

**ADDENDUM #1**  
**CITY OF SALEM RFP 24-02-WIB: WIOA YOUTH PROGRAMS**  
**APRIL 24, 2023**

**Pre-proposal Conference**

Slides from the pre-proposal conference are attached here.

There are no changes to the RFP documents.

# MassHire-North Shore Workforce Board

## BIDDERS CONFERENCE

RFP No. 24-02-WIB

### Operation of Youth Programs for the MassHire-North Shore Workforce Board

April 6th, 2023 2 to 3 PM

- We will start the meeting in a few minutes.
- Please place your computer or phone audio on mute.
- We will be recording this webinar.



**NORTH SHORE  
WORKFORCE BOARD**

# Introductions

**Ed O’Sullivan – Director of Programs/Operations,  
MHNSWB**

**Katie Crowder – Manager, Youth Workforce Initiatives,  
MHNSWB**

**Anthony Delaney – Chief Procurement Officer, City of  
Salem**

# General Information

## Request for Proposals (RFP) Schedule

- RFP Released: March 27, 2023
- Pre-proposal Conference: April 6, 2023
- Proposals Due: April 27, 2023 (**due by 11 AM**)
- Proposal Review: April/May 2023
- Executive Committee Review of Recommendations:  
May 2023
- Full Board Vote: May/June 2023
- New Contract in Place: July 1, 2023

# Program Description/Background (page 7)

- NSWB, in partnership with the City of Salem as its fiscal agent, is responsible for the administration and oversight of a variety of workforce development programs in the North Shore area.
- WIOA replaces the Workforce Investment Act of 1998 and the new law includes an increased focus on Out of School Youth.
- WIOA includes 14 required program elements that comprise our local area's year-round youth services strategy (listed on pages 9 and 10).
- WIOA youth funding is intended to provide comprehensive interventions that support the attainment of a secondary school diploma or its recognized equivalent, postsecondary education, and career-readiness for participants.

# Local Service Priorities (page 8)

The NSWB operates under the Workforce Innovation and Opportunity Act (WIOA) and continues to update strategies for the delivery of youth services in our local area. The basic mission includes a comprehensive youth service program which:

1. Focuses on a young person's assets;
2. Communicates high expectations;
3. Provides opportunities for leadership;
4. Expands a young person's understanding of the expectations of the workplace through hands-on experience;
5. Encourages a sense of personal identity;
6. Broadens a young person's perspective;
7. Provides them with safe surroundings; and
8. Connects them with caring adults.

# Program Outcomes & Deliverables

**Performance Standards:** The following are the performance standards required by the federal government for WBs responsible for overseeing the Workforce Innovation and Opportunity Act Youth programs. Specific outcomes that relate to programs funded by the North Shore WB under this RFP will be negotiated with successful bidders.

## **WIOA Performance Measures for Youth**

- Placement in Employment, Training, or Education
- Retention in Employment, Training, or Education
- Earnings
- Credential Rate
- In-Program Skills Gain

# Submission of Proposals (page 5)

- ONE ORIGINAL AND FOUR COPIES
- Non-Price and Price Proposals must be separated and sealed
- ONE ELECTRONIC COPY (Non-Price ONLY) PDF format on USB flash drive
- SUBMIT TO City Of Salem Purchasing Office, deadline is April 27, 2023, before 11 AM

BE TIMELY & ACCURATE

CONFORM TO RFP SUBMISSION REQUIREMENTS:

**EASY TO REVIEW, COMPLETE, AND CLEAR**



# Order of Submission & Packaging Non-Price Proposal

## Non-Price Proposal:

- Cover Sheet (page 1)
- Proposers Check List (page 2)
- Certifications (page 3)
- Application Package and Service Plan (page 5-8)
  - Parts 1 thru 5 (no more than 12 pages)
  - Attachment A: Staff Time Schedule and Sample (page 9)
  - Attachments B, C, & D are for reference only, no need to submit

# Order of Submission & Packaging Price Proposal

## Price Proposal:

- Cover Sheet (page 1)
- Budget Narrative (page 1) NOTE: Narratives should include detailed descriptions of *match contributions* as well.
- Budget (pages 2-3)
  - PARTS:
    - A. Salaries and Wages
    - B. Fringe Benefits
    - C. Other Line Items


# WORD Versions of Non-Price (Technical) and Price Proposal


<https://www.salemma.gov/bids>


You will need to sign up to view the RFP and documents – this will also ensure you will receive any updates before the due date, etc.




3/29/23, 10:31 AM WIOA Youth Programs | salemma



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Thank you for your submission. To access the RFP click on the attached file.

-  [Price Proposal Forms](#)
-  [Technical \(Non-price\) Proposal Forms](#)
-  [RFP Manual](#)

[Go back to the form](#)

# Minimum Criteria (page 16)

1	The applicant has proven experience working with youth in the workforce development arena.
2	The applicant has included documentation of a partnership with at least one partner organization, including a local school district.
3	The applicant has stated services in 13 out of the 14 required program elements for youth service including summer employment, mentoring, and follow-up.
4	The applicant has responded to each of the areas required in the Proposal Narrative instructions.

# Evaluation (page 16)

## PROPOSALS WILL BE RANKED BASED UPON COMPARATIVE CRITERIA 4 levels: Highly Advantageous, Advantageous, Not Advantageous, Unacceptable

- For new respondents: Previous experience in providing workforce development-related services to youth ages 14-21.
- For previously funded programs: previous experience in providing WIOA youth services.
- The narrative submittal describing the applicant, its organizational structure, and its proposed approach to the work for the North Shore area will be evaluated.
- The description of target population will be evaluated and rated.
- The description of program outcomes will be evaluated and rated.

# Selection Process (page 18)

- EVALUATION COMMITTEE REVIEW
- RECOMMENDATION TO BOARD
- CONTRACT NEGOTIATIONS

# Contracting Process

- Sample contract included in RFP
- Insurance requirements

# Questions?

Questions concerning this RFP must be submitted in writing to: Anthony Delaney at [adelaney@salem.com](mailto:adelaney@salem.com) at least seven (7) working days prior to the bid closing date. Questions will be answered via an addendum. All vendors on record as having downloaded the RFP will be notified of its issuance.



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WORKFORCE BOARD**