

Solicitation of Quote & Qualifications

For WIOA Title 1B In-School-Youth Services

Starting November 1, 2019 through June 30th, 2020.

Responses must be submitted by Monday, October 14th, 2019 at 10 am CST

This is a 100% cost reimbursement contract that includes all services required by the WIOA ISY program to serve participants.

Background Information

Overview:

Employ Milwaukee Incorporated (EMI), the Workforce Development Board (WDB) for Milwaukee County, located at 2342 N. 27th St. Milwaukee, WI 53210 is soliciting quotes from qualified organizations to provide WIOA Title 1-B In-School Youth Services (ISY). The timeframe for the services will begin on **November 1, 2019 through June 30th, 2020.**

The selected WIOA ISY Provider will work directly and under contract to EMPLOY MILWAUKEE to fulfill the goals of Employ Milwaukee's Local Plan relative to youth services. The selected WIOA Title 1B In-School Youth Services (ISY) provider will also be expected to work in conjunction with the contractual service provisions and obligations for the Milwaukee - Brighter Futures Initiative (M-BFI) in partnership with the Boys and Girls Clubs of Greater Milwaukee.

Outreach, Recruitment and Eligibility:

The WIOA ISY provider will work with the EMI Program Specialist to determine recruitment, serve students at five (5) Milwaukee Public Schools (MPS) high schools: Barack Obama School of Career and Technical Education, Lynde & Harry Bradley Technology and Trade School, North Division High School, Bay View High School, and South Division High School. The provider will have additional students to serve through other high schools, but it should not constitute more than 10% of total number of students served.

School Locations:

School: Barack Obama School of Career and Technical Education

Address: 5075 N. Sherman Blvd., Milwaukee, WI 53209

School: Bradley Tech

Address: 700 S 4th St, Milwaukee, WI 53204

School: North Division High School
Address: 1011 W Center Street, Milwaukee, WI 53206

School: Bay View High School
Address: 2751 S Lenox St., Milwaukee, WI 53207

School: South Division High School
Address: 1515 W Lapham Blvd, Milwaukee, WI 53204

Purpose: The WIOA In-School Youth Program is designed to provide high quality services to youth beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training within in-demand industries and occupations, culminating along a career pathway or enrollment in a post-secondary education.

The goal of the WIOA- ISY Program is to assist eligible students in determining a career pathway, setting goals to achieve and obtain their secondary diploma, and identifying available resources to assist them in achieving both their career and employment goals. Case management efforts should result in transitioning youth to postsecondary educational options or successfully directing them into the workforce pipeline with viable career opportunities.

Target Population: The target population for the WIOA ISY program is youth between the ages of 14 - 21 attending secondary school as a sophomore, junior, or senior status.

Eligibility Requirements:

To be eligible for the WIOA ISY Program, an individual must meet the following criteria:

- Attending secondary or post-secondary school;
- Not younger than age 14 or older than 21;
- Authorized to work in the United States;
- Meet Military Selective Service registration requirements (if applicable);
- Be low-income; and
- Satisfy the requirements for at least one of the following eight eligibility barriers:
 1. basic skills deficient
 2. English Language Learner
 3. offender or ex-offender
 4. homeless or runaway
 5. foster care
 6. pregnant or parenting
 7. has a disability
 8. requires additional assistance

Program Elements:

The following 14 program elements must all be made available to youth participants:

- Tutoring, study skills training, instruction, and dropout prevention and dropout recovery services
- Alternative secondary school services or high school dropout recovery services
- Paid and unpaid work experience
- Occupational skills training
- Education offered concurrently with and in the same context as workforce preparation and training
- Leadership development opportunities
- Supportive services
- Adult mentoring
- Comprehensive guidance and counseling
- Financial literacy education
- Entrepreneurial skills training
- Career Awareness, Career Exploration, and Career Counseling
- Postsecondary preparation and transition activities
- Follow-up services

Annual # Served: 73 in Program Year 2018 (July 1, 2018 – June 30, 2019)

Performance Accountability & Expectations Outcomes:

WIOA- ISY Performance Indicator	PY19 Goal
Unsubsidized Employment or Education Q2 Post-Exit	69.3%
Unsubsidized Employment or Education Q4 Post-Exit	59.7%
Median Earnings Q2 Post-Exit	Baseline
Credential Attainment Rate	58%
Measurable Skill Gain	Baseline

Recruitment, Referrals, and Marketing Materials. Recruitment will be a joint and/or coordinated effort between EMI and BGCGM. Recruitment will peak in May – December of each year, so students can complete necessary paperwork and be ready to receive services in August of the same year. BGCGM Academic Coordinators and the WIOA ISY service provider are expected to distribute marketing materials, conduct presentations, set up information tables during lunch and study periods, attend events, and gather documents and signatures. BGCGM shall communicate and coordinate with the WIOA – ISY service provider and the EMI Program Specialist when planning and implementing recruitment activities.

BGCGM is expected to provide referrals from Community Learning Center (CLC) lists.

Marketing materials will be developed jointly by EMI, selected WIOA-ISK Provider and BGCGM. Any additional program marketing materials must be reviewed and approved by the EMI Equal Employment Opportunity (EEO) Officer and EMI Management prior to use.

Intake and Assessment

BGCGM Academic Coordinators and WIOA – ISK Service Provider Staff will schedule one-on-one meetings with interested students to further explain the program and complete the registration and program enrollment packet, which will be provided by the EMI Program Specialist. BGCGM Academic Coordinators will give the completed application and enrollment packets to the WIOA ISK Service Provider Staff who will review packet and pass them to the EMI Program Specialist for eligibility determination. Enrollment packets that are not complete will be returned to the BGCGM Academic Coordinator and/or WIOA – ISK Service Provider staff for correction.

Enrollment and WIOA Co-enrollment

The EMI Program Specialist will determine eligibility for completed packets and assign the BGCGM Academic Coordinator and WIOA – ISK Service Staff caseload and their linkage to WIOA and/or non-WIOA funding sources. BGCGM Academic Coordinators and WIOA-ISK service staff will plan services based on appropriate funding sources in conjunction with and with oversight from the EMI Program Specialist. WIOA – ISK Service Provider staff will enter enrolled participants into EMI's Efforts to Outcomes (ETO) participant tracking software and enroll them into the BGCGM ETO Program so that they can provide regular updates as services are delivered. In addition, if the student is determined eligible for WIOA, the student will be placed into ASSET as well.

BGCGM is expected to use an initial work readiness assessment that identifies education level, prior work experience, personal and career goals, etc. BGCGM will use EMI's initial work readiness assessment and an Individual Development Plan to perform an objective yet comprehensive assessment.

Case Management

BGCGM must complete an Individual Development Plan (IDP) for each participant. The EMI Program Specialist will provide an IDP template as well as provide technical assistance for completion, as needed. The IDPs will be shared with WIOA In-School Service Provider Staff for participants that are co-enrolled in WIOA to support the Individual Service Strategy (ISS). Intensive and quality case management techniques and methods along with comprehensive case notes, and youth engagement strategies are critical to the success of the program.

BGCGM will offer all students the following services at a minimum:

Academic and Career Planning (ACP)

ACP work is based on the DPI ACP mandate and the M-BFI program will utilize the logic model and framework for ACPs developed by DPI.

BGCGM Academic Coordinators will oversee the BGCGM student caseload completion of ACP work using the Career Cruising online software program, which is an online career assessment and planning tool recommended by DPI for ACP work. Through Career Cruising, students will complete the following essential steps toward adolescent self-sufficiency and their ACP coursework:

- Self-exploration: Youth will identify their career interests, skills, and values

- **Career Exploration:** Students will connect their interests, skills, and values to career pathways by exploring different sectors and fields, identifying the training and employability skills needed to enter these careers, and exploring post-secondary education and training options.
- **Career Planning and Management:** Students will develop actionable career plans in Career Cruising to take steps toward entering their career pathways, such as taking the ACT, enrolling in post-secondary education, and completing required high school coursework. Students will also develop a range of skills required to enter the workforce, such as writing resumes and conducting job searches.

Job Readiness Training (JRT)

BGCGM and WIOA – ISY Service Staff will both be responsible for the in-school services, teaching workforce readiness skills and through the Makin’ it Work and Positive Action curricula. BGCGM may incorporate complementary after school workforce readiness lessons that help youth learn a variety of skills necessary for success in any job field, including responsible decision-making, communication, punctuality, professional conduct, financial literacy, and conflict resolution.

Unpaid & Paid Work Experience (PWE) and/or Private Sector Employment Opportunities:

A key outcome in the DCF BYS M-BFI is to ensure that every youth has had at least one work experience opportunity before they turn 18. The M-BFI program will leverage the availability of subsidized wage job experiences to help further incentivize participants to engage in the academic, social, emotional, and career planning work that so often is not prioritized by at-risk youth. M-BFI students that complete required coursework will be connected to six-week, 20 hour per week summer jobs that will offer a subsidized pay of \$7.50 per hour. EMI, WIOA-ISY Service Staff and BGCGM staff will oversee all youth school-year and summer job placements. BGCGM is expected to coordinate with the EMI Program Specialist to ensure students on the BGCGM caseload obtains at least one paid work experience before they turn 18.

Post-Secondary Education and Training Transition Services

To complete their ACP work, students are required to attend tours of higher education institutions, workplaces, and job fairs. The M-BFI program will offer bi-monthly opportunities for students to tour worksites representing Milwaukee’s most in-demand industries (such as manufacturing and health care) and local colleges and universities. The M-BFI program will also host bi-monthly post-secondary preparation workshops. BGCGM is expected to plan for and participate in out-of-school experiences at the request of the EMI Program Specialist, as well as solicit participation from the BGCGM student caseload.

Financial Literacy

BGCGM is expected to hold workshops and collaborate with local financial institutions to provide financial literacy training, credit counseling, and other services provided by qualified community partners.

Academic tutoring, Mentoring, and Post-secondary Preparation

The after-school space will provide opportunities for students to receive individualized support in academic coursework and mentoring services to successfully graduate from high school. Using the evidence-based Check & Connect mentoring model, 20 sophomores per school identified as most at-risk

of not graduating will receive weekly check-ins with the Academic Coordinator to review attendance, academic progress, and other behavioral concerns. Academic tutoring in core subjects (math, English, and science) will be available at least twice per week for all M-BFI participants by BGCGM AmeriCorps members. Additionally, the Academic Coordinator will host weekly college preparation sessions to provide individualized support with college applications, college essays, ACT/SAT work, and FAFSA applications.

SELECTION PROCESS

All appeals for non-award must be made in writing and must fully identify any contested issues. Subjective interpretations by evaluators are not subject to protest or appeal. The written appeal must be based on one of the following factors:

- A conflict of interest on the part of one or more evaluators.
- Mathematical errors were made in the scoring of proposals.
- The evaluators did not adhere to the established rating criteria.

Written appeals must be fully documented and must be postmarked and filed with:

Mark Kessenich, President and Chief Executive Officer
Employ Milwaukee
2342 North 27th Street
Milwaukee, WI 53210

Appeals must be received in the above office no later than five (5) business days after receiving a written notification of non-award. For purposes of this provision, email will suffice. Appeals must be emailed to mark.kessenich@employmilwaukee.org. Those appealing must confirm timely receipt by calling (414) 270-1709. The Employ Milwaukee Chief Executive Officer shall review the appeal and shall render a decision on the appeal. For appeals denied by the CEO, the proposer shall have the right to appeal the decision to the Board Chair at:

Don Layden, Jr.
Baird Venture Partners
777 East Wisconsin Avenue
Milwaukee, WI 53202

The written appeal must be based on one (1) or more of the factors listed above and must fully explain the basis for appealing Employ Milwaukee's CEO denial. The written appeal to the board Chair must be received in that office no later than five (5) days after the appeal is denied by the CEO. The board chair shall review the appeal and render a final decision on awarding of the contract.

Public Record: Applicants are advised that all documents obtained as part of this procurement process, and in the possession of Employ Milwaukee, are considered public records and subject to disclosure under the State of Wisconsin's Open Records Laws.

SUBMITTAL REQUIREMENTS

Providers wishing to be considered in the selection process must submit an electronic response by the following date: **Monday, October 14th, 2019, 10:00 a.m. CST**

Peter.Coffaro@employmilwaukee.org

The subject line in the email shall be **WIOA ISY Services**

Please submit and respond with a Cover Letter (1 – page maximum).

1. Organization & Staff Description (1 – page maximum) – 40 points

- Describe the relevant qualifications of the organization and key staff that would provide WIOA - ISY services. Describe the ability to mobilize qualified staff by November 1, 2019.

2. Youth Services Expertise (1 – page maximum) – 40 points

- Describe the specific experience and expertise providing youth services, ideally, in-school youth services and the organization's level of familiarity with WIOA Title 1B – Youth Service Elements or a similar program. Describe any existing working relationships within the referenced high schools.

3. Budget (1 – page) – 20 points

- Please submit hourly rates for three (3) staff, identify applicable management and administrative fees, identify any leveraged funds that the organization can apply to the project. **The estimated not-to-exceed-budget is \$185,000.** Please provide an explanation if the submitted budget exceeds \$185,000.