

**Answers for WIOA Title 1B Adult & Dislocated Worker
2nd Set of Questions Submitted by February 28, 2020**

- 1. How many participants (separate Adult and Dislocated Worker amounts) have been enrolled at the AJC's from July 1, 2019 – January 31, 2020?**

In Program Year 2019, Employ Milwaukee has contracted for a total of 400 newly enrolled adults and 200 newly enrolled dislocated workers. These enrollment numbers have been met and exceeded in previous programs years.

- 2. How many participants from community-based organizations have been served at the AJC's from July 1, 2019-January 31, 2020?**

Because the delegate agencies model is new, the number of individuals served at community-based organizations has not been previously tracked.

- 3. How many participants (separate Adult and Dislocated Worker amounts) have enrolled in Occupational Training from July 1, 2019-January 31, 2020?**

In Program Year 2019, Employ Milwaukee has contracted for a total of 140 newly enrolled adults in occupational training and 96 newly enrolled dislocated workers in occupational training. The annual training goal has generally been set at 70% of all new enrollees. These numbers are on track to be exceeded and have been in the past as well for Adult workers. The demand for training by enrolled dislocated workers has decreased in recent years. Recently, dislocated workers with proven work experience are generally in high demand which has meant that many dislocated workers will forego the opportunity for training. Proposers should not assume that these will necessarily be the same goals moving forward.

- 4. How many participants (separate Adult and Dislocated Worker amounts) have completed Occupational training from July 1, 2019-January 31, 2020?**

In Program Year 2019, training completions between July 1 and January 31, 2020, there were 109 adults that completed training and 26 dislocated workers. However, these numbers would include those participants that could have been enrolled in occupational skills in the prior program year (participants who would be considered "rollovers" from the prior year). Proposers are reminded that training completions are not a WIOA negotiated performance metric. The key measure is the completion and attainment of a

WIOA industry recognized credential. However, training completion rates can serve as useful measure for the proposers and EMI to track.

- 5. How many participants (separate Adult and Dislocated Worker amounts) have earned a credential from July 1, 2019-January 31, 2020?**

In Program Year 2019, training completions between July 1 and January 31, 2020, there have been 83 adults that attained a credential and 13 dislocated workers. However, as noted above, these numbers would include those participants that could have been enrolled in occupational skill in the prior program year (participants who would be considered “rollovers” from the prior year).

- 6. How many participants (separate Adult and Dislocated Worker amounts) have been placed in unsubsidized employment from July 1, 2019-January 31, 2020?**

Adult worker placement into unsubsidized employment: 180

Dislocated worker placement into unsubsidized employment: 91

- 7. How many participants have enrolled in Bridge Programs from July 1, 2019-January 31, 2020?**

There are no participants that are currently enrolled in a Bridge Program.

- 8. It was stated in the Bidder’s Conference that Employ Milwaukee will maintain oversight of the training dollars, i.e., vouchers. Do we include the ITA funds in the budget?**

Yes, proposers should submit a budget for ITA funds based on the estimated numbers of those proposed to be served.

- 9. What is the current staffing pattern by center?**

The staffing pattern is as noted in the RFP on page 14. However, a Job Developer or role with an emphasis on employment placement is also quite common.

- 10. What are the number of job titles (Program Director, Quality Assurance Manager, Quality Assurance Specialist, Team Lead, Career Navigator) and salary ranges of each contracted staff person?**

The number of job titles will vary as well as the salary ranges.

- 11. How many delegate agencies are the AJC’s currently working with?**

Current providers are working with various community partners, but the intentional utilization and concept of Delegate agencies as described in the RFP is new.

12. What is the current WIOA Performance compared to the 2019 WIOA Performance Targets?

All vendors are on track to meet contracted performance measures for PY 19. The one exception may be Dislocated Worker services where demand for training services is lower now than in the past, as indicated in answer 3.

13. Do we need to budget for facilities costs at the One-Stop Job Center? If so, is there an estimate of operational costs and what expenses are included?

Proposers will need to budget costs associated with provided Title 1-B services operating from a current American Job Center or at a planned American Job Center. These budgets costs will need to be entered into Form D, Budget Summary, Occupational and Utility costs.

14. How much has been expended for supportive services from July 1, 2019-January 31, 2020.

Approximate expenditures for supportive services for that time frame: \$38,000 for Adult Services and \$17,000 for Dislocated Worker Services.

15. How many carry-ins are anticipated from the 2019-2020 contract year? Is it anticipated there will be training dollars or other financial obligations that we have to account for?

For purposes of planning, proposers may estimate at least an active caseload of 60 Adults and an active caseload of 40 Dislocated workers. Proposers should note that this number includes those in follow-up service, which is less time intensive than those that are newly enrolled.

16. Has there been any On-the-Job Training conducted? If so, how many participants and what is the average length of time on an OJT?

There has been less than 100 OJT's conducted, the number of participants that have received OJT's has varied from year to year depending upon the condition of the economy for employers and their needs. The average length of time is about 480 hours.

17. Would it be helpful to have the best practice example that informed bridge statement?

Bridge programs are one of the first steps in a career pathway for low-skilled adults, support the transition from adult education programs to technical college occupational programs to obtain a high school equivalency and a postsecondary credential in industries offering family-sustaining wages. A bridge model should include contextualized and/or integrated instruction. They combine basic skill instruction in reading, writing, math, and language in efforts to achieve the High School Equivalency with occupational content, employability skills, and college success strategies.

18. Can the board please further define 'delegate agency?'

Delegate agency is a community based organization that is not on the Eligible Training Provider Listing that services the communities within specific high poverty areas (designated by the list of zip codes) that the proposer partners with in an intentional way to serve a target population.

19. Does a delegate agency require funding under a contract resulting from this procurement in order to be considered a delegate agency in a bid?

The relationship between the proposer and the delegate agency is determined by the two of them. There must be a formalized relationship identified in the proposal defining the roles and responsibilities of each entity specified at minimum in an MOU, Partnership Agreement, etc.

20. If an agency is not an ETPL provider, but does provide bridge programming under the definition provided in the RFP, can this agency also be considered a Delegate Agency?

No, an organization providing bridge programming cannot service as a Delegate Agency even if they are not an ETPL provider.

21. Can the board please provide historical caseload data from Adult and Dislocated Workers?

The board has the capacity to provide historical data, however that data would not be relevant to the current proposal. The data would not be reflective of the current labor market trends, economy, or workforce needs now or in the future. The relevancy of this proposal is quality career planning and case management, understanding the local labor market and community needs, excellence and innovation in the design of the service delivery model, and meeting or exceeding performance measures and outcomes. As a board, we are not looking for business as usual.

- 22. On page 8, Section D, the RFP states that EMI plans to award several contracts from this procurement. Can EMI please advise if the proposer should submit a proposal and solution for a county-wide program or some other solution based upon this statement?**

The statement in the RFP that says EMI plans to award several contracts gives EMI the flexibility deemed necessary to service the workforce development area. The proposer must determine their own capacity and solutions-based approach to what the local workforce area needs.

- 23. Can the board please make available the latest performance attainment?**

WIOA Performance	PY 2019 Goal	PY 2019 Q2 Actual*
Adult- Employment Q2 Exit	68%	73.8%
Adult - Employment Q4 Exit	63%	73.8%
Adult Median Earnings Q2 Exit	\$4,100	\$ 5,638
Adult - Credential Attainment Rate	60%	57.7%
DW- Employment Q2 Exit	72%	79.2%
DW - Employment Q4 Exit	71%	78.9%
DW - Median Earnings Q2 Exit	\$6,100	\$ 7,593
DW - Credential Attainment Rate	52%	57.4%
Youth - Education or Employment Q2 Exit	58%	78.1%
Youth - Education or Employment Q4 Exit	57%	76.2%
Youth - Credential Attainment Rate	58%	53.9%

- 24. On the budget summary form, there is a line item for Individual Training Accounts. Should proposers' budget for this expense? Is the ITA budget managed by the provider or by EMI?**

The ITA budget is administered by the provider and financially overseen by EMI through EMI's vouchering system. The ITA Accounts should be budgeted for and utilized for planning purposes as to the strategic design and implementation of ITA's, Career Pathways, and/or Bridge Programming.

- 25. Can EMI confirm that Career Pathways and bridge programming providers will be paid out of the \$450,000 set aside for Career Pathways as illustrated in the table on RFP p.8 in Section D, and that the allocation of \$900,000 set aside for Adult and Dislocated funds as outlined on page 8, is in addition to the Career Pathways funding?**

The \$450,000 estimated amount to be dedicated for Career Pathway and bridge programming training and the \$360,000 estimated for Individual Training Accounts.

- 26. If proposing the Career Pathways Enhanced Service Model, are the pathways outlined in our proposal required to cover all seven high growth and in-demand industries?**

It is not a requirement to cover all seven high-growth and in demand industries.

- 27. In Section G, Career Pathways training (Occupational Training and Bridge Programs), the RFP describes a requirement for bridge programs to be '...accredited by an accrediting body and the bridge program must be aligned with the official bridge program definition recognized by the Wisconsin Department of Public Instruction (DPI) and the Wisconsin Technical College System (WCTS).' Does this mean that a bridge training program that is bid in the proposal, and that aligns with the definition recognized by DPI and WCTS but which is not accredited, would not be evaluated or would be considered unresponsive during the evaluation?**

All proposals submitted will be evaluated, however through the evaluation process, it can be determined unresponsive if it does not contain the specific bridge components listed in question #17.

- 28. Please clarify if the Proposal Cover Letter requested on RFP p.18 is also the Proposal Cover Letter – Form A requested on the Proposal Checklist (Attachment B) or if the form and a separate, signed letter are both required.**

You should have an Agency Identification Form Completed and a Proposal Cover Letter (sheet) which specifies which model you are proposing.

- 29. Please provide the Subgrantee Internal Control Questionnaire referenced in Attachment A (Administrative Requirement/Expectations) and Attachment B (Proposal Checklist).**

Please check the EMI website for this form.

- 30. Please provide the Certification regarding Debarment, Certification regarding Drug Free Workplace, Certification regarding Lobbying, Certification regarding Conflict of Interest and Certification of Affirmative Action Plan referenced in the Proposal Checklist or clarify that all of these certifications are addressed in Attachment C (provided in Amendment I) and the signing of Form B – Certifications of Respondents Assurances, meets the requirement of providing these individual certifications.**

Please check the EMI website for this form.

- 31. At the top of RFP page 25, the first section is incomplete in reference to budget narrative details. It reads, “m. FOR-PROFITS ONLY: Profit amount Expected – clearly describe and provide the formula(s) used to determine the total amount requested. The total amount must equal the amount entered on the “Please provide the remainder of the prompt.”**

The remainder of the prompt is as follows: The total amount must equal the amount entered on Budget Form C.

- 32. Please confirm headers, footers, tables and charts can be single spaced as long as narrative content/responses are double spaced as requested.**

Yes, EMI confirms that headers, footer, tables and charts can be singled spaced if content/responses are double spaced as requested.

- 33. Please confirm that tables, charts and graphics are not subject to the 12-point font requirement.**

Tables, charts, and graphics are not subject to the 12-point font requirement.

- 34. Please confirm question prompts can be truncated or removed.**

Yes, confirmed that question prompts can be truncated or removed if you are completely answering the question.