

RFP 1225

Workforce Innovation and Opportunity Act (WIOA) Title I Adult Program Services



Optional Bidders Conference
Thursday, August 7, 2025
1:00 PM – 3:00 PM

Welcome!

All participants are on mute

The Bidders Conference
will start shortly

Please be advised this webinar is being recorded



Contra Costa County Employment and Human Services Department

Cassandra Youngblood, Contracts Analyst

Verneda Clapp, Workforce Services Specialist, Workforce
Development Board

Molly Almeida, Fiscal Analyst

Employment and Human Services Department, Contracts Unit

Cassandra Youngblood, Contracts Analyst

AGENDA

4

- I. OpeningCassandra Youngblood
 - Welcome / Introductions
 - Opening Remarks/Housekeeping
 - Disclaimer: Webinar is being recorded
- II. RFP OverviewCassandra Youngblood
 - RFP Timeline/Introduction
 - Required Proposal Format
 - General Submittal Requirements
 - Evaluation Process – 3 parts
 - Appeals Process
- III. RFP Program.....Verneda Clapp
 - Program Overview
 - Purpose and Scope of Work
 - Reporting Requirements
 - Proposal Narrative
 - Budget & Budget Narrative
 - Proposal Evaluation Process & Scoring
- IV. RFP Fiscal.....Molly Almeida
 - Fiscal Review
 - Fiscal Requirements & Attachments
 - Fiscal Monitoring
- V. Final Questions

To Ask a Question:

1. Raise your hand to ask a question if you are unable to type your question in the question box. Press the round "hand" icon.

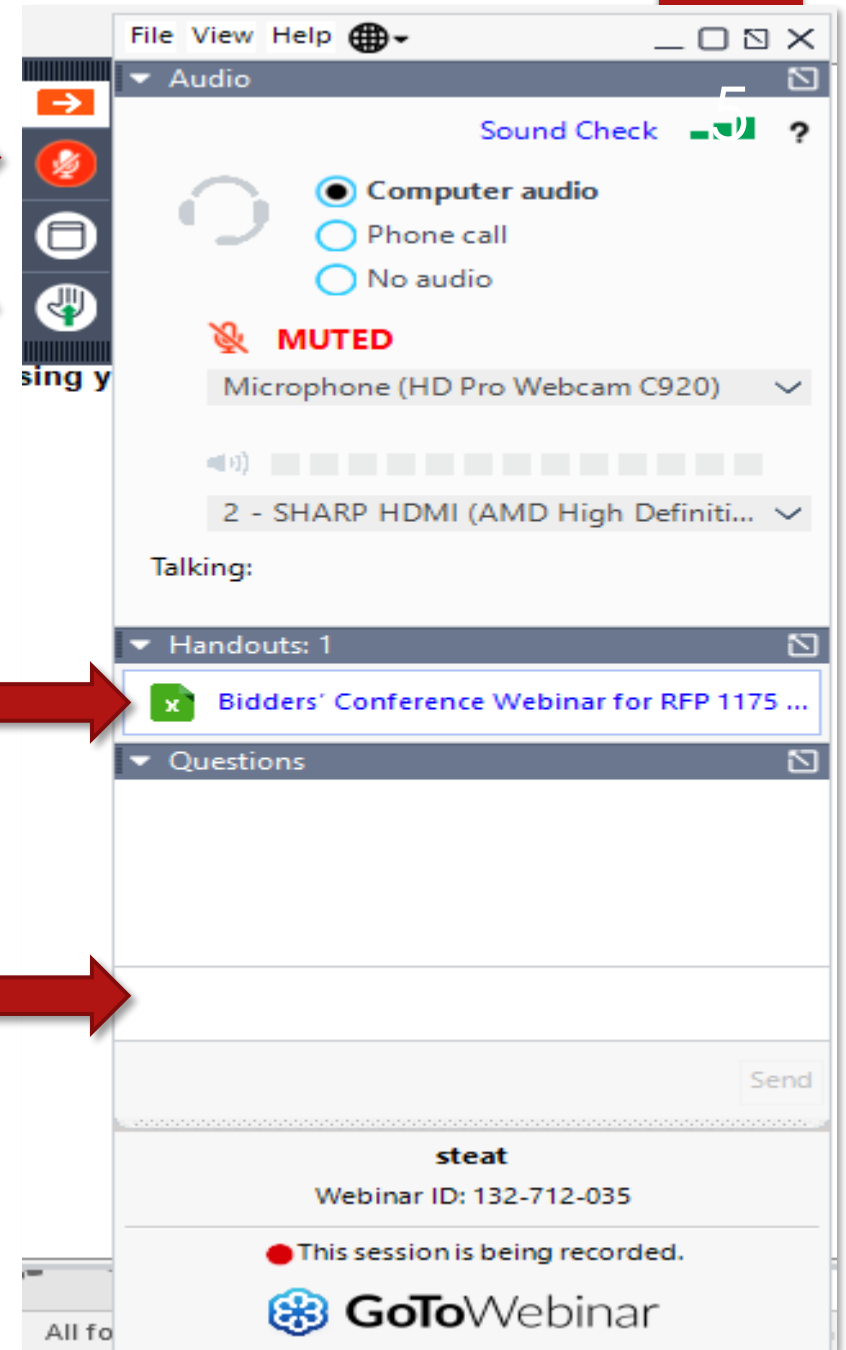
2. Then, press the orange Microphone icon.

When you are unmuted by the organizer, your microphone will turn green, then you can speak.

- You can download the handouts by clicking here:

To Type a Question:

1. Type your question here and press <Enter>



RFP Overview

- RFP Timeline
- RFP Introduction
- Required Proposal Format
- RFP Submission Instructions
- Evaluation Process
- Appeals Process

SECTION 2: RFP SCHEDULE AND TIMELINE

Page 5

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**PROPOSAL
DUE DATE**

Event/Location	Date
RFP Published and Announced	Friday, 8/1/25
Bidders' Conference/Informational Session	Thursday, 8/7/25 1:00 PM to 3:00 PM
RFP Questions due to EHSD	Thursday, 8/7/25
Responses to RFP Questions Published by EHSD	Tuesday, 8/12/25
Deadline for RFP Submission to EHSD	Friday, 8/22/25, 5:00 PM
EHSD Compliance Evaluation	By Tuesday, 8/26/25
EHSD Fiscal Evaluation	By Tuesday, 9/2/25
WDB Program Review and Evaluation	By Thursday, 9/18/25
Award Letter Sent	Friday, 9/19/25
Appeal Period (10 business days after Award Letter issuance)	Concluding Friday, 10/3/25
Contract Negotiation and Processing	October – December 2025
Anticipated Contract (s) Start Date	January 1, 2026

All dates are subject to change as deemed in the best interest of EHSD.

With the exception of submission deadline, all dates are subject to change.

RFP Introduction

pages 6 - 9

- ▶ Qualified Bidders Page 7 - 8
- ▶ Ex Parte Communication Page 10
- ▶ Submit RFP questions *by 5 pm today* Page 10
Submit via webinar "Question" box OR via email to contractbid@ehsd.cccounty.us
- ▶ Right to Amend or Cancel Page 11

Read the entire RFP carefully!

Qualified Bidders

pages 7 - 8

Eligible Bidders must have administrative and programmatic capacity and expertise to provide these services.

Bidders MUST NOT be debarred, suspended or otherwise excluded from, or ineligible for participation in Federal Assistance programs.

Bidders MUST have:

- Documented success with similar programs with track record of positive outcomes for long-term employment.
- Demonstrated capacity to operate and administer a federally funded program.
- Demonstrated experience in collaboration and coordination of services.
- In-depth knowledge of Contra Costa County.

Qualified Bidders (continued)

page 7

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Two types of proposals may be submitted:

- ❖ **Single Organization**

- ❖ Non-profit, For-profit, Public agencies

- ❖ **Formal Partnerships with more than one entity**

- ❖ ONE organization will be the main contracting entity with legal and fiduciary responsibility for the partnership

Ex-Parte Communication

page 10

Ex-parte communication restricts RFP bidders from contacting county staff to provide information regarding this RFP, except regarding proposal submission instructions. **Ex-Parte** will begin at the conclusion of this Bidders' Conference.

How to submit questions about RFP 1225

- SUBMIT VIA WEBINAR “QUESTION” BOX
- SUBMIT VIA EMAIL TO CONTRACTBID@EHSD.CCCOUNTY.US BY 5 PM TODAY

Right to Amend or Cancel

page 11

- RFP may be delayed, amended or canceled, in whole or in part, at any time without prior notice.
- Process and timeline may be modified as deemed necessary.
- RFP does not commit EHSD to accept any proposal.
- EHSD is not responsible for any bid preparation costs incurred by Bidders.

Required Proposal Format

Section 6.2 Pages 21 - 30

- Single-spaced, 8 ½" x 11" page size, with one (1) inch margins. Use no less than 12-point font.
- No artwork / unusual graphics.
- Complete proposal narrative may not exceed **twenty (20)** pages.
- Arrange in the order outlined in **Section 6.5: PROPOSAL CHECKLIST** (page 29) and number pages sequentially (excluding Fiscal Addendums).
- MUST include all required forms **Section 9: REQUIRED FORMS** (page 37)

Proposal File

[File #1: Save as "RFP 1225"-Agency Name-Proposal"]

- ☐ 1. Proposal Cover Statement [Form #1]
- ☐ 2. Statement of Qualifications [Form #2]
- ☐ 3. Project Proposal Narrative (Max 20 pages)
 - ☐ Organization Description and Qualifications (10 points)
 - ☐ Program Design (25 points)
 - ☐ Program Components (25 points)
 - ☐ Past Performance (10 points)
 - ☐ Measures and Results (15 points)
- ☐ 4. Attachments
 - ☐ Table of Proposed Performance Outcomes [Form #3]
 - ☐ Budget and Budget Narrative [Form #4] (15 points)
 - ☐ Client Flow Chart (Include with Proposal)
 - ☐ Organizational Chart (Include with Proposal)

Fiscal File

[File #2: Save as "RFP1225-Agency Name-Financials"]

☐ **Fiscal Management Narrative**

Include a brief description of the organization's accounting system and internal controls. Describe fiscal policies and procedures or reference what is attached in the Fiscal Attachments section. Include descriptions of the following as appropriate: timekeeping system, payroll system, inventory system, cost allocation plan and the methodology used to prorate common operating costs. Explain the ledger system used for receivables, payables, expenses, disbursements, petty cash.

☐ **Fiscal Attachments**

- ☐ Copy of bidder's IRS 501(c)(3) determination letter attached to original proposal copy (if agency is a non-profit organization).
- ☐ Copy of bidder's manual of fiscal procedures and policies, *if available*.
- ☐ Copy of bidder's most recent audit including any applicable corrective action plans. A review or compilation of the financial statements prepared by a CPA may be submitted in lieu of an audit/audited financial statements if the latter are not available. A copy of the latest filed tax return must be submitted if a review or compilation is not available. Bidders who currently do not have audited financial statements must provide a certified letter stating that a financial statement audit will be performed during the period of performance should the bidder be awarded the contract.
- ☐ Copy of current Agency or Department Budget with revenue sources indicated. If you are applying as a department within a large agency, then the budget of the department may be submitted. Indirect costs included in the budget must be supported (NICRA or de minimis applied to Modified Total Direct Costs or other approved Cost Allocation Plan).



General Submittal Requirements

page 19

- ▶ **Electronic Submission** – RFP submissions are accepted via **EHSD.org** website only.
- ▶ Submissions **must be separated into two (2) files**. The first file will be the agency proposal, and the second file will be the agency financial documents.
 - ▶ **File #1:** Save as “**RFP 1225 - Agency Name - Proposal**”.
 - ▶ This file must contain agency proposal, and all required attachments as specified in the RFP and must be signed by officials authorized to bind the bidder/applicant to the provisions of the RFP.
 - ▶ **File #2:** Save as “**RFP 1225 – Agency Name - Financials**”.
 - ▶ This file must contain all required financial documents as specified in the RFP.
- ▶ Call (925) 957-5645 and follow instructions to register bid submission.

Read the entire RFP carefully!

FORM #1

page 38

Proposal Cover Statement

MUST BE THE 1ST PAGE
OF YOUR PROPOSAL

**FORMS #2, #3 and #4 are also
required proposal documents**

FORM #1: Proposal Cover Statement

17

9.1 FORM #1: PROPOSAL COVER STATEMENT RFP #1225
Program: WIOA Adult Pre-Apprenticeship Program Services

A. Name of Organization			
B. Address & Website:			
C. Name/Title of Contact Person(s)			
D. Phone/E-mail of Contacts			
E. FEIN #			
F. Unique ID #			
G. Are you MBE/WBE certified?	<u>Yes</u> No Certifying Agency:		
H. Proposed Program Service Delivery Area(s)/Location(s)	East/Far East County <input type="checkbox"/> West County <input type="checkbox"/> Central County <input type="checkbox"/>		
I. Number of participants:			
J. Number of Partnering Organizations:		Total Funds Requested	
K. Type of Organization: <input type="checkbox"/> for-profit, <input type="checkbox"/> non-profit <input type="checkbox"/> public agency			
L. Provide a brief synopsis of the proposed program. Your synopsis is limited to this space:			

AUTHORIZATION

We submit the attached response to the Notice of Request for Proposal No. 1225 dated _____ and all attachments and declare that: If this Response is accepted by the Board of Supervisors of Contra Costa County, we will enter into a standard contract with Contra Costa County to provide all work specified herein at the costs, which we have proposed, or in accordance with modifications required by Contra Costa County. Funds obtained through this contract will not be used to supplant funding for other programs operated by the bidder/contractor.

Signature of Authorized Representative /Title

Date

Signature of Authorized Representative /Title

Date

Evaluation Process

pages 30 - 33

1. Compliance

- Proposal will be reviewed for compliance with submission requirements.
- **Pass / Fail**

2. Fiscal

- Proposal will be evaluated for fiscal components such as agency solvency and ability to administer financial systems.
- **Must receive a score of 70% to continue to Program Review.**

3. Program

- Proposal will be evaluated for program components as outlined on pages 32.
- **Must receive a score of 70% to be considered for funding award.**

Appeals Process

pages 33

APPEALS PROCESS

- ▶ Only responding Bidders may file an appeal
- ▶ Appeals to funding decisions must be submitted to the EHSD Director no later than 5 p.m. on the 10th business day after award notification
- ▶ Written letters of appeal mailed to:

EHSD Director
40 Douglas Drive
Martinez, CA 94553

- ▶ Electronic submission:

contractbid@ehsd.cccounty.us

WRITTEN APPEAL REQUEST MUST INCLUDE THE FOLLOWING:

- ▶ Area(s) of contention
- ▶ Citation of regulation or policy violated
- ▶ How the organization was damaged
- ▶ A recommended solution

Read the entire RFP carefully!

RFP Response Process RE-CAP

- ❖ Submit Bid by 5 PM on Friday, August 22, 2025
 - ❖ Call (925) 957-5645 and follow instructions about confirming submission
- ❖ Submit questions about RFP process during this Bidders Conference or by email to contractbid@ehsd.cccounty.us by 5pm today.
- ❖ After Bidders' Conference, Ex-Parte will be in place and contact with EHSD is not allowed (except for submission assistance).

Workforce Development Board (WDB) Program Review

Verneda Clapp, Workforce Services
Specialist

RFP Overview

- Adult Services under WIOA
 - WIOA Adult Eligibility
 - Program Design components
 - Adult Priority Populations for services
 - Other local board priorities

WIOA Adult Funding and Priorities (pg 6,12)

estimated **\$300,000**

WIOA requires
30%
of Adult/Dislocated Worker funding
to be spent on Training services

Priority of service for training- Adult
populations: Veterans, low-income,
basic skills deficient, disabled
individuals, formerly
incarcerated/justice involved

Emerging Occupations and Priority
training sectors: Professional Technical
and Financial, Construction (Inclusive of
Energy Efficiency), Health, Advanced
Manufacturing, Early Childhood
Education, Transportation and Logistics,
Information Communications
Technology

Service Delivery Areas

(page 9)

- West Contra Costa
- Central Contra Costa
- East Contra Costa

WIOA Adult Eligibility

(pages 18)

WIOA Adult

Eligibility based on

1. 18 years of age or older
2. Authorized to work in US
3. If male, be registered with Selective Service
4. Have a need for services to obtain or retain employment leading to self sufficiency

Priority of Service Requirement

Eligibility based on status

1. Veterans and their spouses
2. Individuals receiving public assistance or Low Income
3. Basic skills deficient
4. Disabled, Formerly Incarcerated, Justice involved

Program Description and Design

(pages 14 -16)

Program Design

- ▶ Proposals sought to provide project management and implementation of Pre-apprenticeship services across various industries and emerging occupations
- ▶ Professional Technical Financial, Construction (inclusive of Energy Efficiency), Health, Advanced Manufacturing, Transportation & Logistics, Early Childhood Education and Information Communications Technology
- ▶ Strategies should include Pre-apprenticeship Training Program Service Standards
- ▶ Skills and competencies needed to enter one or more Registered Apprenticeship Program(RAP)
- ▶ Strategies for Long-Term Success and meaningful hands-on training that doesn't displace paid employees

Program Elements

- Project Management Elements- Working with stakeholders to address high-school credit deficiencies, GED preparation, pathways to post-secondary options or Registered Apprenticeships
- Working and adapting to hybrid virtual services if needed
- Integrating the Building Trades Multi-Craft Core Curriculum (MC3) (construction)
- Established collaborative processes among partners
- Serving at least 40 WIOA eligible participants

Direct Service Elements

- Recruitment and outreach
- Eligibility and enrollment in the program
- Assessment of each participant
- Classroom training combined with on-the-job training/work-based learning

WDB Priority Industries (page 17)

Board Priority Industries

- ▶ Advanced Manufacturing,
- ▶ Health and Life Sciences,
- ▶ Construction/Energy/Engineering, and
- ▶ Information Communications Technology including Digital Media
- ▶ Transportation & Logistics

Other Recognized Sectors

- ▶ Professional Technical Financial
- ▶ Early Childhood Education
- ▶ Public Sector/Government

Bidders may identify additional priority sectors in their proposals but should make the case for their inclusion. Proposals will be evaluated on the quality of connections and level of collaboration with industry.

WIOA Performance Measures (page 19, 40)

Placement in **employment, education, or training**: *The percentage of participants who are in employment, education, or training during the **2nd** quarter after program exit.*

Placement in **employment, education, or training**: *The percentage of participants who are in employment, education, or training during the **4th** quarter after program exit.*

Earnings after entry into unsubsidized employment: *The median earnings of participants who are in employment during the **2nd** quarter after program exit.*

WIOA Performance Measures (pages 19, 40)

Credential Attainment Rate: *The percentage of participants enrolled in an education or training program who obtain an **industry-recognized** credential during participation or within 1 year after program exit (Participants who obtain a high school diploma, HiSET, GED must **also** gain employment, enroll in advanced training, or enroll in post-secondary).*

Measurable skills gains: *Percentage of participants in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as **documented** academic, technical, occupational or other forms of **progress** towards such a credential or employment.*

FORM #3

page 40

Table of Proposed Performance

9.3 FORM #3: TABLE OF PROPOSED PERFORMANCE OUTCOMES

Program: WIOA Pre-apprenticeship Training

Bidder Organization _____

a. Total Funds Requested	
b. Approximate Cost Per Participant	
c. # of Participants to be served	
d. Estimated # of Participants referred to registered apprenticeships	
e. Industry Focus (if applicable)	
WIOA Performance Levels (Section 5.5) – Enter proposed number (#) and Percentage (%)	
Placement in employment or Post-Secondary Education <i>2nd Quarter after exit</i>	
Placement in Employment or Post-secondary Education <i>4th Quarter after exit</i>	
Median Earnings <i>2nd Quarter after Exit</i>	
Credential Attainment <i>Recognized credential or secondary diploma/equivalent during participation or within one (1) year after program exit</i>	
Measurable Skills Gain <i>Documented academic, technical, occupational, or other forms of progress towards such a credential or employment</i>	
Other Outcomes the Bidder Proposes (if any) – Specify Type and How Measured (example: Customer Satisfaction via survey or exit interview)	
1.	
2.	

Budget & Budget Narrative

(Form #4 page 41)

Budget Category Descriptions

- ▶ Personnel & Fringe Benefits
- ▶ Operating Costs
- ▶ Other Costs
- ▶ Participant Costs
- ▶ Indirect/Overhead &/or Administrative

Other Sources of Revenue (if applicable)

- ▶ Match and/or Leverage

Note: WIOA prohibits
supplantation of funds

FORM #4

page 41

Program Budget

Entity Legal Name:		
Term Start Date:		
Term End Date:		
Cost Reimbursement Amount		
In-Kind Match Amount (If Applicable)		
Total Budget with Match	\$ -	
BUDGET CATEGORY DESCRIPTION	BUDGETED COST REIMBURSEMENT AMOUNT	BUDGET NARRATIVE
PERSONNEL AND FRINGE BENEFITS	\$ -	
OPERATING COSTS	\$ -	
OTHER COSTS	\$ -	
PARTICIPANT COSTS	\$ -	
INDIRECT OVERHEAD AND/OR ADMINISTRATIVE COSTS	\$ -	
COST REIMBURSEMENT AMOUNT	\$ -	
BUDGET - IN-KIND MATCH (If Applicable)	IN-KIND AMOUNT	BUDGET NARRATIVE
IN-KIND MATCH	\$ -	
IN-KIND AMOUNT	\$ -	
Cost Reimbursement Amount	\$ -	
In-Kind/Match Amount	\$ -	
Total Budget	\$ -	

RFP Scoring Methodology (page 33)

<u>Organization Description and Qualifications</u>	10
<u>Program Content (Program Design)</u>	25
<u>Program Content (Program Components)</u>	25
<u>Past Performance</u>	10
<u>Measures and Results</u>	15
<u>Budget and Budget Narrative</u>	15
Total Available Points	100

Fiscal Contact

Molly Almeida– Fiscal Analyst

Fiscal Agenda

- ▶ Fiscal Review
- ▶ Fiscal Requirements & Attachments
- ▶ Fiscal Monitoring

Read the entire RFP carefully!

Fiscal Review

- ▶ Fiscal Review – pages 31-32:
 - Proposal will be reviewed for fiscal components such as organization solvency, adequate accounting systems and internal controls, ability to administer financial systems, and compliance with budget specifications.
 - Must receive a score of **70%** to continue to Bureau Evaluation.
 - **Proposals that do not provide the required audit or financial statements outlined in the proposed format will be determined nonresponsive and not be considered for funding.**

Read the entire RFP carefully!

Fiscal Requirements & Attachments

- ▶ Fiscal Management Narrative – page 30
- ▶ A brief description of the organization's accounting system and internal controls:
 - Overall system
 - Timekeeping system
 - Inventory system
 - Payroll system
 - Cost allocation plan and methodology
 - Ledger system for receivables, payables, expenses, disbursements, petty cash
- Describe how the agency's fiscal system is administered and by whom:
 - Include responsibilities of the Board of Directors, Executive Director and staff in fiscal management.
 - Describe the experience and qualifications of fiscal staff.

Fiscal Attachments

- ▶ Fiscal Attachments, Cont. (page 30-31)
 - IRS 501(c)(3) determination letter
 - Manual of fiscal procedures and policies, if available
 - Last audited financial statement
 - Current Organization Budget with revenues and expenses indicated

Read the entire RFP carefully!

Fiscal Monitoring

- It is EHSD Fiscal's monitoring responsibility to ensure that claimed costs are substantiated by your accounting records.
 - EHSD will conduct routine fiscal monitoring of all programs
 - Record Keeping:
 - Contractor will be expected to maintain complete up-to-date and accurate records and management controls.
 - Contractor will complete any required county/state and/or federal data collection forms as supplied by EHSD.
 - Maintain adequate records of service provision to document compliance with service plan and information on the performance outcomes stated in this RFP.

Read the entire RFP carefully!



Any questions??

Please read the entire RFP carefully!

FINAL NOTES

- ❖ Submit Bid via ehds.org only by **5:00 p.m. PST on Friday, August 22, 2025.**
 - ❖ Call (925) 957-5645 and follow instructions about confirming submission
- ❖ Submit final questions about RFP by email to contractbid@ehsd.cccounty.us by **5 pm** today. Responses will be posted on ehds.org on **8/12/25.**
- ❖ **Ex-Parte is now in place.** Further contact with EHSD or WDBCCC staff is not allowed (except for response submission assistance).