



NWDB Response to the WIOA Youth RFP Questions

Youth RFP Questions Submitted by Eastern Maine Development Corporation (EMDC)

1. Who is on the NWDB Review Committee referenced on page 11 of the RFP?

NWDB Response:

2022 Proposal Review Committee

Lisa Shaw – Maine State Library, Rural & Small Libraries Specialist

Megan Dichter – Maine Department of Education, Workforce Development Coordinator

Ryan Pelletier – Aroostook County Administrator

LaNiece Sirois – Central Aroostook Chamber of Commerce, Executive Director

2. The Appeal Panel for the previous Youth WIOA RFP concluded that “the RFP was ambiguous as to whether the 30-page limit on the narrative statement of work mentioned in several places in the RFP applied only to the narrative statement of work (pp 13-20) or was meant to also include sub-sections A-G (pp20-21).

How has this ambiguity been addressed in this new RFP? Specifically:

- Is the “Narrative ‘work statement’” detailed on page 10, the “NARRATIVE – STATEMENT OF WORK” detailed on page 13, and the “iv. Narrative

Component” on page 21 the same thing and thus have the same requirements, including 30-page (total) requirement?

NWDB Response:

The Program Narrative- “Statement of Work” refers to the 30-page narrative only. (See #2 on page 10 under proposal requirements)

Keep the proposal as concise as possible. The Narrative ‘Work Statement’ must not exceed 30 pages and must contain visible 12 font, 1” margins, and 1.5 line spacing. Do not send reports, brochures, or similar attachments. All text within pictures, graphs, and charts must contain visible 12 font, 1” margins, and 1.5 line spacing. Shrinking pictures, graphs, and charts to post within the proposal will be grounds for disqualification.

The budget narrative must be no more than 8 pages and must follow the same formatting requirements as the 30-page “Work Plan.”

- Are the sub-sections, “clearly labeled A-G” on page 21-22 a part of the “Narrative ‘work statement’/” NARRATIVE – STATEMENT OF WORK”/”iv. Narrative Component”?

NWDB Response:

Sub-sections A-G are listed under the section titled PROPOSAL EVALUATION found in the middle of page 20. These sections identify (“clearly” for the bidders’ reference) what the review committee will be reviewing, assessing and scoring using the proposal work statement and budget summary.

- If Sub-Sections A-G stand apart from the 30-page “narrative” is there any page limitation on this content and does the formatting requirements e.g. font, line spacing, margins apply specified on page 10 #2 of the RFP apply?

NWDB Response:

Sub-sections A-G are explained above and do not stand apart from the 30-page narrative or the 8-page budget narrative.

- Is sub-section F “Financial Component [up to 8 pages]” on page 22 required to be within the 30-page limit?

NWDB Response:

See RFP bottom of page 10

Budget Narrative- (Maximum 8 pages- please attach to the budget template when submitting your proposal- the budget narrative will NOT count towards your statement of work narrative): Provide a budget narrative to accompany the submitted budget. Describe the purpose of each cost, explain how all costs were estimated, and justify the need for all costs in meeting contract requirements. In the budget narrative, be sure to clearly communicate the calculation for staff, support services, space, equipment, general operations, technology, administrative, indirect costs, and any other costs necessary to perform the services described in this RFP. A strong budget narrative will minimize or eliminate the need for clarifications from evaluators reading the proposal.

- Is sub-section G “Attachments” detailed on page 22 required to be within the 30-page limit?

NWDB Response:

No.

- What are, if any, the page limits and formatting requirements for the documents requested under “REQUIRED ATTACHMENTS” listed on page 19-20?

NWDB Response:

There are no formatting requirements for “REQUIRED ATTACHEMENTS”.

3. On page 4 of the RFP it states that “A Service Provider can choose to spend 100% of the funding on Out-of-School youth, or at least 75% funding on Out-of-School youth and 25% on In-School3-youth. And, again on page 9 the RFP states that “A minimum of 75% of participants served must b out-

of-school youth”. The State of Maine currently has a waiver of the 75% Out-of-School requirement that allows for a 50/50 distribution of services between Out-of-school and in-school youth. Do the references on pages 4 and 9 super-cede the current state waiver on this issue? Eastern Maine Development Corporation March 18, 2022

NWDB Response:

Maine has not received a waiver to serve more than 25% in-school youth for PY22 at this time. The NWDB will however support the development of a request for waiver if needed.

4. On page 6 of the RFP it states that “The selected applicant will have demonstrated experience in delivering workforce development services to a similarly diverse young adult population ages 16 years old to 24 years old on a comparable scale”. The WIOA youth age range is actually 14-24; with in-school youth ages set at 14-21 and out-of-school youth ages set at 16-24. Does the above reference mean that the NWDB is restricting WIOA youth services to youth 16-24 years old?

NWDB Response:

The NWDB is NOT restricting service providers to serve only youth ages 16-24 but IS asking service providers to highlight their activities to recruit and engage the “hard to reach” youth ages 16-24 years old.

If there is no waiver in place to serve more than 25% in-school youth the service provider must serve at least 75% out-of-school youth. The NWDB is asking providers to demonstrate strength, ability, and experience in recruiting youth ages 16-24 years of age. Historically, recruitment of in-school youth ages 14-18 has not been a big challenge for service providers.

See RFP bottom of page 9 and top of page 10:

OUTCOMES

WIOA Section 116

Services for youth must result in:

- **Achieving employment or involved in education/training activities or unsubsidized employment after exit from program;**

- Median earnings of participants in unsubsidized employment during second full calendar quarter after exit from program;
- Attainment of recognized postsecondary credential, (including registered apprenticeship), and a secondary school diploma or its recognized equivalent either during program or within 1 year after program exit.
- Participation during a program year in education/training programs leading to recognized postsecondary credential or employment and achieving measurable skill gains toward such a credential or employment;
- Primary indicators of effectiveness of programs serving employers.

A minimum of 75% of participants served must be out-of-school youth. The provider must include strategies to engage disconnected youth to ensure that youth attain a high school diploma or equivalent, have an occupational skill (recognized postsecondary credential), as well as successful placement and retention in employment or education/training activities.

In-school youth services will include drop-out prevention strategies to ensure that youth attain a high school diploma or equivalent or recognized postsecondary credential as well as transition strategies to postsecondary education, employment, military service, or apprenticeships.

Youth services should encompass the following priorities:

- Support career exploration opportunities that provide youth with knowledge of demand/Science, Technology, Engineering, and Math, (S.T.E.M.) and non-traditional occupations.
- Support community connections through service learning and civic engagement.

5. We could find no reference in the RFP to the current state mandated WIOA data system the “Maine Job Link”. Does the NWDB expect the selected applicant to utilize the Maine Job Link system for participant data collection and reporting

NWDB Response:

Yes, the NWDB does expect the selected applicant to utilize the Maine Job Link system for participant data collection and reporting.