



## **Lower Chattahoochee Workforce Development Area 14 Bidder's Conference**

February 5, 2020  
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 Workforce Development One-Stop Intensive Career Services and Case Management Training Services for Adults, Dislocated Workers and Youth 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 5, 2020 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. Alana Daniels, Second Chance Transition Corporation  
Ms. Dalia Diaz, Goodwill Industries of Southern Rivers, Inc.  
Ms. Stephanie Hundley, Goodwill Industries of Southern Rivers, Inc.  
Ms. LaKisa Russell, Second Chance Transition Corporation

### **WIOA Staff**

Feleshia Marshall, Facilitator  
James Shipp, WIOA Program Specialist II  
Quentin Daniel, 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 for questions concerning the solicitation package to be addressed and answered for the PY2020 Workforce Development One-Stop Intensive Career Services and Case Management Training Services for Adults, Dislocated Workers and Youth.

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 an innovative program design for the Lower Chattahoochee Workforce Development Area that implements Career Services and Case Management training services in support of the Individual Training Account Services identified in the solicitation packet.

The proposer will identify methodology for administering the services solicited for each of the target populations/participants.

The Participants to be served:

- ✓ 20 WIOA eligible Adults (22 years of age or older) and a Muscogee County Resident
- ✓ 20 WIOA eligible Dislocated Workers
- ✓ 10 WIOA eligible Youth (18 – 24 years of age) and a Muscogee County Resident

The facilitator noted this RFP is issued for one Program Year 2020 (July 1, 2020 through June 30, 2021), 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.

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.

It was further noted that proposals would be accepted from any public or private for-profit entity, private non-profit entity, government agency, community-based organizations, or educational institution that can demonstrate the capacity to successfully provide the services identified in this RFP. Proposals from consortia, partnerships or other combinations of organizations must identify one organization as the lead agency and prime contractor and must specify the assignment of subcontracting relationships. Minority and women owned businesses are encouraged to submit proposals.

A brief overview of the Implementation Schedule outlined on Page 11 and 12 of the solicitation package was discussed.

The facilitator noted that the submission criteria could be found on Page 13 and reiterated deadlines for submission of proposals, as specified in the Implementation Timetable must be honored if the proposing organization desires consideration. Early submission of proposals is permitted any time up to the stated deadline during normal business hours. All proposals must be submitted to the Job Training Division, Columbus Consolidated Government Annex, 420 Tenth (10<sup>th</sup>) Street, Columbus Georgia 31902 no later than 5:00 PM on March 6, 2020 (NO EXCEPTIONS).

Bidders were informed that all proposals must be submitted **in a sealed envelope** and clearly marked, in the upper right-hand corner marked as requested in the proposal packet. **"Proposal: PY2020 Workforce Development One-Stop Intensive Career Services and Case Management Training Services for Adults, Dislocated Workers and Youth"**.

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 would be accepted after the deadline for submission. It was stressed that any proposals received not properly sealed and labeled or after 5:00 PM on March 6, 2020 would NOT be accepted.

Monday, March 9<sup>th</sup>, proposals will be reviewed to determine whether or not they are responsive. Proposals will be considered responsive if they meet the criteria outlined in the solicitation packet. The Administrative, Programmatic Oversight & Compliance (APOC) Committee will only review those bids that have been deemed responsive. All responsive proposals will be reviewed and ranked using the Process and Criteria outlined in Section IV Proposal Selection Criteria starting on Page 15. 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 would be the successful bidder's responsibility to recruit participants for the services being funded. The WIOA Administration will determine eligibility.

It was further noted that the contract awarded would be "cost reimbursement", which means that the WIOA Administration will reimburse any costs outlined in the agreed upon budget that have been incurred and support documentation provided.

The Proposal Cover Sheet (page 43) must be submitted with the proposal.

#### **NOTICE OF CORRECTION:**

#### **CORRECTIONS ARE MADE TO PAGE 43 AND PAGE 48 AS FOLLOWS:**

**The PROPOSAL COVER SHEET on page 43 has been corrected - for in addition to the Proposed Program Performance for Adults and Dislocated Workers, the proposed program performance table for Youth to be served is also required as outlined and defined in context of RFP (A copy of the correction on page 43 is attached to these minutes as permanent record)(Please see below (after) the questions and answer section); and**

**The Implementation Schedule Tables were omitted from Page 48 in error. An Implementation Schedule must be completed as part of the proposed level of performance that will occur at each quarter interval during the Program Year for each population ADULT, DISLOCATED WORKER and YOUTH. The Implementation Schedule must be completed and submitted for each population Adult, Dislocated Worker, and Youth (A copy of the correction on page 48 is attached to these minutes as permanent record)(Please see below after the questions and answer section).**

A brief discussion pursued regarding the implementation table omitted in error on page 48. You must identify how many people you will serve and what your proposed planned outcomes for 1<sup>st</sup> thru 4<sup>th</sup> quarter would be. Attendees were informed that these are cumulative totals by which performance will be judged during the program year and an implementation schedule must be completed for each of the target populations – Adult, Dislocated Worker and Youth.

The **Proposal Checklist** on page 44 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/>

The terms used in the **SUMMARY OF PAST PERFORMANCE** were discussed. Attendees were informed that

the term “Exit” means termination or “closure” from all WIOA services. The individual has completed all scheduled WIOA Services and is not scheduled to receive any other WIOA services other than Post Follow-up. (Post) Follow-Up Services require the contractor serve (follow-up on) all participants for a minimum duration of 12 months after exiting the program (termination). Type of services provided shall be based on the needs of the individual. Follow-up services may include, but are not limited to: leadership development (youth); supportive services, contact with individual’s employer (if applicable); including addressing work-related problems that may arise; assistance with job development, career development and further education; work-related peer support groups; adult mentoring (youth); tracking the progress in school or employment after training, etc.

Bidders were informed that all costs that are associated with providing program services must be identified on the PY2020 detailed budget form provided in the solicitation package. A budget narrative must also 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.

It was stressed that a “PY2020 Detailed Budget” form and a narrative must be submitted **for each funding stream: Adult, Dislocated Worker and Youth**. This meant three (3) separate Detailed Budget forms and narratives as there are three funding streams, Adult, Dislocated Worker and Youth.

It was also noted that 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.

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 2020

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 agencies in attendance and wish all bidders good luck.

## Questions & Answers

**The following questions and answers were presented and responded to during the Bidders Conference.**

Q. Can an individual who has graduated or gotten their GED be considered for the program?

*A. Yes, as long as the individual is not employed or currently enrolled in school, they can be referred to us for WIOA eligibility determination and assessment.*

Q. What about someone enrolled in the GED program?

*A. Yes, as stated in 20 CFR 681.230, for purposes of WIOA, in part: “high school equivalency programs, and dropout re-engagement programs are not considered to be schools for the purposes of determining school status. However, there is one exception. Youth attending high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs, funded by the public K – 12 school system that are classified by the school system as still enrolled in school are considered ‘In-School Youth’.”*

Q. Will we select the participants from various agencies or work in conjunction with the Department of Labor and the Department of Family and Children Services?

*A. It would be your decision. You may coordinate with any agency to receive individuals to serve under your program. Just understand that the individual must be determined eligible for WIOA. Also bear in mind, this is a program of choice, which means there is no guarantee that the individual referred won’t choose another agency for services, once the full array of services has been explained to them.*

Q. Should we get all the participants at once or can we do them in segments?

*A. That would be your decision. The implementation schedules are a breakdown of how each of the target populations will be served and will be a part of the contract negotiations between the WIOA Administration and contractor. Just to reiterate, the WIOA Administration monitors on a quarterly basis. Our monitoring team will come out and assess if you're meeting your contract's compliance. If you have or are exceeding it, that is also noted.*

***PLEASE NOTE:** The Implementation Schedules were omitted off page 48 in error. A correction notice will be posted on our web page and it will be emailed to all of you. It will also be noted in the minutes of this bidder's conference and will be attached as permanent record.*

**Q.** What happens if you serve more in a quarter than you projected you would on the Implementation Schedule for one quarter and less on the following quarter?

*A. Numbers identified in each quarter shall be cumulative with the 4th Quarter reflecting full proposed performance for the period which your agency would be judged. So - let's say, for example, you projected you'll serve "5" in the first quarter, (5 more) "10" in the second quarter, (5 more) "15" in the third quarter and then (5 more) "20" in the fourth quarter; but, you actually served 7 in the first quarter, and only 3 in the second quarter you would have exceeded your first quarter goals and still met your second quarter goals for performance.*

**Q.** So is it the ultimate goal to have at least 50 participants employed?

*A. You don't have to have a full 50 employed – it would be impractical to think you would. It will depend on how you design your program and who you are serving will determine the outcomes at the end of the year.*

**Q.** Do we have to fill out three Implementation Schedules?

*A. Yes, this solicitation requests services for 20 WIOA eligible Adults, 20 WIOA eligible Dislocated Workers and 10 WIOA eligible Youth. An Implementation Schedule must be completed for each of the target populations Adult, Dislocated Worker and Youth.*

**Q.** Do we have to submit a separate proposal for each target population?

*A. No, this solicitation requests one proposal for intensive career services and case management for 20 WIOA eligible Adults, 20 WIOA eligible Dislocated Workers and 10 WIOA eligible Youth; however, the requested information such as the Implementation Schedule, Participant Characteristics (Priority of Service) Form, and PY20 Detailed Budget Form (to include the narrative), etc. must be completed for each funding source Adult, Dislocated Workers and Youth.*

**Q.** Can we provide incentive payments to our participants? How does that work?

*A. If you include incentive payments for your participants in your budget, then that would be a reimbursable expense and covered in the contract award. However, the State has issued Workforce Implementation Guidance (PS-17-001) that specially outlines the "how" and "when" incentive payments are allowable. WIOA staff is providing a copy of the Guidance to you now (A copy is attached to the minutes as permanent record).*

**Q.** What if we already have a contract with the Food Stamp and TANF program, can we serve those participants in the WIOA Program and count them for both programs?

*A. No, WIOA is a program of last resort. WIOA funds are available only after other resources have been applied and additional assistance is required in order to complete educational and/or training programs successfully which will lead to full time unsubsidized employment.*

**Q.** Is this a new program or are these services currently being provided?

*A. No, this is not a new program. These services are currently being provided through June 30, 2020.*

Q. I know some workforce areas allow an agency to look at other agency's program design, could we see other agency's program design for these services?

*A. No, although other workforce development areas may allow it, Workforce Development Area Fourteen does not.*

Q. What if we want to partner with another agency? Can we do that?

*A. Yes; However, proposals from consortia, partnerships or other combinations of organizations must identify one organization as the lead agency and prime contractor and must specify the assignment of subcontracting relationships. If you have an additional service that you are providing, when you complete your "Cost Allocation Plan", it should show how you are spreading your costs for additional personnel and operating expenses for providing the multiple programs. Your budget should show how much you are charging for each program based on your cost allocation split.*

Q. Is there a Retention Outcome?

*A. Yes, the retention outcome affects our Performance. It's very beneficial for a Provider to match an individual with the appropriate career path to achieve the goal of having the individual still employed six months to a year afterwards. However, if they were enrolled in post-secondary education, the goal would be that they are still actively enrolled in school. We don't expect employment for those entering into post-secondary schooling or advanced training (even short term) until their schooling was completed.*

Q. Regarding the Retention Outcome, when does the year start?

*A. Technically your service would end 12 months after the individual completes your training.*

**The facilitator asked if there were any other questions or any clarification required of what was being requested in the solicitation. Attendees were further reminded that once the meeting adjourned, no additional questions would be addressed, or responses given. With no further discussion, the Bidders Conference was adjourned. Good Luck!**

**ATTENTION ALL BIDDERS:**

**NOTICE OF CORRECTIONS**

**PROGRAM YEAR 2020**

**SOLICITATION PACKAGE/INVITATION TO BID**

**WORKFORCE DEVELOPMENT ONE-STOP INTENSIVE CAREER SERVICES AND CASE MANAGEMENT TRAINING SERVICES FOR ADULT, DISLOCATED WORKERS AND YOUTH**

**CORRECTIONS ARE MADE TO PAGE 43 AND PAGE 48 AS FOLLOWS:**

**The PROPOSAL COVER SHEET on page 43 has been corrected to include the Proposed Program Performance for Youth to be served as outlined and defined in context of RFP.**

**Please see ATTACHMENT I below; and**

**The IMPLEMENTATION SCHEDULE must be completed as part of the proposed level of performance that will occur at each quarter interval during the Program Year for each population ADULT, DISLOCATED WORKER and YOUTH. The Implementation Schedule was omitted from page 48 and has been included in ATTACHMENT II below.**

**Corrected copies will be made available upon request.**

**CITY OF COLUMBUS, JOB TRAINING DIVISION**

**WDA 14 ADMINISTRATION**

**ATTACHMENT I**  
**PROPOSAL COVER SHEET**



**Section VIII.**

**Request for Proposal**

**PROPOSAL COVER SHEET**

I. General Information

Project Activity:
Organization Name and Address:
Telephone Number:
Contact Person:

II. Type of Agency: (Check box(s) that applies)

Non-Profit	<input type="checkbox"/>	For-Profit	<input type="checkbox"/>
Private	<input type="checkbox"/>	Minority Owned	<input type="checkbox"/>
Small Business	<input type="checkbox"/>	Female Owned	<input type="checkbox"/>
Local	<input type="checkbox"/>	Public	<input type="checkbox"/>

III. Proposed Contract Operation Dates: July 1, 2020 through June 30, 2021

IV. Planned Performance

Proposed Program Performance	Dislocated Worker	Adults
Employment Rate (Q2 post-exit)		
Credential Rate		
Median Earnings		
Employment Rate (Q4 post-exit):		
Measurable Skills Gains		

Proposed Program Performance	Youth
Placement in the 2 <sup>nd</sup> Qtr. (Q2 post-exit)	
Credential Rate	
Median Earnings	
Placement in the 4 <sup>th</sup> Qtr. (Q4 post-exit)	
Measurable Skills Gains	

NOTE: Refer to the 'Services Requested (Planning Assumptions) section for the Local Area's Planned Performance Levels. If the proposed performance levels in the proposal vary plus or minus 10% from the local Performance Levels, provide justification on an attached sheet of paper.

\_\_\_\_\_  
Agency Authorized Signature

\_\_\_\_\_  
Date

**ATTACHMENT II**  
**IMPLEMENTATION SCHEDULE**

## IMPLEMENTATION SCHEDULE

Please complete the following "Implementation Schedule". This schedule will identify the proposed level of performance that will occur at each quarter interval during the program year.

Numbers identified in each quarter shall be cumulative with the 4<sup>th</sup> Quarter reflecting full proposed performance for the period which your agency would be judged.

### IMPLEMENTATION SCHEDULE - ADULT

Registrants Served	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
1. New Enrollments				
2. Total Served				
3. No. Leaving Program				
4. Positive Terminations				

### IMPLEMENTATION SCHEDULE – DISLOCATED WORKER

Registrants Served	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
1. New Enrollments				
2. Total Served				
3. No. Leaving Program				
4. Positive Terminations				

### IMPLEMENTATION SCHEDULE - YOUTH

Registrants Served	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
1. New Enrollments				
2. Total Served				
3. No. Leaving Program				
4. Positive Terminations				

#### DEFINITIONS

1. **New Enrollments** – A WIOA Eligible individual for whom enrollment documents have been completed and entered into the State reporting system (operated by the Job Training Division).
2. **Total Served** – The total number of documented individuals served during the quarter (to include carry overs from previous Program Year).
3. **Number Leaving Program** – Total number of individuals that have exited the program (both positively and negatively) during the quarter.
4. **Positive Terminations** – Of the total number of individuals that have exited the program during the quarter, list the total number of individuals with successful completions during the quarter.

**ATTACHMENT III**  
**WORKFORCE IMPLEMENTATION GUIDANCE PS-17-001**



**DATE:** January 29, 2018  
**NO:** PS-17-001  
**TO:** LOCAL WORKFORCE SYSTEM STAKEHOLDERS  
**FROM:** MENELIK ALLEYNE, WIOA Services Director  
**SUBJECT: YOUTH INCENTIVES**

**1. Purpose.** To provide guidance for incentive payments to WIOA youth participants.

**2. References.**

20 CFR 681.640  
TEGL 8-15  
TEGL 21-16

**3. Definitions.**

WIOA – Workforce Innovation and Opportunity Act  
TEGL – Training and Employment Guidance Letter  
LWDA – Local Workforce Development Area  
ISS – Individual Service Strategy  
LWDB – Local Workforce Development Board  
OWD – Technical College System of Georgia Office of Workforce Development

**4. Background.** WIOA Regulations state that incentive payments to WIOA youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. LWDBs must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are:

- a) Tied to the goals of the specific program;
- b) Outlined in writing before the commencement of the program that may provide incentive payments;
- c) Align with the local program's organizational policies; and
- d) Are in accordance with the requirements contained in 2 CFR part 200 Eligibility to Receive Incentive Payments WIOA Youth Participants that have successfully achieved a pre-determined milestone that is directly tied to education and training activities or work experiences are eligible to receive an incentive payment. This incentive payment must be tied to a work experience or education and training activity that is reflected in the participant's individual services strategy (ISS). The participant must be active in a WIOA youth program or follow-up activity.

**5. Administration of Youth Incentive Payments.**

*Awarding Criteria to Receive Incentive Payments:*

The following are some, but not all, recognized criteria for incentive payments:

1. Attainment of a Degree or Certificate;
  - a. The participant must have earned a diploma or certificate that they did not possess prior to enrollment.
2. Measurable Skills Gain (as defined by the LWDB)
3. Employment and Retention
  - a. The participant must obtain full-time unsubsidized employment in the targeted occupation/industry in the participant's ISS. LWDB should also consider participant's employment retention with the same occupation/industry in their local policy on youth incentives.
4. Completion of a WIOA youth program
  - a. The participant must complete a training activity or work-based education program. LWDB must consider a specific limit to the amount of funds awarded to a participant in the form of youth incentives for completion of WIOA youth programs.

*Incentive Amounts and Maximums:* LWDBs are encouraged to set Incentive amount maximum awards and to limit the number of incentive payments per youth.

*Youth Incentives as Allowable Expenditures:* TEGL No. 8-15 provides discussion of allowable expenditures that may be counted toward the work experience expenditure requirement and articulates that program expenditures on the work experience program element can be more than just wages paid to youth in work experience. Allowable work experience expenditures may include incentive payments directly tied to the completion of work experience. For youth participants, work experience, GED and follow-up services are classified as Career Services and incentive expenditures for these activities would follow the activity. Incentive expenditures for participants in training would be classified as training expenditures.

*Documenting Incentive Payments:* All incentive payments with supporting documentation for the achievement must be fully documented in the participant's case file or the Georgia Work Ready Online Participant Portal or other LWDA participant file management system (such as TrackSource). Youth Incentive amounts are to be recorded in Activity Code 484. The code will be open for input after the participant is recorded in youth services activities.

*Unallowable Incentive Payments:* As stated in TEGL 21-16, all incentive payments paid with WIOA funds must be in compliance with outlined Cost Principles in 2 CFR part 200. This TEGL emphasizes that "incentives must not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment."

Additionally, the following are other unallowable uses of WIOA funds for incentive payments:

1. Recruitment or referrals;
2. Rewards for submitting eligibility documentation;

3. Possession of a credential attained prior to enrollment; and
4. Regular attendance or participation in a WIOA program where payment is to sustain participant's ongoing attendance or participation.

*Use of non-WIOA funds as Incentives:* TEGL 21-16 permits LWDAs to “leverage private funds for incentives that WIOA cannot fund.” LWDAs must adhere to and maintain documentation in accordance to 2 CFR 200 Cost Principles and other related federal and state regulatory requirements when leveraging such funds, which are subject to federal and state monitoring review.

**6. Action Requested.** OWD requires that LWDAs review their local policies and procedures in order to ensure compliance with federal regulations and guidance on youth incentive payments. Additionally, LWDAs are encouraged to design a comprehensive youth incentives policy and incorporate this policy guidance into their local policy.

**7. Inquiries.** Inquiries regarding this guidance should be directed to the designated programmatic technical assistance representative.

**8. Expiration.** Continuing

**9. Attachments.** Federal Regulations and Guidance Letter clarifying the use of Incentive Payments for WIOA youth participants.