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Our Vision:

Contra Costa County's Workforce Development Board supports a network that creates and promotes dynamic education systems, high-performing businesses, and a prosperous local economy with an abundance of high-quality jobs and skilled workers to fill them.

Executive Committee Meeting

Agenda

June 12, 2019

3:00 p.m. – 5:00 p.m.

1266 San Carlos Ave, Concord, Room D-5

AND

1201 California Ave, Pittsburg, CA 94565

Conference Room

3:00 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT

3:05 PM PRESENTATION AGENDA

P1 AJCC/Career Services update and tour

P2 AMBayArea Presentation

3:55 PM CONSENT AGENDA

C1 Approve minutes from April 10th meeting

4:00 PM ACTION ITEMS

A1 Approve 2019-2020 Budget

A2 Approve release of Youth RFP per Youth Committee recommendation

4:30 PM DISCUSSION ITEMS

D1 501c3 Update

4:45 PM COMMITTEE MEMBER REPORTS

COMMITTEE CHAIR/MEMBER REPORTS

CHAIR'S REPORT

EXECUTIVE DIRECTOR'S REPORT

5:00 PM ADJOURN

Next Executive Committee on July 10, 2019

Any appropriate public records related to an open session item on a regular meeting agenda and distributed by the Workforce Development Board and any of its committees to a majority of members of the Workforce Development and/or its committees, less than 72 hours prior to that meeting are available and for public inspection at 300 Ellinwood Way, 3rd Floor, Pleasant Hill during normal business hours.

The Workforce Development Board will provide reasonable accommodations for individuals with disabilities planning to attend Board meetings. Arrangements can be made by contacting the Board at 925.671.4560

Workforce Development Board (WDB) of Contra Costa County

Executive Committee Charter

Charter Element	Charter Agreement Information
Business Objective	The primary objective of the WDB Executive Committee is to support system alignment, service integration, and continuous improvement, using data to support evidence-based policymaking.
Case for Action	<p>As we advance our work toward realizing our vision for creating shared opportunity and economic prosperity, a number of key factors drive our work:</p> <ul style="list-style-type: none"> • Good jobs in today's economy and labor market require workers to have a growing level of knowledge and skill in order to compete for them; • The employment gap is widening between those with higher levels of education and credentials and those who lack them; • Jobs are growing at both the high-skill and low-skill end of the labor market, while growth of "middle skill" jobs has been lagging; however, the retirement of baby boomers from the labor force will create openings in nearly every industry and occupation; • The incoming workforce does not have the education and skill-sets needed to perform many of these jobs, as manifested by a continued lag in the educational attainment levels of young people (although beginning to show some signs of improvement, student preparedness for post-secondary education remains very low); and • The difference between supply and demand indicates that there is a "skills gap" between what most workers have to offer and what businesses need, creating the urgency to develop and support new strategies that can better equip and train people for jobs in today's economy.
Requirements	<p>The WDB Executive Committee will:</p> <ul style="list-style-type: none"> • Improve and expand the Workforce Development Board's communications systems and networks • Develop and present legislative/advocacy platforms and position statements for consideration by the Contra Costa County Board of Supervisors and other local elected officials • Recruit qualified board member candidates who are able to effectively advance the board's strategic priorities and recommend membership appointments to the Board of Supervisors • Support and strengthen administrative, fiduciary, management, and oversight roles and responsibilities of the WDB, including monitoring performance of the WDB Executive Director • Help secure, leverage, and expand resources that help to support workforce and economic development in Contra Costa County and the greater region
Boundaries / Guidelines	The Executive Committee will advise and influence the direction and implementation of the WDB's strategic objectives as outlined the WDB 2017-2020 Strategic Plan, particularly with regards to work related to systems alignment, administration, coordination, and overall accountability.
Team Membership	<p>The Executive Committee is comprised of the Chair, Vice Chair(s) and Immediate Past Chair of the WDB; the Co-Chairs of each of its subcommittees, and up to three at-large members to provide appropriate representation of the overall membership. The Executive Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County.</p> <p>The WDB and the Executive committee often draw upon the knowledge and expertise of other individuals and organizations that are not members of the WDB and occasionally form <i>Ad Hoc</i> committees to do work.</p>
Timing	The work of the Executive Committee is aligned with the timeline of the WDB's 2017-2020 Strategic Plan.
Resources	The WDB and the Executive Committee provide and/or support convening and networking functions that draw together a wide spectrum of stakeholders that contribute to the health of the local economy and prepare residents for effective participation in the workforce. These include local and regional businesses, economic development experts and organizations, public agencies, education, labor, and community-based organizations.
Review Process	<p>The Executive Committee monitors and reports its progress at regular committee meetings and full WDB member meetings as appropriate.</p> <p>Progress against the WDB 2013-2017 Strategic Plan is reviewed at regular intervals as determined by the WDB and any of its relevant governing authorities at the local, state, and/or federal levels.</p>

EXECUTIVE COMMITTEE MINUTES

Wednesday, April 10, 2019

The Executive Committee met on Wednesday, April 10, 2019 at 4071 Port Chicago Highway, Conference Room A, Concord, California and 1201 California Avenue, Conference Room Pittsburg, CA 94565 and 2525 San Pablo Dam Rd. Conference Room San Pablo, CA 94806. Co-Chair Yolanda Vega called the meeting to order at 3:42 pm. Co-Chair Yolanda Vega reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBERS PRESENT: Bhupen Amin, Jason Cox, Ashley Georgian, Yolanda Vega, Michael McGill, and Justin Steele

MEMBERS ABSENT –Margaret Hanlon-Gradie, Jose Carrascal, Justin Steele (Ex)

OTHERS PRESENT –G. Vittoria Abbate (Board Member), Jane Fischberg & Monique Brown (Rubicon)

WDB STAFF PRESENT –Donna Van Wert, Maureen Nelson, and Rochelle Soriano

PUBLIC COMMENT

None

CONSENT ITEM

C1 Approve March 13, 2019 Executive Committee meeting minutes.

Motion/Second Jason Cox/Mike McGill

Motion Approved Approved

PRESENTATION ITEM:

P1 AJCC/Career Services Update

The report highlights key progress and accomplishments to date regarding the implementation of AJCC Comprehensive services and countywide WIOA access points and services.

Service Accessibility

WIOA services are actively at 11 countywide access points in addition the Comprehensive AJCC site. WIOA staff from access points travel to the Comprehensive AJCC site to outreach and engage attendees of EDD Re-Employment orientations. CCWC's coordinated efforts to partner with EDD increases accessibility and engagement of dislocated workers in WIOA services.

WIOA Training Resources

To date, 55 WIOA clients accessed individual training accounts (ITAs) for a total value of \$176,036; this is 40% of ITA funding available for the 18-19 program year. WIOA clients have access funds for training in the following industries: Healthcare, Professional Services, Transportation, Construction & Logistics and Information Communications Technology (ICT)

Performance Management and Quality Assurance (QA)

Rubicon quality assurance staff support the CCWC via staff training, reviewing and approving staff activities in CalJobs, and providing TA via support mailbox. Rubicon QA provided a 2-day training to the countywide WIOA coaches on April 11th- 12th. The training emphasized WIOA procedures for accessing and documenting services, to ensure compliance and consistency across access points. In January and February 2019, Rubicon staff contributed to successful EO and program monitoring visits.

Table 1. CCWC Enrollment Progress towards Goal

	Goal	As of Last Report Jan 25, 2019	As of April 30 ,2019
Adults	308	91	233
Dislocated Workers	91	29	61
Total	399	120	294

****April 30th numbers reflect enrollment applications processed and approved by Rubicon QA, there may be a lag in these numbers appearing in CalJobs.***

ACTION ITEMS:

A1 Approve Resignation/Termination of Board Member

Approve the termination of Margaret Hanlon-Gradie from WDB Labor Seat #4 to the Full Board and subsequently the Family & Human Services (FHS) Committee of the Contra Costa County Board of Supervisors.

Board members expressed their appreciation for Margaret's many years of active and valuable service to the WDB. Regretfully, but with best wishes for Margaret on her new journey, the WDB approved the release of Margaret from her labor seat on the WDB. A letter of appreciation for her years of service will be sent to Margaret.

Motion/Second: Jason Cox/Mike McGill
Motion Approved Approved

AYES: Bhupen Amin, Jason Cox, Ashley Georgian, Yolanda Vega, Michael McGill

NAYES: None

ABSENT: Margaret Hanlon-Gradie, Jose Carrascal, and Justin Steele

ABSTAIN: None

A2 Establish a Nominating Committee for Board Chair and Vice Chair

Approve to establish an Ad Hoc Nominating Committee for the purpose of selecting and presenting a slate of officers to the Full Board for approval for the 2019-2020 Fiscal Year.

Motion/Second Mike McGill/Jason Cox
Motion Approved

Volunteers:

- Jason Cox (Chair)
- Yolanda Vega
- Ashley Georgian

AYES: Bhupen Amin, Jason Cox, Ashley Georgian, Yolanda Vega, Michael McGill

NAYES: None

ABSENT: Margaret Hanlon-Gradie, Jose Carrascal, and Justin Steele

ABSTAIN: None

A3 Approve WIOA Updated Memorandum of Understanding

Approve the MOU as agreed upon by all WIOA mandated partners for final approval from our designated CLEO (Chief Elected Official), the Contra Costa County Board of Suprvisors, with caveat that if County Counsel makes any substantial changes to the language in the MOU it will be brought back to the Full Board in May for approval.

Motion/Second Bhupen Amin/Jason Cox
Motion Approved

AYES: Bhupen Amin, Jason Cox, Ashley Georgian, Yolanda Vega, Michael McGill

NAYES: None

ABSENT: Margaret Hanlon-Gradie, Jose Carrascal, and Justin Steele

ABSTAIN: None

DISCUSSION ITEM:

D1 Retreat Discussion

The Workforce Development Board has held annual board retreats to engage board members in strategic planning, review/reassess work plans, challenges and accomplishments, and provide information on expectations and responsibilities of being a workforce development board member.

WDB Staff and Board members will discuss timing and topics of interest for a board retreat in 2019. Select a date, develop an agenda, and secure site, logistics and facilitator for retreat.

Comments/Feedback:

- Team Building with WDB Staff and Board Members
 - Board engagement and participation
- Include collaborative partners
- Board Education
 - What are we trying to achieve?
 - Board Information
 - Grant Funding
 - Program Services

COMMITTEE MEMBER REPORTS

BED Committee

- Highlights of presentation/ report from the last meeting.
 - Transportation report
 - Innovating the trends in the industry
 - West Contra County Fair event report
- Next meeting is on June 5th, 2019

Youth Committee

- Board members engagement
- Attendance is good meeting quorum requirements
- Discussion on RFP is ready for the next cycle
- Earn & Learn Champion Brunch on May 14, 2019
- Next meeting is on June 11, 2019

CHAIR'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

- FHS presentation on April 22nd
 - WIOA program
- CWA WORKCON 2019 Conference on May 15-17, 2019
 - Attending WDB staff
 - Patience Ofodu & Rochelle Soriano
- Full Board Meeting on May 7, 2019
 - Presentation Items

- New Website (ready to launch)
- Northern Waterfront EC²
- Update on AJCC Collaborative partners
- Action Items (Approval)
 - Regional Plan
 - Local Board/Recertification
 - Slate of Officers

THE MEETING ADJOURNED AT 5:07 PM

Respectfully Submitted,

Rochelle Martin-Soriano, Board Secretary

/rms

DATE: June 12, 2019
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **PY 2019-20 WDB DRAFT BUDGET**

This report brings a DRAFT program/fiscal year 2019-20 budget to the WDB Executive Committee for their consideration.

A. BACKGROUND

The WDB Executive Committee and/or the Full Workforce Board historically approves the program/fiscal year (PY) budget at the beginning of the current PY (July) and typically adopts a revised budget at the mid-year point to better balance revenues (and specific funding sources) with expenditures, as well as account for changes in our funding sources and/or amounts. WDB Staff have been working diligently with EHSD fiscal to ensure we have a projected budget earlier rather than later, to avoid surprises down the line.

B. CURRENT SITUATION

The board approved a balanced budget for PY 2018-19 and spending has been within expectations to keep us on track. WIOA Adult, Dislocated Worker (D/W), and Youth Formula allocations were published in late-April; undesirably, they were lower than we had initially projected. However, the budget has a projected surplus in the amount of approx. \$120,000. Please note that the figures in the table below include estimated rollover amounts. WIOA Rapid Response and Lay-Off Aversion (RR/LOA) Formula allocations have not been published, below is an estimate based on the actual reduced WIOA Formula allocations received for PY 2019-20.

<i>PY</i>	<i>Youth</i>	<i>Adult</i>	<i>D/W</i>	<i>RR/LOA</i>	<i>Total</i>
2018-19	\$ 1,647,928	\$ 1,710,586	\$ 1,724,723	\$ 267,883	\$ 5,351,120
2019-20	\$ 1,665,915	\$ 1,666,063	\$ 1,511,501	\$ 236,500	\$ 5,079,979
Variance	\$ 17,987	\$ (44,523)	\$ (213,222)	\$ (31,383)	\$ (271,141)

While the draft budget indicates a projected surplus, these projections include estimated carryover figures that EHSD Fiscal provided and are subject to change. WDB Staff continue to struggle to get timely and accurate information needed from EHSD Fiscal to be confident about expenditures and budget tracking. WDB Staff continue to monitor the budget and pursue additional funding opportunities.

Important considerations:

- 1) Where are the best and most immediate opportunities for the WDB to diversify its funding base?

- 2) What kind of changes in the WDB's core business processes need to be made in order to maximize its efficiency and effectiveness? Is there an optimal mix of services and staffing?

C. RECOMMENDATION

Approve the PY 2019-20 DRAFT WDB Budget as presented and submit recommendation to the Full Board for approval.

D. FISCAL IMPACT

The PY 2019-20 WDB DRAFT Budget Report document shows the WDB operating with a roughly \$6.4 Million in revenues and \$6.3 Million in projected expenditures. These adjustments leave a projected unobligated amount of approximately \$119,721 going into PY 2020-21, of which approx. 65% of the funds are WIOA Formula Funds (Adult/DW/Youth).

E. SCHEDULE

Staff continues to work to with fiscal to monitor the budget.

F. ATTACHMENTS

A1a: PY 2019-20 WDB Draft Budget

PY 2019-20 WDB Draft Budget

#	GRANT / FUNDING SOURCE	AVAILABLE REVENUE		
		<i>Recommended Budget PY 2019-20</i>	<i>Adjusted Budget PY 2018-19</i>	<i>Variance (Recommended - Adjusted)</i>
	<i>WIOA Formula Funds</i>			
1	WIOA Adult Program	\$ 1,666,063	\$ 1,710,586	\$ (44,523)
2	WIOA Dislocated Worker Program	\$ 1,511,501	\$ 1,724,723	\$ (213,222)
3	WIOA Youth Program	\$ 1,665,915	\$ 1,647,928	\$ 17,987
4	WIOA Rapid Response & Layoff Aversion	\$ 236,500	\$ 267,883	\$ (31,383)
5	TOTAL WIOA FORMULA ALLOCATIONS	\$ 5,079,979	\$ 5,351,120	\$ (271,141)
	<i>Discretionary Funds</i>			
6	WIOA Slingshot	\$ -	\$ 12,109	\$ (12,109)
7	WIOA Regional Training & Implementation	\$ 463,800	\$ 775,000	\$ (311,200)
8	AB-109 Second Chance	\$ 208,000	\$ 216,320	\$ (8,320)
9	Career Pathways Trust I (WBL)	\$ -	\$ 90,000	\$ (90,000)
10	Career Pathways Trust II (ACOE)	\$ -	\$ 19,871	\$ (19,871)
11	Disability Employment Accelerator (DEA)	\$ 60,000	\$ 250,000	\$ (190,000)
12	SBDC	\$ 458,543	\$ 410,000	\$ 48,543
13	WDB Admin EDD Rent	\$ 157,320	\$ 157,320	\$ -
14	TOTAL DISCRETIONARY FUNDING	\$ 1,347,663	\$ 1,930,620	\$ (582,957)
15	TOTAL FUNDING for PROGRAM YEAR	\$ 6,427,642	\$ 7,281,740	\$ (854,098)

PY 2019-20 WDB Projected Expenditures

<i>Expenditures Categories</i>	<i>WIOA Formula Funds</i>	<i>Discretionary Funds</i>	<i>Recommended PY 2019-20</i>	<i>%</i>
WDB Staff Salaries & Benefits	\$ 1,252,224	\$ 443,532	\$ 1,695,756	26.88%
Admin (10%)	\$ 125,222	\$ 44,353	\$ 169,576	10.00%
Program (90%) ^(A)	\$ 1,127,002	\$ 399,179	\$ 1,526,180	90.00%
WDB Operating Expenses ^(B)	\$ 622,550	\$ 157,534	\$ 780,084	12.37%
WDB Contracted Obligations ^(C)	\$ 3,127,981	\$ 704,100	\$ 3,832,081	60.75%
TOTAL PROJECTED EXPENDITURES	\$ 5,002,755	\$ 1,305,166	\$ 6,307,921	100.00%

TOTAL FUNDING for PROGRAM YEAR	\$ 5,079,979	\$ 1,347,663	\$ 6,427,642
TOTAL PROJECTED EXPENDITURES	\$ 5,002,755	\$ 1,305,166	\$ 6,307,921
TOTAL PROJECTED SURPLUS / (DEFICIT)	\$ 77,224	\$ 42,497	\$ 119,721

Footnotes:

A Program functions include: Adult, Dislocated Worker & Youth Services, Business Services, Programmatic Technical Assistance, etc.

B Operating expenses include costs such as office expenses, facility costs, utilities, maintenance, technology costs, etc.

C WDB Contracted Obligations include: Contracts and Individual Training Accounts (ITA)

PY 2019-20 WDB Projected Contract Listing

#	Contractor Name	Service Description	WIOA Formula Funds	Discretionary Funds
1	Contra Costa County Office of Education	Youth Service Provider	\$ 750,000	
2	RFI #681	Strategic Planning/Grant Writing	\$ 36,000	
3	Mount Diablo Unified School District	Youth Service Provider	\$ 375,000	
4	NY Wired	Metrics Online Learning Licenses	\$ 4,200	
5	Oakland Private Industry Council	Regional Planning Unit	\$ 16,239	\$ 126,300
6	Pittsburg Power Company	Pre-Apprenticeship Construction Training	\$ 205,000	
7	Rubicon	Comprehensive AJCC & Adult/DW Career Services Provider	\$ 1,150,000	
8	East Bay Institute	Disability Employment Accelerator Service		\$ 30,000
9	Futures Explored	Disability Employment Accelerator Service		\$ 30,000
10	Small Business Development Center (SBDC) Providers	Small Business Development Services		\$ 280,000
11	Pat Davis Design Group	Website Development & Hosting		\$ 17,800
12	Various Training Providers	Individual Training Accounts	\$ 591,542	
13	Advanced Manufacturing Bay Area	Advanced Manufacturing Sector Consultant		\$ 65,000
14	Redlo Health Solutions, Inc.	Healthcare Sector Consultant		\$ 55,000
15	Contra Costa Economic Partnership	Earn and Learn Consultant		\$ 100,000
		TOTAL CONTRACT OBLIGATIONS	\$ 3,127,981	\$ 704,100

DATE: June 12, 2019
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **Recommendation to release RFP for WIOA Youth Services**

A. BACKGROUND

The WDB and its Youth Committee typically issue a Request for Proposals (RFP) for WIOA Youth Services every three years. After successfully prevailing in their bids, the current service providers were awarded contracts in July 2014 in response to RFP #1134. In order to comply with County policy and WIOA requirements regarding competitive process, a new RFP must be issued during program year 19-20 for services to begin no later than October 1, 2020.

Past RFP development through the WDB has involved the process of:

- 1) Outreach with community stakeholders to identify possible geographic needs and service trends,
- 2) Convening focused conversations with current service providers to discuss current program trends and identify gaps in current program design and
- 3) Identifying WDB and Youth Committee members to work with staff on the program design component of the RFP process.

B. CURRENT SITUATION

The WDB Youth Program Staff continues to outreach to the community; focused conversations with current service providers have also taken place. Additionally, an Ad Hoc Committee was formed to identify priorities for the Youth RFP. The Ad Hoc Committee met once (May 2nd) and plans to convene a couple more times before an RFP for WIOA Youth services is published. The Ad Hoc reviewed the prior RFP, discussed performance outcomes, funding challenges, characteristics of in-school youth vs. out-of-school youth, and geographic areas of the county that have high need. Copies of the meeting agenda and supporting materials are attached to this staff report.

Contracts with current youth service providers, Contra Costa County Office of Education and the Mount Diablo Unified School District run through September 30, 2019. Renewals were processed for 15 months instead of the usual 12 months to promote more effective summer programming and to align better with WIOA Youth funding cycles.

The time needed to release an RFP, evaluate proposals, select providers, and negotiate and execute contracts can easily exceed a year.

C. RECOMMENDATION

Recommend to the Full Board and/or Executive Committee that action be taken to seek the required Board of Supervisors Approval for release of an RFP for WIOA Youth Services. If approved, the Executive Committee and/or Full Board will be able to move forward with the recommendation in June and the item could be placed on a Board of Supervisor's meeting agenda in July.

D. FISCAL IMPACT

Exact funds available in this RFP will not be known until the State of California releases program year 2020-2021 allocations. Based on PY 19-20 Youth allocation amounts minus WDB staff and operations costs, an estimated \$1,100,000 may be available for the provision of WIOA Youth Services.

E. SCHEDULE

Approving Staff's Recommendation will ensure approvals move forward in accordance with the Board of Supervisor's meeting schedule. See the attached RFP Timeline for a detailed schedule of RFP Development Activities.

A2a: Ad Hoc Committee Meeting Agenda and supporting materials

A2b: WIOA Youth Services RFP Timeline

Ad Hoc Committee Meeting – Youth RFP

May 2, 2019

2pm – 3:30 pm

Concord AJCC, Room C

4071 Port Chicago Hwy, Ste. 250 Concord CA 94520

AGENDA

2:00 pm

- Introductions
- Meeting Requirements

2:10 pm Overview of Current Conditions

- Sample RFPs
- Current Performance Indicator Levels/Expected Outcomes
- WDB Actual Performance
- WIOA Youth Funding Allocations
- Status of Compliance Factors
 - Out of School Youth Expenditure Requirements
 - Work Based Learning Expenditure Requirements
 - Programmatic & Fiscal Monitoring Outcomes

2:30 pm Discussion

- List of Gems/Best Practices
 - Terminology - “Emerging Workforce” instead of “Youth”
 - Alignment of funding with geographic areas of high need
 - Industry-sector focus
 - Focus on Career Pathways
- Sample Evaluation Tools & Common Evaluation Factors
- Ad Hoc Recommendations for Youth Committee

Reference Information:

I. WIOA Title I Youth Performance Measures		Negotiated Levels	
Statutory Requirements		PY 18-19	PY19-20
• Measureable Skills Gain		30.77%	31.27%
• Credential Attainment		55.6%	56.6%
• In Post-Secondary Education or Employment – 2 nd Qtr. after exit		66.0%	68%
• In Post-Secondary Education or Employment – 4 th tr. after exit		63%	65%
• Median Earnings (Adult benchmark is \$6,100 a quarter)		baseline	baseline
II. Expenditure Requirements:			
• 75% of Total Allocation must be spent on Out-of-School Youth (CA is considering 2 waivers that would modify this requirement)			
• 20% of Youth funds must be spent on Work Based Learning Activities			
III. Contra Costa WDB <u>Program</u> Funding Allocations		Contracted Amounts	
in Previous Years (rounded to nearest 100K)			
Program Year 16-17	\$1.5 mil		
Program Year 17-18	\$1.3 mil (Revised)		\$1,065,478
Program Year 18-19	\$1.29 mil (Revised)		\$1,054,925
Program Year 19-20	\$1.14 mil		\$1,125,000
IV. Priority Industry Sectors – East Bay Region and Contra Costa WDB			
• Advanced Manufacturing			
• Information & Communication Technology (ICT)			
• Biomedical			
• Healthcare			
• Transportation & Logistics			
• Energy & Construction			

WIOA Youth RFP Planning

Potential RFP Priorities

- Geographic Areas – High Poverty Areas, county defined-areas
- Barriers of Proposed Population
- Priority Industry Sector Alignment (jobs/school programs)
- Priority on certain WIOA Activities (example – Work experience)

Potential RFP Evaluation Factors:

- Evidence of Expertise & Organizational Experience (including Past Performance)
- Program Design and Service Delivery
- Collaboration and Partnerships
- Personnel & Staffing Plan
- Data Collection, Performance Reporting & Monitoring
- Budget & Budget Narrative
 - Program Cost
 - Leveraged Resources (cash and/or in-kind)

WIOA YOUTH SERVICES RFP TIMELINE - DRAFT
Contra Costa

A2b

Event	Timeline	Alternate Date
Gather Info to Inform RFP - sample Youth RFPs, feedback from providers, best practices in youth development/ Youth Committee Meeting	Now - July 30, 2019	
Interested Parties Distribution list	Now - September 2, 2019	
Define scope & priorities for RFP - (Who, Services, Region, Evaluation Criteria)/ Youth Committee Meeting	Now - Aug 15, 2019	
Update of RFP Amount once allocation and Carry-over estimates known	April or May, 2019	
Youth Committee Recommendation for Release of RFP/ Youth Committee Meeting	June 11, 2019	July 9
Exec or Full Board Recommendation for Release of RFP	June 12, 2019	July 10
Board of Supervisors - Approval to Release RFP	July 23, 2019	July 30
Draft RFP Complete	May 10, 2019 - Aug. 15, 2019	
RFP Published	August 20, 2019	
Bidders Conference &/or Webinars	Sept. 10, 2019	
Invitation to Read/Rate - recruit review panel/Youth Committee Meeting	Sept. 3 - Oct. 31, 2019	
Questions and Answers - posting period	Sept 10, 2019 -	
Deadline for RFP Submission	October 31, 2019	
Compliance Review - Contracts	November 1-8, 2019	
Fiscal Evaluation Review period/ Youth Committee Meeting	November 8 - 25, 2019	
Programmatic Evaluation period	December 3 - 17, 2019	
Orientation for Evaluators	December 3, 2019	
Evaluators Read & Rate	December 3 - 16, 2019	
Reconciliation of Scores/Ranking	December 17, 2019	
Youth Committee - Recommendation of Awards	January 14, 2020	
Conditional Award Letters Sent	January 14, 2020	
Appeal period (10 business days from letter mailing)	January 15 - 29, 2020	
Exec or WDB Full Board approval of funding recommendations	February 1, 2020	
Board of Supervisors - Approval	February 1, 2020	
Contract Negotiations/Contract Development	January 17 - April 1, 2020	
Contract Signatures - Insurance Proof, Etc	June 22, 2020	
Contract Start Date	July 1 or October 1, 2020	