

**Workforce Investment Act (WIA) Title 1-B Youth Services
Request for Proposal (RFP) Pre-Bid Conference Minutes**

July 14, 2009

PRESENT:

Sheree Prebe, Gamm, Inc. (By Phone)
JoAnn Toerper, Boonslick Regional Planning Commission

NEMO Workforce Investment Board Staff:

Casie Baumann
Mark Fuqua
Brandi Glover
Sharon Hillard
Linda Studer

The Workforce Investment Act (WIA) Title 1-B Youth Services Request for Proposal Pre-Bid Conference meeting was held July 14, 2009 at the Northeast Missouri (NEMO) Workforce Investment Board office in Paris, Missouri. The meeting began at approximately 10:00 a.m.

Brandi Glover, NEMO WIB Youth & Innovations Coordinator, called the meeting to order. She welcomed those who were present at the meeting and thanked them for participating.

Brandi asked the bidders if they would like her to give them a general overview of the Request for Proposal or just answer any questions they had regarding the RFP. It was decided that the WIB would just answer any questions they may have.

Questions that were asked and answers provided at the meeting are as follows:

1. I didn't see a lot of differences in this RFP from the previous RFP for the Youth Services. Were there any differences that I may have missed?

Answer: The RFP doesn't contain a lot of differences from the previous RFP. The Scopes of Work did not change. Some of the changes are as follows:

- General information that has changed since the last RFP has been updated.
- On Page 5, a statement about the maximum 55% of program funds may be budgeted for operational cost has been added.
- On Page 5, a statement regarding contracts issued from this RFP may also include additional funds to serve youth such as ARRA, special grants and projects as funds are available and appropriate has been added.
- Some changes dealing with common measures, policy changes and issuances, assurances, general compliance and information/forms have been updated.

2. The subcontractors have been trying to go to a new reporting format. Are the subcontractors going to be expected to continue reporting on the 10 Key Elements? Reporting on the 10 Key Elements require keeping a manual data base and it is very time consuming. If that is what the WIB needs, the subcontractors need to know now so they can set it up for the program year? They understand that they are expected to utilize the 10 Key Elements as they are appropriate. However, they would like to know if they need to report on them to the Youth Council?

Answer: It is our hope to utilize MO Performs. However, there have been some discrepancies with MO Perform's data. We hope that we can start working in MO Performs and get those discrepancies cleaned up so that we can use that report. If we can gather information on MO Performs, that will give the Youth Council a very accurate picture of how the subcontractors are performing. This is what they want to know, and it will eliminate the subcontractors going through all the manual labor of hand counting each of those services. Right now the WIB is hoping that the subcontractors will not be expected to continue reporting on the 10 Key Elements. However, that is really going to depend on whether or not the subcontractors feel the information in MO Performs is adequately representing their performance. It will be a targeted project of the WIB staff to get everybody in agreement with the data coming out of the MO Performs system.

The subcontractors present said the last report or two from MO Performs had been accurate as far as numbers served. They stated that their primary concern was that the numbers served and the exit information is accurate. They said the 10 Key Elements are provided on a daily basis and if they are doing what they are supposed to be doing, the elements are going to be there anyway.

3. On Page 13 under the Pricing: When the subcontractors give the WIB their performance numbers, should this be less the 25% the current subcontractors have already been given for this program year or do they include that 25%? Or when the current subcontractors are figuring their cost per participant do they include the 25% they have already been given or do they take that out?

Answer: The initial contract period for this RFP is October 1, 2009 through June 30, 2010. The funds you would use to determine the cost per participant would be the funds allocated for this time period.

4. Some of our documents you have asked for are very lengthy as far as policies etc. and a lot of this information the WIB already has on file. Does the WIB want new copies submitted or can we reference that the information has been previously submitted to the WIB?

Answer: One copy of all the attachments, policies, etc. should be submitted with the original proposal. Bidders do not need to submit additional copies of the attachments, policies, etc. with the five (5) additional proposal copies.

5. On Page 15, Attachment VII, 2. Current Audit: Does the WIB want the financial or monitoring audit?

Answer: Bidders need to submit their last financial audit with the original copy of their proposal. Another copy does not need to be submitted with the other five copies of the proposal.

6. On Page 15, Bullet J: Is there any other response needed other than what the subcontractors are already doing and that is notifying the WIB Rapid Response Coordinator when they hear of a layoff or closure and then the Rapid Response Coordinator contacts the business to see if she can hold a Rapid Response meeting?

Answer: It is as simple as that.

7. Should the subcontractors use MO Performs to achieve the results needed for Bullet K on Page 15?

Answer: As part of your regular exit process your staff is making recommendations to you. MO Performs is the tool that you can use to gage your actual outcomes. You would gain leverage by tracking that information because you would have access to the information before you are able to retrieve it from MO Performs.

8. Please explain Bullet M on Page 15?

Answer: The bidder is being asked to describe how staff is making decisions regarding appropriate individual training activities, how you are using those training

activities and how you determine what is appropriate for an individual youth and what is not. Describe how you use those assessment results to make that determination.

- a. So you just want us to describe the process of how we are selecting what we are doing with the youth.

Answer: Yes.

9. Does Toolbox 2 show us a report with the 10 Required Elements?

Answer: No, but that is a great idea for enhancement. We would probably come closer to getting that information out of MO Performs than Toolbox. By using MO Performs we hope to prevent creating a whole set of reports in Toolbox. Toolbox will drive the reports in MO Performs, and MO Performs has a lot of Ad Hoc reports. If there are some reports that MO Performs isn't doing that you would like, we might see what we can do. Sometimes it is available and because the program is so new to us, we just don't know how to pull the information. If the report is not available, we could ask DWD to consider paying MO Performs to do that for us. If there is something that we really need and it would benefit the state, they would certainly consider it.

10. Please explain the last sentence on Page 10, under Case Management Services. "In addition, for those youth who are determined eligible for WIA programs but who do not ultimately enroll, bidders must provide referral information."

Answer: Provide your referral process you use to guide the youth in utilizing additional services they are in need of. If you don't provide a service they are in need of, explain your process to refer them to appropriate sources that do offer that service.

- a. So if they are eligible but we deem that maybe they are more appropriately suited for Voc Rehab due to disabilities, or whatever the case may be, that is all you are looking at there.

Answer: Yes.

11. Who is reviewing the proposal?

Answer: The proposal will be reviewed by WIB staff and Youth Council members. The bidders are not to discuss the Youth proposals with any of the Youth Council members.

Brandi said bidders should submit one original and five copies of their proposal to the NEMO Workforce Investment Board by 10:00 a.m. August 6, 2009. Bidders must also submit an electronic version to bglover@nemowib.org by 10:00 a.m. August 6, 2009. The timely submission of the electronic copy of the proposal will have as much weight as the copy that is hand delivered.

After today's meeting any questions they may have must be submitted in writing. These, along with the answers, will be posted on the NEMO Workforce Investment Board's website at www.nemowib.org Request for Proposals.

The Evaluation Committee of the WIB will evaluate the proposals from August 10 through 14, 2009 and provide its recommendation to the NEMO Workforce Investment Board on August 17, 2009.

The meeting adjourned at approximately 10:35 a.m.

Questions may be submitted by:

Fax: (660) 327-5128

E-Mail: bglover@nemowib.org

Regular Mail: NEMO Workforce Investment Board, Inc.

111 E. Monroe

Paris, MO 65275

Attn: Brandi Glover