT) Activity for Out-of-School Youth. The target population and the proposed services solicited under this announcement were:

- ✓ Combined work readiness and OJT Activity: seeking an innovative year-round program that combines work readiness in a classroom environment with on-the-job training. This activity shall provide work readiness with on-the-job training administered in a normal working situation in which the employer selects and hires the individual and places them on their payroll. The employer is thus reimbursed **up to 50%** by the WIOA Administrator for the extraordinary cost of training the individual.
- ✓ Out-of-School Youth, (18-24) years of age and a Muscogee County Resident is the targeted population
- ✓ Number to be served is thirty (30)
- ✓ Approximately \$110,000.00 in WIOA funding has been set aside for the youth activities identified herein

The facilitator noted this RFP is issued for a period, July 1, 2016 through June 30, 2017, with an option to renew for two additional years based upon agreed upon negotiated services as required by federal, state and/or local requirements. Options for renewal shall be dependent upon available funding and successful performance outcomes of awarded contractor during initial and any subsequent contract periods.

It was further noted that the Lower Chattahoochee Workforce Development (LCWDB) Board reserves the option to modify contracts on a year-to-year basis. Contracts will be cost-reimbursement based, with funding linked to defined performance outcomes, including WIOA measures, and future funding availability, contractors' satisfactory performance and other factors as may be deemed appropriate and necessary. A reiteration of the Youth Performance Standards and new WIOA performance measures for Youth funding outlined in "Appendix B: Common Measures" was discussed. It was clarified that the LCWDB Board had not yet negotiated final performance standards with the State; therefore, the standards written in the Solicitation Packet may be subject to change based on final negotiations.

The combined work Readiness/On-the-Job Training Activity provided shall not exceed the maximum of up to 499 hours. Youth served shall be compensated by the Employer at the same prevailing entry-level wage of similar situated employees or trainees, but in no event less than the highest of the minimum wage laws, or prevailing rate of pay for individuals employed in similar occupations by the employer. Wages will be paid for the actual hours worked. The proposer will identify methodology for administering the work readiness component prior to OJT.

It was reemphasized that wages for youth participating in the On-the-Job Training activity have not been incorporated in the funds provided under this solicitation. Payment of youth wages for participation in this activity will be the responsibility of the Employer for the extraordinary cost of supervision and lowered productivity in an amount equal to the approved employer reimbursement rate identified by the WDA Administrator, but no less than 50% of the wages paid to trainee by the Employer during the training period, and **is not included** in the funds made available under this solicitation.

A brief overview of the Implementation Schedule outlined on Page 4 of the solicitation package was discussed.

The facilitator noted that Page 24, Section V, describes how proposals must be submitted. Bidders were informed that all proposals must be in sealed enveloped marked in upper right hand corner marked as requested in the proposal packet. **"Proposal: PY16 WIOA Out-of-School Youth Combined Work Readiness and On-The-Job Training"**.

Each package submitted must contain one original and three copies. Each proposal must be clearly marked 'Original' or 'Copy'. The original copy and all attachments, which require signatures, must be signed by the person authorized to enter into contracts on behalf of the organization/agency. It was stated that the original proposal must

be in **a color other than black ink** (preferably BLUE INK) in order to distinguish which is the original versus copy of the proposal.

Attendees were informed that no proposals will be accepted after the deadline for submission. As outlined on Page 6, deadline for submission is 5:00 p.m., March 4, 2016; and must be received at the Columbus Consolidated Government Annex – Job Training Division, 420 Tenth Street, 1<sup>st</sup> Floor, Columbus, Georgia. It was stressed that any proposals received after this time and date will not be accepted.

Upon receipt, proposals will be reviewed to determine whether or not they are responsive. Proposals will be considered responsive if it meets the criteria outlined on Pages 16 and 17 of the proposal packet. The Interim Youth Committee will review only responsive bids. The review is rated on a 100-point scale, with 5 additional points for local ownership. Minority and female business are encouraged to submit proposals.

Attendees were informed that it will be the successful bidder's responsibility to recruit participants for the services being funded. The WIOA Administration will determine eligibility.

Attendees were informed that the contract awarded will be "cost reimbursement", which means that the WIOA Administration will reimbursement any costs outlined in the agreed budget that have been incurred and support documentation provided.

Page 24 outlines the submission requirements of proposals. The Cover Page (page 39) will be submitted with all proposals. The forms identified on page 65, 67, and 68 must be completed and signed.

A brief discussion pursued regarding the implementation table outlined on page 59 Appendix D, Registrant Goal Summary. You must identify how many people you will serve and what are your planned outcomes for 1<sup>st</sup> thru 4<sup>th</sup> quarter. Attendees were informed that these are cumulative totals by which performance will be judged during the program year.

The **Proposal Checklist** on page 40 is for your use only. It does not have to be submitted with the proposal. However, the importance of its use when completing the proposal packet was stressed. Proposals that do not include the required elements and forms will be automatically disqualified. **No exceptions will be granted.**

Page 49 requires listing occupational titles that you will target and entry-level wages. You can find the O'Net codes for the positions you will target at <http://online.onetcenter.org/>

On **Page 44, PAST PERFORMANCE**, attendees were informed that if an agency has been awarded funding in the past, it will be necessary to complete the form provided in the proposal packet.

Members of the Administrative Entity will conduct a pre-award monitoring during the period of negotiations and prior to actual signing of contracts with selected bidders.

In regards to the Budget, attendees were informed that a narrative must be submitted with a proposal that explains the costs identified in the budget. No material, labor, equipment or facility costs will be provided by the Lower Chattahoochee unless specified in the budget and agreed upon by the WDA Administration/Board.

Attendees were further informed that the assurances and certifications listed within the proposal will be part of all contracts that are awarded for Program Year 2016

The Certification of debarment certificate must be submitted with the proposal. The following list contains some of the general questions that were asked during the bidders conference, followed by responses of the Administrative Entity. We extend our thanks to the agency in attendance and wish all bidders good luck.

## Questions & Answers

No additional questions or answers may be provided.

Bidders were informed that all costs that are associated with providing program services must be identified on the budget form similar to that provided in the solicitation package. Wages and FICA for participants should not be included as part of the proposed budgets submitted.

A. Will the wages be covered by the WDA Administrator for a participant?

Q. *Payment of youth wages for participation in this activity will be the responsibility of the Employer for the extraordinary cost of supervision and lowered productivity in an amount equal to the approved employer reimbursement rate identified by the WDA Administrator, but no less than 50% of the wage paid to trainee by the Employer during the training period, and is not included in the funds made available under this solicitation. Youth served shall be compensated by the Employer at the same prevailing entry-level wage of similar situated employees or trainees, but in no event less than the highest of the minimum wage laws, or prevailing rate of pay for individuals employed in similar occupations by the employer. Wages will be paid for the actual hours worked.*

A. Is the expectation for the 30 participants to go through a training component that offers some type of credential?

Q. *Yes. For example, a "Certificate of Successful Completion" would be a credential certifying that a participant has successfully completed the work readiness component of your services. It is important, however, to note that the program outcome is full time unsubsidized employment after the completion of the On-the-Job training component.*

**The facilitator asked if there were any additional questions that needed to be asked and/or any clarification required of what was being requested in the solicitation. No further questions were asked during the Bidders Conference. Attendees were further reminded that once the meeting adjourned, no additional questions or responses could be provided. With no further discussion, the Bidders Conference was adjourned. Good Luck!**