



**Older Youth Request For Proposal
Technical Assistance Conference
March 8, 2007; 2:00 PM**

Present:

Colleen Arnold	work2future
Gina Arreola	Goodwill Industries
Christopher Brown	California Sports Center
Chris Donnelly	work2future
Lori Ramos Ehrlich	Center for Training & Careers
Leonard Gonzales	Henkels & McCoy, Inc.
Maria Gonzalez	San Jose/Evergreen Community College District
Linda Higgins	San Jose/Evergreen Community College District
Elizabeth Kaylor	work2future
Jon Rubin	Jon Rubin & Associates, LLC
Fran Vader	work2future
Suzanne Wolf	work2future

Discussion

CASAS will be a required assessment, but it will no longer be acceptable in written form; it must be computer generated. Other assessment tools will also be required, but the selection of these tools will be up to the discretion of the proposer and the proposer is responsible for the purchase. The proposer will also be responsible for the purchase of the CASAS assessment program.

Program monitoring will take place quarterly, based on the Quality Index provided in the Technical Assistance Packet.

Budget spreadsheet was emailed on 3/9/07 to all present at Technical Assistance Conference.

Annual allocation from the State is still unknown at this time. Budget will be adjusted, if necessary based on allocation, which will not be known until sometime in April.

Answers to questions submitted prior to Technical Assistance Conference.

1. What is the Lead Agency's commitment of staff or support to their local One-Stop? For instance, are they required to fill a certain amount of office hours at the site?
 - Expect a minimum of forty (40) hours at San Jose One-Stops and if part of a South County Consortium, would expect eight (8) hours in Morgan Hill and thirty-two (32) hours in Gilroy.
2. In regards to completing performance goals and transitioning into follow up, how is that determined? Once a client gains employment can they be transitioned into follow up to monitor retention or does retention have to be achieved before transition into follow up services?
 - Once a client is officially exited from the program (finished training) and ready to enter employment they transition into follow-up services at which point the retention is one of those services expected within six months following the time of employment. All information can be found in TEGE 17-05 – see www.onestoppartners.org.
3. How can a client be co-enrolled in Older Youth and Adult programs?
 - There May be a time where it is beneficial to co-enroll in both programs; however, it is very rare that it happens. It is not an "intentional" program model.
4. Of the projected \$1.2 million for 250 students, how much can be allotted to one agency? Is this amount for both the Southern and Central regions combined?
 - Yes, it is combined amount. Will depend on proposals submitted whether more is allocated to one region or the other or whether funds are allocated across both regions equally.
5. Do referral services (i.e. rehabilitation, childcare, social services) require an MOU?
 - No for referral services; however, if it is partner situation, an MOU will be required.
6. If a client does not have a high school diploma and requires training leading to completion of secondary school, are they also required to obtain a certificate or degree in Occupational Skills Training (OST) in order to meet performance goals? If so, does this have to be completed within the 12 months of services?
 - If primary goal is to get a GED or high school diploma, it may be that goal is sufficient. They may also be coming into the program with a primary goal of obtaining OST with a GED or high school diploma as a secondary goal. During

negotiations with successful proposer we will set up goals for the number of participants that must receive OST – currently that goal is 85% of enrolled participants.

- Intent of program is to have OST completed within twelve months. You are only funded once for each participant. Should be enrolling students with barriers that are ready to succeed in the program. Is possible to have more than twelve months, which is called “carry-over” services.

7. Please provide the current Performance Measures that will be expected of Older Youth service providers at the start of this contract period?

- Have no '06-'07 Performance Measures. We are working with '05-'06 Performance Measures. We would anticipate that since work2future has met all of their performance goals that the State would increase the percentage at least 1% - 2% over the '06-'07 goals, which we do not know. We as an organization will most likely add an addition 3% over the State goals.
- **New question:** Would these performance goals become part of the negotiated contract?
 - Yes, projected goals will be part of the contract; however, there will be wording that specifies contract can be amended, when specific State goals are known.

8. Please clarify: Is any provider that is awarded a contract obligated to have at least 1 full time employee at each of the 3 One Stop Centers, Gilroy, Morgan Hill, and San Jose? Meaning that's a commitment of 3 full time staff to the One Stops, is that correct? Would this include an agency that bids to serve just San Jose, do they have to staff both the Morgan Hill and Gilroy even though they are targeting their service to San Jose area, only?

- See answer to Question #1.

9. When the RFP document states that 19 – 21 year old youth can be co-enrolled in both Youth Services and Adult program services what does that mean? Can eligible enrolled Older Youth access the full array of Adult Services including ETPL funding training options?

- See answer to Question #3. In addition, if they were co-enrolled they would have access to all Adult Services.

10. Please explain your description of Occupational Skills Training. In parenthesis you have indicated that proposes need to focus on two areas, one low end/one high end, what does that mean, and which are the low and high-end occupational focus areas. Further, in all listings of the Industry Clusters, Retail is listed but on Page 12, part d. you have written that Retail will not be one of the focus industry clusters. Please further explain if the Retail certification and placement will meet Work2Future contract performance standards.

- Retail, from a focal point, will not be accepted as an OST. Retail nationally recognized certificate may be a part of the Work Readiness Training. Proposers should concentrate on certifications within the other Industry Clusters. Retail is for employment only purposes. Industry Clusters that would be considered “high-end” would be Bioscience/Biotechnology, Software, and Healthcare; “low-end” would be Hospitality and Tourism, Construction and Trades. In some cases, it depends on the level of entry into a particular field, i.e. Financial – bank teller vs. loan officer.
- **New question:** On some certifications there may not be much existing, Public Sector, for instance, what kind of certification are you looking for to validate training? Jobs such as a clerk or receptionist probably will not have a standard or credential that is recognized.
 - While work2future recognizes that not all industries will have Nationally or locally recognized certificates, the basic premise is to develop programs that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.
 - Refer to TEG 17-05 for further clarification

11. On page 14 in the section on Assessments the RFP indicates that a basic skills assessment is required. The next paragraph indicates that other assessments will be provided. Does this mean that every Older Youth HAS to take part in these other assessments?

- Next year everyone will be expected to have an online CASAS assessment. Successful proposer will be expected to include assessment tools in their proposal. PESCO and Workeys will not be required, but additional assessments beyond CASAS will be required and should be included in proposed budget.

12. Eligibility – Please further clarify the eligibility of an Older Youth in the following areas.

- a. Disabled (MH patient). If an older youth is presently being treated for a mental health disability, does he/she constitute being considered a family of one?
- b. Offender with a documented offense. Should an older youth that is an offender be considered a family of one due to his/her offense history as a barrier to employment?
 - a. If they have documentation such as SSI, they would be considered a family of one. Being treated for a mental health problem, with no documentation, would not be considered a family of one.
 - b. No. Again, must have documented evidence (SSI) that they are a family of one.

13. Program services – Please clarify the educational requirement for Older Youth. If a young adult has a HS diploma but reads or does math below 8.9 GLE does the provider have to provide tutoring/educational services to raise either or both

those scores above 8.9 GLE in either or both reading and math? Please clarify the educational requirement in these areas for Older Youth.

- If participant is below 8.9 GLE they are still considered basic skills deficient. See Common Measures for additional clarification. Must increase one functional level to meet numeracy and literacy goals.
- **New question:** If they are basic skills deficient, is that to be considered a primary or secondary goal?
 - It depends on the individual. If they are basic skills deficient and that is their primary goal, you will be expected to meet numeracy and literacy goals.
- **New question:** If someone has a high school diploma, is taking classes at a community college and their primary goal is to get occupational skills and employment, but they read at the 5th grade level what would be the primary goal under Common Measures and/or Performance?
 - If basic skills deficient, they will be required to go up one functional level. It is on a case-by-case basis.
 - Program goal is success of the participants.
 - If one functional level is not achieved it does affect performance.

14. Please explain in detail the work2Future Support Service and Incentive Policies that the agency will utilize during the start of this contract period.

- Depends on funding. Currently we have \$300 per client for incentives/support services.

New question: Of 40 hours onsite, could training be part of the 40 hours? Does all training need to be provided onsite?

- Yes, training could be part of the 40 hours. Not all training must be provided onsite.

New question: Is rent to be factored into proposal for cubicle occupied at any of the One-Stops?

- Cubicles are free; training space rental will be negotiated.

New question: What are the expectations regarding the 40 hours spent at the One-Stops?

- Some time spent in orientations, meeting clients that come into the facility, backing up on phones, helping adult and youth clients in the Career Center, and if there is a special event/meeting or staff is lacking to help out where needed..
- Case manager meetings, job fairs, working on case notes, MIS meetings

New question: Where is there a clear list of eligibility requirements, such as income, public assistance, etc?

- Refer to DOL for eligibility requirements

New question: If a primary goal is education, then is employment required for a successful outcome? If they are underemployed and enroll in junior college while in the program, how are outcomes reported?

- Refer to DOL/TAG/TEGL 17-05
- Performance Measure training will be provided for the successful bidder