

## **LAKE COUNTY YOUTH COMMITTEE MEETING MINUTES**

**February 27, 2018**

**2:00 PM**

**Lake County Department of Job & Family Services**

### **Members Attending the Meeting**

Carol Darr

Sally DeLong (P)

Mindy Hughes

Ronald Jaksic

Michael Stanic (P)

Lisa Sturgil (P)

Dr. Brian Bontempo

### **Staff Attending**

Bob Dawson

Shawn Douglas

Terri Richards

Brigid Corbett

The meeting was called to order by Mindy Hughes at 2:09 PM.

### **Approval of Minutes:**

Carol Darr moved to approve the minutes from the meeting of May 3, 2017; seconded by Ron Jaksic. All were in favor; motion carried.

### **Overview Matters:**

Bob Dawson explained the situation relative to the Commissioners reappointing the Lake County Workforce Development Board (WDB) and how the WDB and Local Area #5 (Lake County) will be requesting re-certification from the Ohio Office of Workforce Development. The Commissioners also appointed the new Youth Committee effective March 15, 2018. The Youth Committee Roster was in the meeting handouts.

### **CCMEP Program Status:**

Bob Dawson, Brigid Corbett and Terri Richards provided extensive information on the status of the CCMEP program. Included were the CCMEP and WIOA Youth Performance Reports for the year ending June 30, 2017 and changes made to the CCMEP Plan effective October 1, 2017.

### **Providers and Case Management Status:**

Brigid Corbett and Terri Richards presented participant data was presented for each Case Management Provider and the committee reviewed summary write-ups for each provider.

### **Considerations for issuing a PY 18 CCMEP RFP:**

The Committee discussed all aspects of a potential procurement and following that discussion Mindy Hughes accepted the following motions:

- Carol Darr moved and Brian Bontempo seconded a motion to authorize PY 18 CCMEP case management procurement and to adopt the proposed procurement timeline. All were in favor; motion carried.
- Ron Jaksic made a motion to adopt the PY 18 Youth Spending Plan. Brian Bontempo seconded the motion. All were in favor; motion carried.
- Brian Bontempo moved to establish the programing specifications for the PY 18 CCMEP RFP. Carol Darr seconded the motion. All were in favor; motion carried.
- Brian Bontempo made a motion to adopt the Evaluation Rating Scale for scoring the CCMEP Case Management RFP proposals. Ron Jaksic seconded the motion. All were in favor; motion carried.
- Carol Darr moved to adopt the Cost/Price Estimate for the RFP proposals. Ron Jaksic seconded the motion. All were in favor; motion carried.

### **Adjournment:**

There being no further business, the meeting was adjourned by the call of the chair at 3:25 PM.

# PY 18 CCMEP RFP Milestone Dates

- March 9 RFP Public Notice
- March 23 Bidder's Conference
- April 6 Noon EST Deadline for Questions
- April 9 Noon EST Deadline for Proposals
- April 23 Evaluation Committee Deadline
- April 26 Youth Committee Review
- April 30 Recommendations to Commissioners
- May 7 Contract Negotiations
- June 14 WDB Approval
- June 19 Commissioners Contract Resolutions
- July 2 Program Year Activities Start

# CCMEP Financial Overview

## PY 18 Spending Plan

\$ 875,000	PY 18 CCMEP Allocation
<u>\$ 703,436</u>	PY 17 & PY 18 WIOA Youth Allocations
\$1,578,436	Total PY 18 Funds
<b>\$ 125,000</b>	Staff Costs
\$1,453,436	Available for Case Management & Direct Programming
<b>\$ 100,000</b>	Occupational Training (Approved Training Providers)
<u>\$ 100,000</u>	Contingency
\$1,253,436	Case Management & Program Deliverables (Outsourced)

## **PROPOSAL INSTRUCTIONS**

Submit all questions regarding this Request for Proposal to [LAKE RFP QA@jfs.ohio.gov](mailto:LAKE_RFP_QA@jfs.ohio.gov) until **12:00 Noon EST, Friday April 6, 2018**. All questions and answers will be posted in a timely manner on the OMJ Lake website at:

<http://www.lakecountyohio.gov/omjlake/home.aspx>.

Proposals must be received by the Lake County Workforce Development Board (LCWDB) at the Lake County Department of Job and Family Services (LCDJFS) office by **12:00 noon EST, Monday April 9, 2018**. Proposals may be mailed or delivered. Proposals submitted by facsimile or other electronic transmission (e.g., Internet, e-mail) will not be accepted. Any proposals not received at the designated place by the designated time and date must be rejected. Four copies of the proposal and attachments must be submitted.

**All copies of the completed proposal must be submitted in sealed packaging addressed to:**

**Robert J. Dawson  
Executive Director  
Lake County Workforce Development Board  
177 Main Street  
Painesville, OH 44077  
ATTN: PY 18 CCMEP PROPOSAL**

The LCWDB, LCDJFS and the Lake County Board of Commissioners reserve the rights to:

- **Accept or reject, in whole or in part, any or all proposals received as a result of this request, or to cancel in part or in its entirety this RFP;**
- **Fund proposals/contracts at any level deemed appropriate. Final awards may differ from amounts requested. Any organization submitting a proposal may choose not to accept an award if the full amount requested in the proposal is not awarded;**
- **Negotiate price, technical, or other revisions to a proposal before a contract is awarded;**
- **Request additional information in order to clarify specific items; however, all proposals are considered final upon receipt;**
- **Waive informalities in proposals;**
- **Negotiate with all qualified sources if in the best interest of the LCWDB, LCDJFS and the Board of Commissioners.**

There will be a Bidders Conference on Friday, March 23, 2018 at 2:00 P.M. at the Lake County Department of Job and Family Services, 177 Main Street, Painesville, Ohio. The Bidders Conference is not mandatory but is important when responding to this Request for Proposal.

## **Background and Program Parameters**

The purpose of this RFP is to procure program service proposals for the Comprehensive Case Management and Employment Program (CCMEP) to be operated in Lake County effective July 1, 2018 (PY 18).

### **What is CCMEP?**

CCMEP is a combination Title IV-A (TANF) program and workforce development (WIOA) activity authorized by Ohio HB 64 (June 30, 2015) providing employment and training services and other supportive services to mandatory and voluntary participants ages 16 to 24 based upon a comprehensive assessment.

### **Who will participate?**

Mandatory - Individuals who are at least sixteen but not more than twenty-four years of age and are:

- Work Eligible Participants of Ohio Works First (OWF) who are at least sixteen but not more than twenty-four years of age;
- Low-income Adult, In-School or Out-of-School your registered in a Workforce Innovation and Opportunity (WIOA) program considered to have a barrier to employment under WIOA.

Voluntary - Individuals who are at least sixteen but not more than twenty-four years of age and are:

- any OWF participant who has not been determined to be work eligible;
- an individual receiving benefits and services from a Prevention, Retention and Contingency (PRC) program and who volunteers for CCMEP within thirty days of the date that PRC benefits are received.

### **Who is responsible for administering CCMEP?**

The Lake County Board of Commissioners has designated Lake County Department of Job & Family Services (LCDJFS) as the Lead Agency for CCMEP for Lake County and Workforce Area #5. The Lead Agency is required to:

- maintain an effective local CCMEP program plan (last rules update effective 10/01/17);
- administer the program in accordance with federal and state laws;
- collaborate with other local participating agencies;
- insure the utilization of the Ohio Workforce Case Management System (OWCMS) for administering CCMEP;
- meet (state and where applicable federal) Performance Standards;
- insure the proper expenditure of funds;
- insure that the 14 CCMEP/WIOA service elements are made available and delivered via the 32 CCMEP activities; and
- be responsible for all CCMEP duties whether the Lead Agency performs the duty or a contractor.

### **What are the CCMEP framework activities and who will perform them?**

Framework activities consist of:

- *determining CCMEP eligibility;*
- *performing CCMEP intake;*
- *processing a WIOA Youth eligibility application;*
- *performing the CCMEP Comprehensive Assessment;*
- *performing a basic skills assessment;*
- *referring participants to a program provider; and*
- *providing comprehensive program monitoring*

LCDJFS, as the Lead Agency, will perform CCMEP framework activities.

### **How will the program and providers be monitored?**

The Lead Agency will employ a full-time CCMEP Quality Control Reviewer who will be responsible for monitoring programs and providers and for providing technical support on all things CCMEP and WIOA Youth.

### **What is expected of CCMEP Program Providers?**

Program Providers will:

- make available the CCMEP Service Elements and the CCMEP Activities for program participants as needed;
- employ a dedicated program manager to supervise program staff and take responsibility for program outcomes including statutory performance measures;
- employ enough staff (not less than two FTE) to perform effective participant case management;
- make available a qualified staff member to develop paid work experience sites and unsubsidized employment for participants.

### **What are the CCMEP Service Elements to be delivered?**

The elements include:

- tutoring, study skills training, instruction and evidence-based dropout prevention;
- alternative secondary school services and drop-out recovery services;
- paid and unpaid work experiences (which combine occupational and academic education, and includes summer employment, pre-apprenticeship programs, internships, job shadowing, and on-the-job training);
- occupational skill training;
- education offered concurrently with workforce preparation activities;
- leadership Development;
- supportive Services;
- adult Mentoring;
- follow-up Services;
- comprehensive guidance and counseling;
- financial literacy education;

- entrepreneurial skills training;
- labor market and employment information; and
- activities that help youth transition to post-secondary education.

**What are the CCMEP activities?**

The program activities must include but are not limited to:

- paid work experience;
- on-the-job training;
- job search;
- community service;
- vocational education training;
- job skills training directly related to employment;
- education directly related to employment;
- satisfactory attendance at secondary school;
- internships;
- summer employment;
- job shadowing;
- pre-apprenticeship opportunities;
- career counseling;
- adult mentoring;
- entrepreneurial skills training;
- tutoring, study skills training;
- work-behavior training;
- parenting classes;
- life skills classes;
- participation in alcohol or drug addiction services;
- finding a home in cases of homelessness;
- residing in a domestic violence shelter;
- attending English as a Second Language;
- mental health treatment;
- rehabilitation activities;
- financial literacy education;
- other workforce activities;
- activities within OhioMeansJobs.com;
- LEAP; and
- Veterans DVOP referral;
- unsubsidized employment.



### **What are the CCMEP & WIOA Performance Measures?**

As of this writing, some standards are still in the process of being developed and even once determined, will be subject to change. Proposers and contracted providers need to agree that the attainment of these measures is a primary objective and commit their efforts to attaining the specified outcomes.

The measures will include:

- the % of program participants that are in unsubsidized employment during the second quarter after exit as required by CCMEP;
- the % of program participants that are in unsubsidized employment during the fourth quarter after exit as required by CCMEP;
- the % of program participants that are in unsubsidized employment, education or occupational skills training during the second quarter after exit as required by WIOA;
- the % of program participants that are in unsubsidized employment, education or occupational skills training during the fourth quarter after exit as required by WIOA;
- the % of program participants that were in education or training while enrolled in CCMEP who obtain a recognized post-secondary credential or diploma or who obtain such credential or diploma within one year after exit;
- the median earnings of program participants who are in unsubsidized employment the second quarter after exit; and
- the % of program participants who were in unsubsidized employment during the second quarter after exit who during the fourth quarter after exit are employed with the same employer;
- the % of program participants that receive a measurable skills gain;
- and having paid work experience expenditures equal to or greater than 20% of the value of the contract award.

### **General RFP Requirements**

Each proposal should include a narrative that provides the following:

- an explanation on how the proposer intends to deliver the full array of required services;
- details on where the proposer will physically locate case managers and other staff needed to deliver the required services;
- a description as to how case managers will engage with program participants at least once every 30 days;
- an explanation of the proposed staffing plan as specified and budgeted;
- an explanation on how the proposer intends meet paid work experience expectations;
- an explanation as to how the proposer will deliver the new Lake County CCMEP Incentive Program;
- a summary plan for the use of supportive services as budgeted;
- an explanation as to why the proposer believes they are qualified to deliver the specified services;
- examples of when and for whom the proposer has successfully delivered CCMEP (or similar) services.

**Other RFP Specifications**

Programs should be proposed in increments of ten (10) slots but for not less than thirty (30) slots.

Case Management to participant ratios should be proposed and budgeted at fifteen (15) to twenty (20) participants to one (1) case manager using a comprehensive service delivery method. All programs should be proposed and budgeted with not less than two (2) Case Managers and with designated back-up coverage for case management activity.

All proposers should include a reasonable budget for day-to-day type Supportive Services.

Work Experience wages should be paid to participants at the rate of \$9/per hour plus applicable fringe costs.

All proposers should budget \$700 per proposed participant slot under Incentive/Stipends for the implementation of the (New) Lake County CCMEP Incentive Program. No other incentive and stipends should be budgeted.

This document represents a one (1) program year (PY 18) procurement of services under CCMEP. A provider could be awarded a service contract for a second-year subject to satisfactory performance and the availability of funds. There can be no increase in program cost for a second contract year, if awarded.

**EVALUATION OF PROPOSALS**

<b>Criterion</b>	<b>Points</b>
Extent to which the proposal addresses the RFP requirements	<u>0 - 35</u>
Reasonableness and necessity of proposed costs, efficiency and effectiveness of proposed use of funds & cost/price analysis	<u>0 - 20</u>
Considerations for serving individuals with disabilities	<u>0 - 10</u>
Proposer’s administrative and fiscal responsibility including record of integrity and business ethics; financial resources and compliance with public policy practices	<u>0 - 10</u>
Previous successful experience in operating the same or similar activities with emphasis on youth services especially workforce development	<u>0 - 25</u>
<b>TOTAL POINTS</b>	<b>0 - 100</b>

**PY 18**  
**CCMEP Procurement**  
**Independent Cost Estimate**

Current Average Operational Price Per Slot	\$ 4,900
Allowance for COLA and Staffing Changes	\$ 500
(Net) Allowance for New Incentive Plan	\$ 500
Estimated Cost Per Slot	\$ 5,900
Client Work Experience	\$ 1,100
Total Cost Price Estimate Per Slot	\$ 7,000