



MERRIMACK VALLEY WORKFORCE BOARD

MMVWB WIOA Adult RFP Bidder's Conference

Remote Meeting via ZOOM

Meeting ID: 846 211 6073

Passcode: 082661

Wednesday, July 20, 2022

10:00 am

Meeting Minutes

Varsha thanked the guests for attending today's WIOA Adult RFP Bidder's Conference meeting.

She informed attendees that an addendum to both the Adult and Youth RFPs will be issued on our website next week that will include an Excel file for the budget.

Varsha opened the meeting to questions.

Question: What is the role of MassHire in qualifying candidates that we can work with? How does the WIOA process work? Is that something that the vendor would do or MassHire would do?

Response: Eligibility determination is the sole responsibility of the MMVCC. As such the point of entry into the WIOA system should be the MMVCC. This includes the completion of a WIOA application, and the verification of the information provided by the applicant. The collection of required documents is the responsibility of the applicant and vendor. All documents must be submitted to MMVCC staff, and an electronic file is maintained. No adult is permitted to receive WIOA services until vendors are notified in writing by the MMVCC of adult's eligibility.

Question: Is the information that would be required contained within the RFP? Is there an application packet we would fill out?

Response: Yes. The eligibility documentation can be found on page 23 of the RFP, Attachment B: WIOA TITLE I ELIGIBILITY DOCUMENTATION.

Question: The vendor would do a pre-qualification to get an idea that they think the person is qualified. Is it just a matter of the vendor providing contact information like name, phone, email etc. and then MassHire would do the qualification and then get back to the vendor? Is that how the process would work?

Response: Once the contract is awarded, there will be a meeting with the vendor, the MassHire Career Center and the MassHire Workforce Board to determine the necessary steps to follow in the process. The vendor will be given an eligibility checklist, same as Attachment B on the RFP, to use as a guide. Once the vendor meets with a candidate and collects their documentation, they must be submitted to MMVCC staff, and an electronic file is maintained. No adult is permitted to receive WIOA services until vendors are notified in writing by MMVCC of adult's eligibility.

Question: We reviewed the RFP and felt it was a little beyond the scope of what we can do as one agency, but we do provide training and paid internships for adults. It's a recovery coaching training program. Is there a way to get on a list or become a resource so that the vendor who gets the grant can work with us? It's a great program and it would be a good opportunity who want to work in this field. Recovery coaching is a booming part of addiction treatment. Without formally applying for this, how do we become a resource for whoever gets it?

Response: Partnerships can be created where different agencies can provide the required services outlined in the RFP.

We can also provide more information on how to become an Individual Training Account (ITA) provider for the Merrimack Valley and the steps needed to be on the Mass Eligible Training Provider List (ETPL).

Question: The timeframe is October 1, 2022, through June 30, 2023, yet employees will need to be tracked for 12 months of employment. Is there the potential for an extension past June 30th if we need funding to employ people to continue to track employees or is that something to be determined at a later date?

Response: There is an opportunity for a second year of funding. We would take that into consideration as we keep an eye on performance and goals throughout the contract and seeing where we land as we get towards the end, and we can evaluate the situation then.

Question: What is the collaborative nature/respective roles between MassHire and the operator when it comes to case management?

Response: Strategic case management will be necessary to connect adults to multiple programs and services, as well as to help achieve short-term attainable goals and support adults in long-term positive outcomes. Case management is a tandem effort between the vendor and MMVCC staff, to ensure goals of the ISS are achieved and positive outcomes are attained for common measures.

MMVCC maintains an electronic record, using the MOSES database, of an individual, including enrollment information, services received, and case management notes provided by the vendor once they have been determined eligible to participate in the program and are receiving services under WIOA.

Question: Is there a maximum or minimum of the \$320k to be awarded for each individual vendor?

Response: There is no limit. We will review all proposals and evaluate from there.

Question: We haven't done this before. In the past, have new vendors come aboard and been successful with this?

Response: We haven't had a RFPs for group trainings in quite a while. We usually do individual ITAs through the Career Center and we decided to do an RFP for group training with this funding.

Question: Regarding page content, the main narrative is 12 pages. Are MOUs, org chart and resumes exempt from the page count?

Response: The Program Narrative can be no longer than 12 pages and no smaller than 11 size fonts. MOU's, Organization Charts and Resumes will be treated separately.

Question: On page 35 under Program Outcomes, Question 3 and Question 6 seem very similar. Can you clarify if there is a difference?

Response: On page 35, Question 3 is about the strategy to meet the performance outcomes goals listed on the same page. Question 6 is how your program activities and services will result in outcomes that are appropriate for adults to enter the workforce.

Varsha asked the group to email any additional questions to her at vgandhi@masshiremvwb.org. **The deadline for questions is August 10, 2022, at 11:00 a.m.** All questions and answers will be compiled and posted on the MMVWB website masshiremvwb.org after August 10th. Varsha will send out an email with reference link.

Corina thanked everyone for attending today. We look forward to receiving proposals. Enjoy the rest of your day.