



Bidders' Webinar

Request for Proposal (RFP)


**Barron, Chippewa, Clark, Dunn, Eau Claire, Portage, Taylor
and Wood in WI**

Webinar Details

- Today's Presenter: Chris Garland, VP of Workforce Development
- Webinar Length is 1/2 hour



Resource for this Webinar



- Copy of the Center's Request for Proposal Document for SCSEP services in Barron, Chippewa, Clark, Dunn, Eau Claire, Portage, Taylor and Wood Counties, WI

RFP Overview

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- I. Introduction
 - II. Request for Proposal
 - III. Roles and Responsibilities
 - IV. Funding
 - V. Target Population
 - VI. Center SCSEP Performance Measures
 - VII. Eligibility and Minimum Qualifications for Responding Organizations
 - VIII. Content of the Response Package
 - IX. Submission of Proposal in Response to RFP
 - X. Evaluation Criteria and Selection Process
 - XI. Notice of Award
 - XII. Bidders' Webinar
 - XIII. List of Attachments
 - XIV. Additional Documents to Review`

Closing Date & Time for Submission



- 4:00 p.m. ET
- Thursday, July 20, 2023

Total Estimated Funding of Subgrant:

- \$574,003 from October 1, 2023 – June 30, 2024 (9 months)

PY2023

Continuation funding is dependent on availability of Federal funding.

I. Introduction

Center for Workforce Inclusion, Inc. (formerly Senior Service America)

- 60-year-old 501(c)(3) national nonprofit
- Joint largest Senior Community Service Employment Program (SCSEP) National Grantee and continuous national grantee for past 58 years
- Headquartered in Silver Spring, MD
- Work with a national network of subgrantees organizations to operate SCSEP in 12 states

Introduction (cont'd)

WISCONSIN

- The Center has served various parts of Wisconsin since 1968
- Currently, the Center partners with two (2) organizations in the state
- Workforce Resources, Inc. is our current subgrantee that serves Barron, Chippewa, Clark, Dunn, Eau Claire, Portage, Taylor and Wood counties

II. Request for Proposal (RFP)

The Center is seeking a qualified organization to administer its Workforce Inclusion Senior Community Service Employment Program (SCSEP)

- SCSEP is Title V of the Older Americans Act
- Only federally-sponsored employment and training program targeted specifically to low-income older individuals who want to enter or re-enter the workforce
- Multiple missions include promoting useful opportunities in community service job training and moving SCSEP jobseekers to unsubsidized employment, where appropriate

II. RFP (cont'd)

- SCSEP jobseekers...
 - Are eligible individuals 55 or older, unemployed, have participated on SCSEP for less than four years, and earn less than 125% of Federal Poverty Guidelines and want or need to re-enter the workforce
 - Paid federal, state or local minimum wage (whichever is higher)
 - For work experience at “host agencies” – 501 (c)(3) nonprofit or government training sites
 - Typically 20 hours per week

III. Roles and Responsibilities

- Subgrantee
 - Employ at least a full-time project director for every 60 modified authorized positions and other personnel necessary for programmatic and financial administration and supervision of SCSEP. Since there are 91 modified authorized positions with this RFP, we are expecting our subgrantee to provide at least 1.5 FTE for direct service staffing.
 - Recruit and enroll eligible applicants
 - Select appropriate host agencies
 - Promote necessary linkages and partnerships
 - Comply with SCSEP regulations and policies
 - Meet performance goals outlined in Sponsor Agreement

Roles & Responsibilities (cont'd)

- Center

- Provides training, guidance, coaching on all aspects of program and financial administration, performance, data collection and SCSEP regulations and policy
- Provides technical assistance on the Center's person-centered approach to IEPs, community service assignments, reskilling and upskilling program jobseekers, and unsubsidized placement
- Conducts annual compliance and fiscal monitoring

IV. Funding

Each subgrant budget has four budget categories:

1. Participant Wages and Fringe Benefits (PWFB)
2. Administrative Costs (Adm)
3. Other Program Costs (OPC)
4. Nonfederal Share of Costs/Nonfederal Match

Estimated Subgrant Budget

- The subgrant award is for 9 months October 1, 2023 – June 30, 2024

	Estimated Budget
	91 authorized positions/91 modified authorized positions
PWFB	\$ 489,747
OPC	\$ 25,694
ADM	\$ 58,562
Total Federal	\$ 574,003
Non-Federal	\$ 84,474
Total	\$ 658,477

V. Target Population

- Eligible jobseeker
- Priority of Service for Individuals with Multiple Barriers to Employment
- Individual Employment Plans (IEP)
- Unsubsidized Employment
- Community Service Work-Based Training

V. Target Population (cont'd)

- Host Agencies
- Maintenance of Effort
- Other Permissible Training
- Coordination with American Job Centers, State and Local WDBs, AAA and other SCSEP providers

VI. Performance Measures

Measures while jobseeker is on SCSEP

1. Service level or number of eligible individuals served
2. Community Service Hours
3. Most-in-Need (MIN)

VI. Performance Measures (cont'd)

Measures after the job seeker exits – WIOA Common Measures

1. Exiters still employed in Q2 after Exit
2. Exiters still employed in Q4 After Exit
3. Median Earnings

Measures either when Jobseeker is enrolled or exited from SCSEP

1. Participant Satisfaction
2. Host Agency Satisfaction
3. Employer Satisfaction

*Center's unsubsidized placement goal

*Spend 100% of subgrant funds by June 30th of each year

VII. Eligibility and Qualifications of Bidders

- Any 501(c)(3) non-profit organization
- Any government agency

That...

- Meet the goals, standards and policies of the Center for providing SCSEP, as described in this RFP
- Can serve the territory in this RFP

VIII. Content of Response Package

- Attachment A – Application Face Sheet
- Attachment B – Complete Narrative Responses
- Attachment C – Minimum of 2 letters of support from partner organizations
- Pg. 18 of RFP - #7 – attachments requested

IX. Submission Instructions

- All requested documents transmitted electronically
 - MS Word or Adobe PDF or combination
 - **Do not send Zip files**
- Email address: scseprfp@workforceinclusion.org
- No later than 4:00 p.m. ET on Thursday, July 20th
- The Center will email you acknowledging receipt of application

X. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- a. Organizational Capacity – 25 points
 - b. Program Design and Approach – 40 points
 - c. Administrative and Fiscal Qualifications – 35 points
- ❖ Applicants must score a minimum of 70 points to be considered for funding.
 - ❖ Review committee will be comprised of Center staff.
 - ❖ The Center reserves the right to seek additional information from Applicants, potentially including site visits or agency interviews.

IX. Notice of Award

- We will announce the contract award no later than Friday, August 4, 2023
- The Center will notify all applicants of decision by email
- The Center will facilitate transition activities of SCSEP in August and September 2023

XII. Bidders' Webinar, Questions & Technical Assistance

- Email any questions about this RFP to Chris Garland at cgarland@workforceinclusion.org
- The last day to submit questions by email is Monday, July 17, 2023

XIII. Attachments

- Display/Share Attachment A – Application Face Sheet and Checklist
- Display/Share Attachment B – Narrative Response

XIV. Additional Documents to Review (page 13 of RFP)

- 2010 SCSEP Final Regulations
- Older Americans Reauthorization Act of 2016
- 2020 Older Americans Act Amendments
- 2023 Federal Poverty Guidelines
- Revised Income Inclusions and Exclusions TEGL 12-06

Key Dates/Timeline

- RFP Issued – Tuesday, June 20, 2023
- Last Day to Submit RFP Questions – Monday, July 17, 2023
- Proposal Submission Deadline – 4:00 p.m. EDT Thursday, July 20, 2023
- Grant Announcement – By Friday, August 4, 2023
- Transition Activities – August and September 2023
- Initiation of Services – October 1, 2023



Center *for*
Workforce Inclusion

powering opportunity for older adults

Thank you for attending!

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