

Workforce Innovation & Opportunity Act (WIOA)

Adult Programs

Request for Proposals



**MERRIMACK VALLEY
WORKFORCE BOARD**



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Overview of the MassHire Merrimack Valley Workforce Board

The MMVWB is one of 16 Workforce Boards throughout Massachusetts, composed of knowledgeable and influential business and community leaders who are appointed by the Mayor of Lawrence on behalf of the fifteen communities that make up the region.

As a regional entity, we work closely with our local municipalities to bolster economic development and employment and to provide businesses in our region with the best trained workforce possible.

The board serves as the oversight and policy-making body for federally funded employment and training services in the region. The board also has the broader role of addressing critical labor market issues and developing strategic partnerships with local leaders in economic development, the K-12 and higher education system, government agencies, chambers of commerce, community-based and labor organizations.

Background: Workforce Innovation and Opportunity Act

- The WIOA Adult Program is federally funded by the Department of Labor (DOL). Funds are processed through the Massachusetts Department of Career Services (DCS), which allocates WIOA Title I Adult funds to the 16 state workforce areas.
- Each workforce area procures services designed to help low-income adults receive job training and placement services.
- WIOA provides funding for local areas to offer occupational skills training programs for adults that provide a career pathway based on labor market demand and local region priority industries.

Purpose of RFP

- To select **adult occupational skills training program providers to provide services to adults in the Merrimack Valley Area that lead to an industry recognized credential.**
- Other high-priority services to be offered include: outreach & recruitment, case management, work readiness, career pathways activities, job placement, and post participation follow-up.

Purpose of RFP (cont.)

- For the purposes of this RFP, the target population for occupational skills training & placement services is unemployed or underemployed adults aged 18 and older.

Adults must be from the Merrimack Valley area: Andover, Amesbury, Boxford, Georgetown, Groveland, Haverhill, Lawrence, Merrimac, Methuen, Newbury, Newburyport, North Andover, Rowley, Salisbury, and West Newbury.

Estimated Funds Available

- **Funding period: October 1, 2022 – June 30, 2023**
- **Funding allocation: \$320,000.00**

Eligible Applicants/Respondents to RFP

- Public or private agencies
- Public school systems
- Units of government
- Non-profit agencies
- Faith-based and community-based organizations
- Labor groups
- Private businesses and employers
- Proprietary schools
- Community and state colleges
- Post-secondary accredited schools and other qualified educational and training institutions who have demonstrated successful performance in serving youth

Role of the Training Provider, MassHire Merrimack Valley Career Center & Workforce Board

- Outreach and recruitment
- Referrals
- Assessments
- Eligibility determination
- Academic testing
- Enrollment
- Occupational skills training
- Case Management
- Monthly reporting
- Retention after exit and follow-up activities

Adult ELIGIBILITY

- At a minimum, adults must meet the following eligibility criteria which consist of providing documentation for each applicable category:
 1. Citizenship/Work Eligible
 2. Selective Service compliant
 3. Are age 18 and older at time of enrollment, AND
 4. Individualized career services and training services using the WIOA Adult funding stream must be provided on a priority basis, regardless of funding levels, to***:
 - public assistance recipients;
 - other low-income adults; and
 - individuals who are basic skills deficient. (Note: income eligibility does not apply to individuals who have been determined to be basic skills deficient)

Veterans and eligible spouses continue to receive priority of service for all federal and state-funded job-training programs, which include WIOA programs.

Adult ELIGIBILITY (CONT.)

*** A low-income individual is an individual who:

- Receives, or in past 6 months received, or is a member of a family that is receiving or in past 6 months received, assistance through the supplemental nutrition assistance program (SNAP), or the supplemental security income program established under Title XVI of the Social Security Act, or State or local income-based public assistance;
- A homeless individual;
- An individual with a disability whose own income meets the low-income level for eligibility purposes;
- A person who resides in a High Poverty Area. The Census Bureau defines a “poverty area” as a census tract where at least 25% of the residents are economically disadvantaged
- Income is at/below 70% of the Lower Living Standard (LLS), or below poverty line for a family of one
- They are dependent on the income of their parent/guardian and total family income is at or below 70% of the Lower Living Standard (LLS)

Eligibility Source Documentation

- Documentation is necessary to support WIOA Adult eligibility
- MassHire Merrimack Valley staff will verify and confirm that adults are eligible to participate in WIOA Adult services through an examination of documents collected by the Vendor.
- Documentation is retained in a hard copy file and must be available to program, fiscal monitors, and auditors for monitoring purposes.
- *Acceptable forms of source documentation can be found in MassWorkforce Issuance [100 DCS 18.101.5 : Eligibility Requirements for WIOA Title I Adult and Dislocated Worker Program](#) and in the RFP attachments*

What is Low Income for WIOA?

A WIOA youth participant will be considered Low Income if their family income is at or below 70% of the Lower Living Standard (LLS):

FAMILY SIZE	INCOME GUIDELINE
1	\$13,274
2	\$21,754
3	\$29,870
4	\$36,866
5	\$43,508
6	\$50,877
Over 6 increment	\$7,369

WIOA Performance Indicators

- Programs are measured on enrollments and outcomes for program exiters
- Outcome percentages are calculated by dividing total number of exited participants obtaining an outcome by the total number of exited participants for a specific measure

WIOA Youth Performance Measures

Measures	Goals
Employment, Apprenticeship, or Military in the 2 nd Quarter After Exit	86.5%
Employment, Apprenticeship, or Military in the 4th Quarter After Exit	78%
Median Wages 2nd Quarter After Exit	\$6,200
Credential Attainment within 1 year After Exit	73.5%
Measurable Skill Gain (during enrollment)	40%
Employer Retention Measure	TBD

WIOA Career Pathway

CAREER PATHWAY—The term “career pathway” means a combination of rigorous and high-quality education, training, and other services that:

- Aligns with the skill needs of industries;
- Prepares individuals to be successful in education options;
- Includes counseling to support education and career goals;
- Includes contextualized learning within an occupational cluster;
- Organizes education, training, and other services that accelerates education and career advancement;
- Enables the attainment of a postsecondary credential;
- Supports entrance or advancement within a specific occupation or occupation cluster.

Career Pathways in Priority Industries

Local priority industries as indicated in our strategic plan ([MassHire Merrimack Valley Workforce Board WIOA Local 4-Year Plan 2022 – 2025](#)):

- Advanced Manufacturing
- Professional and Technical Services (IT)
- Healthcare and Social services
- Construction/Trades
- Education

Price Proposal

- Cover Sheet
 - Each section fully completed
 - Signed by authorized signatory
- Minimum Qualifying Criteria
 - Signatory Authorization for Corporate Providers (If Applicable)
 - Signatory Authorization for Non-Corporate Providers (If Applicable)
 - Certification Regarding Debarment, Suspension and Other Responsibility Matters
 - Certificate of Non-Collusion
 - Audit Assurance Certification
 - Certificate of Good Standing
- Budget & Budget Narrative
 - Budget Completed
 - Budget Narrative Completed

Price and Program Proposals

Bidders must submit two proposals:

- Program Proposal
- Price Proposal

Please see full RFP for submission requirements

Submission Timeframe

Date	Activity
Tuesday, June 21, 2022	Request for Proposals Released
Wednesday, July 20, 2022	Bidder's Conference Webinar @ 1:00 PM
Wednesday, August 10, 2022	Deadline for Submission of Written Questions by 11:00 AM
Wednesday, August 29, 2022	Proposals Due by 11:00 AM
Monday, September 19, 2022	Award/Non-Award notifications
Monday, October 3, 2022	Estimated Contract State Date

Review Process

- Proposals received by the submission deadline will be reviewed by a team of independent reviewers
- Scoring Criteria - Total 100 Points

Program Design	30 points
Outreach and Recruitment	20 points
Past Performance/Ability to Achieve Outcomes	20 points
Administration	5 points
Program Operations	5 points
Budget & Budget Narrative	20 points

Highly Advantageous	85-100
Advantageous	70-84
Not Advantageous	50-69
Unacceptable	<50

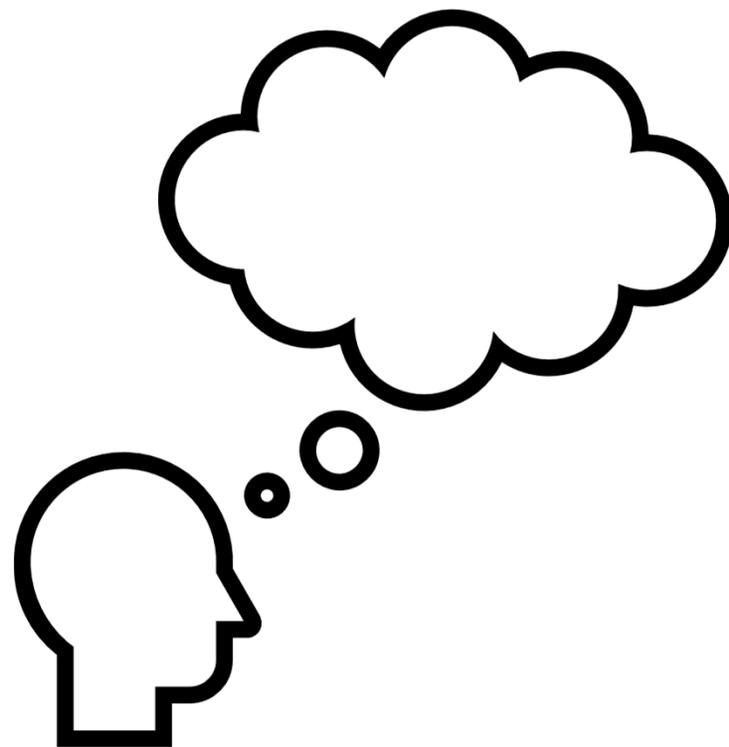
RESOURCES

[Governance & Downloads – MassHire Merrimack Valley Workforce Board](#)

[MassWorkforce WIOA policy issuances](#)

[US DOL WIOA Adult Programs](#)

Questions



Contact

- Fiscal
 - Varsha Gandhi, vgandhi@masshiremvwb.org
- Program
 - Mariah Germosen, mgermosen@masshiremvcc.com
- Administrative
 - Mike Paglia, mpaglia@masshiremvwb.org