

FY09WIA TITLE I YOUTH BIDDERS CONFERENCE

March 19, 2008 10 AM

Career Center of Lowell Administration Conference Room

Attendees: Jessica Wilson, UTEC, Abby Tourville and Dave Blanchard, Big Brother/Sister, Andy Chandonnet, Greater Lowell YWCA, Dotty Duval, and Candy Campbell, Merrimack Valley Catholic Charities, Christy Cleaver and Elizabeth Cannon, Lowell Association for the Blind, Frank Heslin, Greater Lowell Technical High School, James Generoso, Dracut High School, Maria Cunha, Middlesex Community College, Tom Belkakis, Lowell Adult Education

Career Center of Lowell Staff: Bridget Quinn Youth Coordinator and Fran McNulty, Youth Career Advisor

Presiding: Vera Gallagher, Contract Manager, GLWIB/CCL Youth Programs

Conference opened at 10:05 AM. Vera explained the protocol of the meeting, stating that the RFP would be reviewed by section. Questions will be entertained at the end of each section. The RFP is separated into two parts. Programmatic and Budgetary. Programmatic question will be answered during this forum. Any budgetary /fiscal questions can be answered by contacting Michael Durkin after the meeting or by contacting him via email or phone. Michael Durkin's business cards were made available.

C. Format

Q: Maria Cunha asked if there needed to be 10 copies of the budget proposal submitted?

A: No, the audit along with other minimum qualifying criteria needs to be submitted with the original price proposal only. See Section A. Minimum qualifying criteria.

VI. 1. Outreach and Recruitment

Individual vendors are required to do their own outreach and recruitment.

VI. 2. Eligibility Determination / Initial Assessment

The youth staff of the Career Center of Lowell does eligibility determination – there is no gray area in this WIA piece.

Vera Gallagher introduced Fran McNulty and Bridget Quinn (Youth Staff) and explained their responsibilities and functions as they relate to WIA Vendors.

VI. 3. Assessment

TABE is the testing instrument adopted by the CCL and used consistently in all WIA youth programs. There is also an assessment interview to determine if the youth is appropriate for the program. The results of these two assessments form the basis of the plan of service for each youth.

VI. 7. Vendor Orientation and Training/Monthly Vendor Meetings/Ongoing Technical Assistance

Fran McNulty and Bridget Quinn work hand-in-hand with Vendors. There are monthly Vendor meetings where you can discuss any issues about your program or best practices in order to keep your program on track.

VI. 8. Program Monitoring

Vera Gallagher, WIB staff, provides annual on-site monitoring. Vera Gallagher is looking for compliance within the Vendor contract specifications. Vendors are also required to provide Vera Gallagher with a monthly desktop monitoring review of their program.

VI. 10. Case Management

Case management was discussed briefly. Vendors are required to do follow up for up to 12 months after the youth is exited from the program. The Career Center Staff assist in this effort. Fran McNulty enters follow-up data into MOSES.

VI.13. Final Narrative Report

Final narrative report is required within 60 to 90 days after the contract year has ended in order to sum up the years status/accomplishments and should be submitted to Vera Gallagher.

VI. 14. Internships (Work Experience)

Most in-school vendors use these in the summer months, but a few access it throughout the school year. It is helpful to ISY programs to use this component as part of their year round curriculum because it helps keep the youth engaged from one school year to the next. These work opportunities are paid for by the CCL. When submitting a proposal budget, Bidder's do not need to include this as a part of their total request for funding. Stipends and wages are paid by CCL. Bidders should however indicate if they plan on having this component and the approximate cost.

During the summer, 14/15 year olds may work fewer hours because in some cases 25 hours per week may be too much responsibility for them to handle.

Summer Internships are generally brokered with non-profit organizations, federal state or municipal offices within the City or surrounding towns. That is not to say that private sector internships are ruled out, they have been used in the past. Ideally we would like to see a commitment of permanent or part-time employment from an employer if a private sector internship occurs. If internships are going to be part of a WIA year round program design, then the Vendors should provide input to the GLWIB/CCL as to what type of internships would be appropriate for the youth. Or if Vendors can assist in any way in the cultivation of these worksites for internships, then this is strongly encouraged. New worksites are always being sought. If contact information is provided on a potential worksite the WIB will follow-up.

Q: Maria Cunha asked if the OSY are able to work in the summer component?

A: Vera Gallagher responded that it has been the general practice of the GLWIB/CCL not to place out-of-school youth in short term summer work experience if the youth has acquired their GED by the time summer activities start because, the

outcome for the youth should be permanent full-time employment. However, if they are still active in the program, have not attained their GED, and it is stated in the youth's ISP that they would benefit from short-term work experience then it would be allowable.

Q: Candy Campbell asked if there were any opportunities throughout the school year for OSY to work at an internship/work experience?

A: As a component of an employability strategy, work experience internships are a good way for youth to acquire on the job training, particularly if occupational skills' training isn't available. Youth would not be able to be paid a wage, but would receive the monthly stipend for OSY of \$ 90.00.

VIII. WIA Ten Program Elements

There are 10 program elements inherent in WIA youth programs – Vendors do not need to provide all 10 elements, but need to provide a minimum of 5.

IX. Supporting Resource Materials

The WIB Blueprint was made available as a source document.

X. GLWIB/CCL Proposal Review

Pages 37-39 of the RFP are the actual instruments that will be used in the review process. It may be helpful to have someone review the proposal with you before you submit it to see if you are responsive to all the areas that the Proposal Review Sub-Committee will be evaluating. This instrument is specific as to what they are looking for, and will give Bidder's a clear view of how they will be rated.

The Exit form is also included in the RFP, as is the eligibility process and other documents that may be helpful.

Q: Frank Heslin asked if the increase in minimum wage to \$8.00 per hour will impact how many youth would be served?

A: Vera Gallagher stated that we (GLWIB/CCL) are eligible to submit for a slight increase in funding for Youthworks 2008. With this factor, we should be able to maintain the same level of youth enrollment as in 2007.

Q: Frank Heslin asked how many youth were employed last summer?

A: Bridget Quinn responded that 233-235 youth were served last summer. Those numbers included WIA, Governor's Grant and LPD Grant. This year we will be receiving funding from Shannon Grant funding, which may provide for 50 youth. We may have about 130 spaces from the Governor's Grant, but that is not etched in stone and we are not sure about the WIA spaces.

Bidder's Conference adjourned at 11:00 A.M.