

CNY Works  
Bidders Conference  
March 31, 2011  
11:30am

CNY Works is a Workforce Development Organization. We are a non-profit 501-C3. CNY Works is obligated to have a Board of Director's; each area is obligated to have a Workforce Investment Board (WIB). WIB is the policy maker, driver of workforce policy for the local workforce area for Onondaga County. We do engage in projects outside of Onondaga County, workforce is driven beyond political geography. The WIB will review proposals that come in as a result of the Request for Proposals (RFP). If an agency has submitted a proposal and sits on our Board, that person will recues themselves from the discussion that entails their agency when discussing proposals with the WIB.

### **Youth RFP**

Correction- Tentative date for RFP's contract start date is May 9<sup>th</sup>.

Youth ages 14-21

Youth must meet the 70% lower living standard, have a barrier: Lacks GED/HS Diploma, deficient literacy/numeracy skills, in foster care, pregnant/parenting, offender, requires additional assistance- less than two years work experience. CNY Works will determine eligible and collect the required information.

Funding is designated for in and out of school youth. For out-of-school, they cannot currently be attached to a school, either GED or traditional school.

Ex: If a youth has dropped out and goes to Sidney Johnson Center, and enroll they are considered in school.

We are looking for programs to support our "10 Program Elements"- (listed under activities in the RFP): tutoring, alternative secondary school services, summer employment, paid/unpaid work experience, occupational skills training, leadership development, adult mentoring, comprehensive guidance and counseling, supportive services, and follow up. We are looking for opportunities for those who we are currently serving and those that we could potentially service in the future. Some program elements are currently available, but we are looking for more. The money is not to cover programs that you currently have, or to support staff currently working. The program can start at various times, but has to be available at some point. Program elements can be combined, and you are able to do multiple proposals.

Youth have to be inputted into OSOS through CNY Works; the youth department maintains records and files here at CNY.

Performance- all customers must be enrolled with CNY Works, and maintained in our OSOS database. Regular contact must be maintained every 90 days. Our performance outcomes are based on three criteria: employment, educational degree, lit/num gains.

Employment- A positive outcome would be if someone comes into CNY Works unemployed and gains a job after participating in our programming.

In school youth who graduate- this becomes a positive outcome

Out of school youth- Literacy/numeracy- all out of school youth must take a TABE or BEST Plus test. Those that are below the 9<sup>th</sup> grade level are considered basic skills deficient, and must increase their scores one functional grade level. This increase would be considered a positive outcome for CNY Works. If an out of school youth comes in and tests at a ninth grade level in both math and reading, they are not considered basic skills deficient and this will not be counted as an outcome. If an out of school youth gains their diploma, this is also considered a positive outcome.

14/15 year olds are harder to serve in the year round program. All youth customers must be served every 90 days. Usually the first performance outcome that we can receive for them is graduation. There are a lot of the programs for 16 and up. Many youth we maintain for four to five years some are served for one or two years. When they receive a positive performance for us, we do not automatically exit, we support until they are ready to move on.

#### **Green Training:**

Opportunities for green work readiness skills training in any number of opportunities and options could include training in Biofuels. Work readiness training should provide individuals the skills to complete training and enter employment immediately. A Professional recognized credential. Focus on green constructions and deconstruction, particularly in this county.

Biofuels- is entry level. The customer does not have to have any experience in working with biofuels previously. The training should cover how to do it and how to use it.

#### **Health Occupations and Health Care Pathways**

Entry level skills for health professions, combined with green focus, energy efficiency and green cleaning products. We are looking for good suggestions for training in this area the more marketable the skills at the end of the day the better. The Categories for the RFP are vague to provide the opportunity for innovative proposals.

Specifically looking for programs that will provide short term training opportunities from May 9<sup>th</sup> to January 2012.

E' CUSE- is up to a \$2000 per person cap, can be lower.

#### **Budget Details:**

Attachment B

- The budget can be either: Fee for Service or Line Item Budget
- Choose the most appropriate budget for your project
- Fee for service must be used for e'CUSE and/or Health Careers
- Youth can be either fee for service or line item budget; Use one budget or the other, but not both

Budget- You must put the specific details of what you will use the money for. You cannot just categorize into one lump- for example: Supply- what supplies? Not able to pay as quick if we have to question the budget. The budget is to cover the whole project, items you will need. Line item budget, be realistic.

Project Narrative- with either budget, include for all individuals that will be covered including resume and attachment C, company's financial statements, and organizational chart.

There are serious limits on Administration Funds, because of the limitations; we do not provide administrative cost to subcontractors. Administrative costs are- accounting, finance, account clerk, rent, legal fees, and human resources. Program management is not, under WIA, considered administration cost. The budget has to be reasonably supported by the activities you are talking about. Programming that sounds great, but with extra costs a point will go against you, to a cost we cannot cover.

Overhead is fine, but we need reimbursable cost. Allowable negotiable rate: Rent, telephone, supervision, based on what is really paid out, need documentation as support.

#### **Question & Answer:**

Question 1 - When working with students at a high school can the teachers be reimbursed?

Answer 1- it is a program cost, yes, allowable. Supervision of program activities is allowable.

Question 2- Is there a funding max per person?

Answer 2- Not currently. We received less than one million dollars last year in funding. We will receive less than that in the next program year. A program that costs \$100,000 needs full approval of WIB. Have done programs of that caliber before, but we have not gone over that. As a function of the total grant, cannot exceed large amounts. The capacity is to serve the customers. There is no upper limit; we would have to see what the program would be doing, and funding needs to be reasonable to support activities. Caveat- if WIA is rescinded at any point, CNY Works is not obligated to pay you if we do not receive funds. We have not had to do that but we are authorized you to do so.

Question 3- Do you have a number of individuals to be served?

Answer 3- We currently have about 400 in our system. We do take on new youth all the time; some get exited and leave our program. We want creative activities to serve out of school youth. While kids are

in school, they are connected to a system. When they leave school, they are at an increased risk for other barriers coming into play, doesn't mean we will not fund in school projects.

Question 4- Do you have idea how many grants you will award?

Answer 4- We do not have a set number. It will be based on the type of proposals and where the need is. Proposals for Youth must include at least one of the ten program elements. Which services youth receive is based on assessment of the youth. Some elements can be done through the One Stop. Example: CNY Works cannot provide GED but we have a GED teacher here through the Syracuse City School District. Many activities require a special expertise.

Question 5- what costs are allowable for example a stipends for youth?

Answer 5- Participants can receive supportive payments for example, bus passes and stipends. You will have to work with CNY Works collaboratively to be consistent across the board with the policy, and appropriately report the services. For example: a work experience for insurance purposes, we must report in certain way, which is easier if we manage that aspect. Modified support policies across the board, if there is something that you think participant needs we can provide the service.

Question 6- How will we (agencies) say we would like to provide an incentive?

Answer 6- Through the narrative section of the RFP

Question 7- If we say that we are going to service 100 youth throughout the RFP year, if at the end of the contract we do not serve 100 youth, how would that work?

Answer 7- Do a minimum and maximum number to serve. If the cost cannot be prorated over smaller number, let us know. If you only serve 30 youth, and built the program for 50, we can only pay you for the cost per 30 people. We cannot fill gap, write what you can reasonably serve. The consideration is not if training gets filled, it is what is best for the customer.

Question 8- The contract is for x amount of dollars per person for x number of youth. If the program is set for ten people and we get 7 people, are we only reimbursed for the 7?

Yes, you will only be reimbursed for the 7.

Mentoring- 1000 per youth. 1 for 1, contract will provide up to 50 mentors for 50 kids, not to exceed that number. Individual program- 4 cycles- 4 cycles has this range of youth to make cost effective at this price

Question 9- Trainings must lead to agency specific credentials? Include NWRC?

Yes

Question 10- Green training- if there are different courses in 1 program, do you need a budget in total, or separate?

Answer 10- Could someone go to 1 individual program? If yes- do separate budgets

Question 11- Is one application needed for each budget? Or one proposal for all with separate budgets?

Answer 11- Yes, one proposal, different budgets. \* If it cannot be broken out, need to let us know\*

If you are not a training organization, you cannot create a training program. We are not barring ESS's from participating in RFP if it is in the normal realm of your business

Question 13- If the sole expense for youth is a work experience, would we do an RFP?

Answer 14- If you are only providing a work experience you do not need to do RFP just be a worksite

Under the Federal Grant, everyone will be vendors, not sub recipients. We are not putting our responsibilities as an agency on you. We maintain responsibility for maintaining the program elements. CNY Works needs to do eligibility for every customer. We are not decentralizing our authority. We have responsibility to our funding.

Question 15- When you say you need to serve the current case management system, you mean CNY Works?

Answer 15- We do eligibility, we have a caseload list and we can take new people in, not necessarily who we already have. We will work in collaboration. CNY Works and site can recruit in people. "Those eligible to be in system". Ex CCA- good source of youth to put in our management system. Disconnected youth are hard to recruit into program. CNY Works would like to work with other organizations to recruit.

Question 16- Who are on the Review Committee?

Answer 16- Board of Directors, Administration, including finance, and other program representation. We will let you know before reviewing the proposals.

Question 17- vendor, we can put a cap on how many youth we can service?

Answer 17- Yes

Question 18- For eCuse/Career Pathways is there a certain eligibility process?

Answer 18- yes to make sure the people served are eligible.

Question 19- Can youth be recruited through outside sites?

Answer 19- Recruitment will be collaboration between the site and CNY Works.

Question 20- In the proposal, should it be indicated if youth are in or out of school?

Question 20- Yes

Question 21-For leadership training, can we work with you to determine metrics?

Answer 21-WIA performance measure are the metrics that need to be considered for all proposals.

Question 22- CNY Works does TABE?

Answer 22- Yes, but people can be tested at other sites

Question 23- What is the Literacy/Numeracy skill level?

Answer 23-9<sup>th</sup> grade

Question 24- Are vendors responsible for all 10 elements?

Answer 24-CNY Works must have the 10 program elements available for youth participating in the program. At least one program element needs to be included, but various combinations of elements can be utilized depending on the goals of the proposal.

Question 25- Are there services you already provide?

Answer 25- Yes, but you can add value through a new program

Question 26- For 14/15 year olds; is there no way to provide a program for them? Unless it is for a youth that previously came in?

Answer 26- I do not know how we can serve them. They are obligated to be in school, and then we would have to continue to work with them, a 15 year old is very likely to be in school for at least another three years. If you know you can provide for them for three years, we must hold them for every 90 days and we lose them. It's a deficiency for our agency.

Question 27- What if you had relative assurance, could you do a program for 14/15 year olds?

Answer 27- Yes, but past experience has shown that it is hard to keep them engage for that period of time.

Question 28- You mentioned regional as opposed to local, are there opportunities to would with special populations of youth not in Onondaga County?

Answer 28- Youth should reside in Onondaga County

Questions, please email Andrea by April 4<sup>th</sup>, questions will be posted on the CNY Works website the next business day [aschnobrich@cnyworks.com](mailto:aschnobrich@cnyworks.com)

- RFP's are Due April 22<sup>nd</sup> by 5pm.
- Quick turnaround- Letters by May 6<sup>th</sup>,
- Contracts tentative start date May 9<sup>th</sup>.