 **WIOA Youth Service Providers RFP**

 ***Bidder Questions***

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**ELIGIBILITY**

**Are applicants required to be based in Baltimore City?**

No. The program must serve and be accessible to Baltimore City youth, and the organization must meet the Documentation of Organization’s Qualifications listed on page 18 of the RFP, but there is no requirement that the organization be incorporated in Baltimore.

**PROGRAM DESIGN**

**Can we propose a program for only in school youth?**

Yes.

**Is an end of program certification required for in school youth?**

The credential for in-school youth is considered to be the high school diploma. Additional skills training or test score improvements would be captured as measurable skill gains rather than as required credentials.

**Will there be an opportunity for a vendor to co-locate in schools to provide services?**

MOED has a relationship with City Schools that allows it to co-locate within school buildings for recruitment purposes, but does not have the ability to authorize organizations to do so. An MOED Career Navigator can serve as an organization’s “eyes and ears” in the school and offer information about programs directly to students. Programs that are interested in operating an in-school program should have or create relationships with targeted schools regarding obtaining space.

**Can you clarify how Grads2Careers fits into this?**

Grads2Career is a partnership between MOED, Baltimore’s Promise, and Baltimore City Public Schools that allows the organizations to braid WIOA funding with other sources to support youth attaining an educational or career credential after high school. Youth recruited for WIOA programs must meet the same eligibility criteria as for Grads2Careers for a specified percentage of their WIOA enrollments.

**Is there a cap on the number of youth who will be served?**

There is no cap on the number of youth who will be served, but it is contingent on the amount and availability of WIOA funding provided by the federal government. MOED anticipates awarding between 6-10 organizations.

**Is the $6,000 per youth cost limit for one year or two years?**

The cost limit is for one year. The second year of funding is contingent upon year one performance.

**APPLICATION**

**If an applicant is proposing to deliver additional services (such as mental health support) as well as training, is their proposal narrative allowed to be longer than 10 pages?**

Yes. The narrative should not exceed 20 pages.

**Are there specific suggestions or requests for what should be included as optional section supplements and informational materials?**

If the applicant has entered into any third party agreements or MOUs with a partner organization included in the proposal, copies of those agreements should be submitted as supplemental material. Care should be taken to ensure that any agreements or MOUs are signed and dated, and that they cover the period of performance outlined in the proposal.

**Should application submissions be submitted as a single file or as separate files attached to the email?**

Our preference is that all applications should be submitted as a single file; however, file size limits or other technical considerations may prevent a single submission, and there is no penalty for submitting files as separate attachments. If file size limits will cause your proposal to be submitted in multiple emails, please note that in the title of the email (*ex.* WIOA Youth Service Provider Proposal – Organization Name – 1 of 2).

**Is it suitable to incorporate existing partnerships within a school into an RFP along with a proposal for extended services?**

Yes.

 **How many letters of support are required?**

At least two letters of support are required. We recommend that you submit letters from all partners identified within the proposal. If providing a recognized industry occupational skills training a letter should be submitted by an employer partner that would hire youth trained by your program.

**Is Maryland Higher Education Commission (MHEC) registration as a training provider required?**

No.

**REPORTING AND MONITORING**

**What will reporting requirements be for grantees?**

Grantees must submit monthly reports for all participants in the Maryland Workforce Exchange and Salesforce, and quarterly narrative reports.

**Is this grant reimbursable?**

Yes. MOED will provide reimbursement for staff assigned to the grant, materials specifically purchased to execute the grant deliverables, and WIOA youth enrolled in the MWE system.

**Will invoices for reimbursement need to include data or documentation?**

Yes. Invoices are due approximately on the 20th business day of the month for expenses in the previous month and must include backup documentation for all expenses. More detailed information about invoicing procedures will be provided to awardees.

**MISCELLANEOUS**

**How does this program impact future Train Up funding?**

It does not. Train Up is an MOED occupational skills training program funding by the American Rescue Plan Act (ARPA), while the funds for this program are drawn exclusively from WIOA. If an applicant for WIOA funding is also a recipient of funding from Train Up, care should be taken to ensure that the program is not “double dipping” and using the same participants for both funding streams.

**What job market occupational areas has MOED found to be in highest demand currently?**

The RFP lists the five fastest-growing sectors in Baltimore as determined by the Baltimore Workforce Development Board, as follows:

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| --- | --- |
| **NAICS** **(3-digit)**  | **Short Description**  |
| 541, 551, 561, 562  | Professional and Business Services  *(includes Biotechnology)*  |
| 622  | Healthcare: Hospitals  |
| 238  | Construction: Specialty Trade Contractors  |
| 621  | Healthcare: Ambulatory Health Care Services  |
| 611  | Educational Services  |