



The Portland Metro Workforce Development Board

NextGen Youth Services

Questions and Answers

This information may be edited for clarity

SOLICITATION CORRECTION:

The OYEP funding's annualized cost per participant is \$2,900, not \$3,900 as shown on page of the Request for Proposals:

- Annualized cost per youth participant: NextGen \$3,600 / ~~OYEP \$3,900~~ \$2,900

May 5, 2022

- Q1 Is there a revised budget workbook template for the NextGen RFP? The provided budget workbook has the indirect cell for the OYEP funds locked and we are unable to enter an amount. Are indirect expenses allowable for OYEP funds?
- A1 **Yes, a revised budget workbook has been posted on the RFP website. Indirect costs are allowable for OYEP funds.**

May 2, 2022

- Q1 Does Worksystems intend to make the Everfi system available to contractors, or should we include the costs of an alternate financial literacy classes?
- A1 **No. Respondents do not need to include financial literacy costs in their budget. Worksystems currently pays the licensing fee for the Youth System to have access to the Everfi financial literacy content. If Worksystems were to decide to discontinue licensing, the Everfi content or alternative content or guidelines would be provided.**
- Q2 Can we enroll a youth who is currently incarcerated and scheduled for release within 30 days?
- A2 **Yes, you can enroll and provide NextGen services to a youth in this situation.**
- Q3 Can we provide pre-release services to youth in custody prior to their release in that 30-day window?
- A3 **Yes, you can conduct pre-enrollment activities (such as an assessment) during the pre-release period and enroll them upon release or shortly thereafter.**
- Q4 Throughout the Regional Program Standards for NextGen Youth Services, it states a youth must be 17-24 years of age for out-of-school youth, and 17-21 for in-school youth. The RFP states NextGen will serve 16-24 year-olds. If the participant is required to be 17 years of age for WIOA and WorkSource, is there a separate process to enroll 16-year-olds?
- A4 **The Regional Program Standards provided are those in place for the current program year and were provided to give context to how program rules are conveyed; they will be updated with the program design changes reflected in this solicitation for Program Year 2022.**
- Q5 Can OYEP funds be used for a construction pre-apprenticeship program that pays participants with stipends and/or incentives instead of wages? If so, would those stipends and/or incentives be an eligible award expense?
- A5 **OYEP funds are not allowed to be used to provide stipends. Wages must be paid for participation in one of the four work-based training options. However, an exception to this is if a grantee is prohibited by state or federal law from the payment of wages, such as an AmeriCorps program. Any wages paid to participants would be through our third party employer of record and are not to be included in the submitted budget. All required OYEP services must also be delivered, in addition to pre-apprenticeship training.**

April 28, 2022

- Q1 Is the successful bidder expected to keep a caseload of 35-40 at any given time with continuous intake as participants secure an outcome and move into the follow-up period for 12 months? Will they be expected to refill that slot as soon as the participant moves into the follow-up program?
- A1 **NextGen contractors are expected to enroll a new participant whenever a current participant is moved to follow-up services. The contractors have 90 days from the date of the participant exit to follow-up services to bring in a new enrollment.**

April 21, 2022

- Q1 The RFP states that participants should access training through the WorkSource system. If this is the case, how would 16-17-year-old participants access training through the adult system?



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- A1 Youth ages 16-17 are not able to access occupational skills training through the adult system but could potentially access training and other types of skill-building through NextGen such as workforce preparation activities, learning opportunities, and pre-apprenticeships.
- Q2 Is it allowable to support cohort-based training using OYEP or NextGen funding? If not, how could a cohort be supported?
- A2 We do not prescribe nor limit the type of program models for delivering NextGen or OYEP services. The program must include all the required services outlined in the RFP.
- Q3 Is the application process the same if we are only interested in the OYEP funding?
- A3 Yes.
- Q4 What are the admin requirements for the OYEP funding?
- A4 Worksystems applies federal administrative requirements for our contracts. This allows us maximum flexibility in utilizing funds from various sources and opens opportunities for individual contractors to multiple streams of funding from Worksystems. There is not a separate set of OYEP requirements; your Administrative Capacity submission will allow evaluation of your agency's existing administrative capacity and provide the necessary information to determine level of technical assistance for capacity building to meet the stated requirements in the RFP.
- Q5 Can OYEP funds be used to pay hourly wages for the participants in our 6-9 month workforce development training program?
- A5 Wages for OYEP-funded projects have been set aside and are administered by a third party under contract with Worksystems. Wages are paid for youth participation in a work-based training option as outlined in the RFP. The 6-9 month program length is in line with the OYEP description in the RFP. We cannot comment, specifically on your program.
- Q6 Can OYEP funds be used to contract/fund a local non-profit partner who may provide additional services to our participants?
- A6 Yes. This would be done through a subcontract. Please refer to Exhibit A, item 14, Contracts and Assignments, in the sample contract available on the Youth Services RFP section of our website, for additional information regarding subcontracting to another entity. A complete budget of a proposed subcontractor is to be submitted with the budget documents as a part of your overall submission.

April 18, 2022

- Q1 Is it allowable to use a chart and a graph with 10-point font?
- A1 The solicitation indicates 12-point font is preferred, but not required, so a 10-point font chart and graph is acceptable.

April 14, 2022

- Q1 Is OYEP funding renewable each year for the duration of the 5 years, or does it only apply to the first year of the contract?
- A1 Current OYEP funding is committed for July 1, 2022 to June 30, 2023. As with the other funds in this RFP, we anticipate continuation of funding but do not have a guarantee or assurance. OYEP is from the State of Oregon and is budgeted and approved by the State Legislature during the budget cycle.

April 13, 2022

- Q1 Will we be required to certify as a Community Based Development Organization (CBDO) with the City of Portland to access the NextGen CDBG funding stream?
- A1 Yes, a recipient of Prosper Portland CDBG funding will be required to certify as a CBDO.
- Q2 Can we include a request to fund a mentor in our NextGen program budget?
- A2 Yes, this may be included in your program design and budget. The service definition on page 11 does clarify that the adult mentor cannot also be a career coach.

Bidder's Conference

April 11, 2022 (Posted April 13, 2022)

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Q1 If a participant needs more than a year to reach their goals, how is that performance measured?

A1 **The program design supports long term participants and can extend for as long as three years.**

Q2 Is there a standard basic skills assessment prescribed for participants?

A2 **Please see the CCR Academic Assessments Crosswalk document, available on the Worksystems' Request for Proposals webpage, which provides a description of local measures on performance outcomes and how basic skills can be assessed for the purpose of reporting basic skills sufficient at exit.**

Q3 Are only organizations that have not received federal grants eligible to apply for OYEP funding?

A3 **No, the OYEP funding is available to all applicants. It does also provide a pathway for organizations new to Federal workforce development funding to apply as a first step and, if necessary, be eligible for Technical Assistance for the Administrative Capacity Requirements.**