

WorkReady Pre-Apprenticeship Pilot  
Request for Proposals:  
BIDDERS' CONFERENCE

September 7, 2017



- Please write all questions on notecards and hand them to PYN staff
- All questions posed today will be answered within 2 business days at [pyninc.org](http://pyninc.org)
- Any questions you may have after today, please reach out to the RFP email address:  
[PYNRFP@pyninc.org](mailto:PYNRFP@pyninc.org)

# Agenda

- About Pre-Apprenticeship and WIOA
- WorkReady Pre-Apprenticeship Pilot Model
- RFP Proposal Evaluation Process
- RFP Proposal Submission Guidelines
- RFP Process Timeline

# PURPOSE

## of Pre-Apprenticeship Pilot

- Connect WIOA eligible out-of-school youth (OSY), ages 16-24, to sustainable careers
- Pilot expands training and education opportunities to create more career pathways for young people
- Provide an opportunity for low-income and underserved young people to earn higher wages by creating a pipeline to Registered Apprenticeships

## Pre-Apprenticeship *defined:*

“a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s).”

*U.S. Department of Labor*

# Workforce Innovation and Opportunity Act (WIOA)

2014

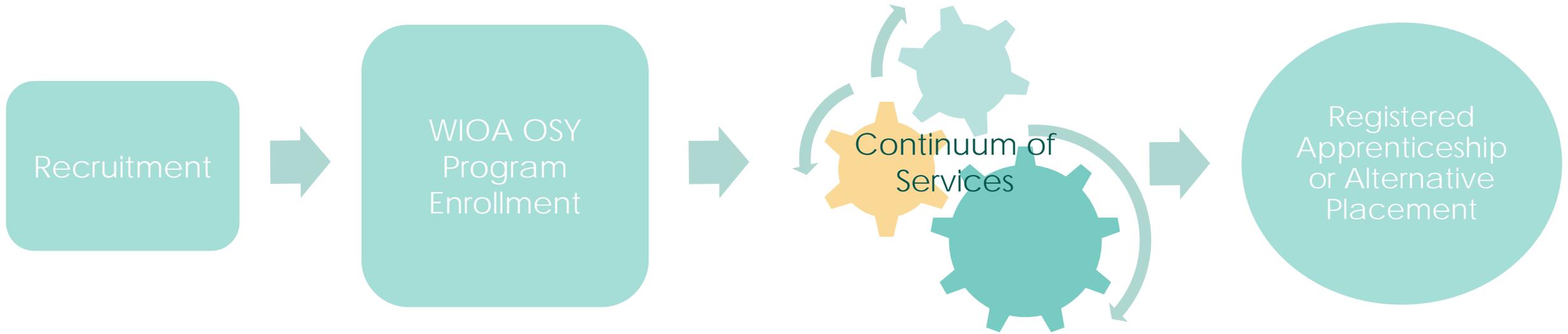
- Workforce development programs provide a combination of education and training services to prepare individuals for work and to help them improve their prospects in the labor market, increasing employment and earnings of workers
- WIOA youth funding is allocated to local areas to design and carry out programs that:
  - provide an objective assessment of the educational, skill, and service needs of program participants;
  - make WIOA 14 Elements available and develop service strategies for each participant;
  - provide activities leading to attainment of a secondary school diploma or recognized post-secondary credential, preparation for post-secondary education or training, preparation for employment, and effective connections to employers.

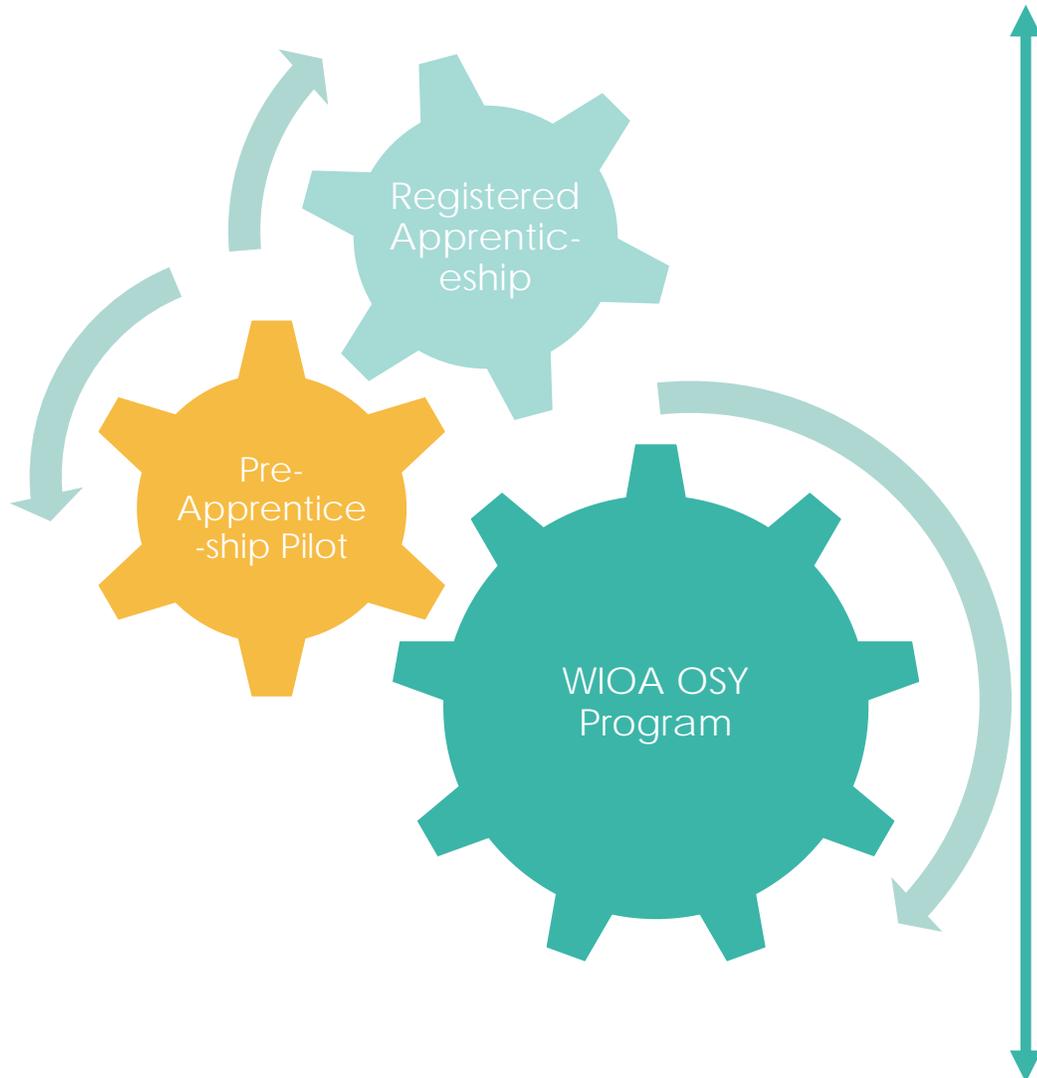
Source: <https://www.everycrsreport.com/reports/R44252.html>

## Existing WIOA OSY Programming

- Pre-Apprenticeship Pilot will partner with existing WIOA OSY providers to enhance occupational training services and education in the existing WIOA OSY program
- The following provider agencies offer WIOA OSY programming:
  - **Congreso de Latinos Unidos**
  - **District 1199C Training & Upgrading Fund**
  - **JEVS Human Services**
  - **Temple University: Center for Social Policy & Community Development**
  - **YouthBuild Philadelphia Charter School**
- WIOA OSY Eligibility:
  - Not attending any school (as defined by state law)
  - Is between the ages of 16 and 24 at the time of eligibility determination
  - Has one or more barriers to employment (pages 12-13 of RFP)

# Pre-Apprenticeship Pilot - Youth Experience





Documented across partners and the continuum of youth services:

- Partners share resources and expertise (e.g., Registered Apprenticeship partner informs Pilot curriculum)
- Partners support transitions and follow-up (e.g., WIOA OSY program and Pilot provide support at each step of preparation)
- Partners are accountable for placement and retention (i.e. Pre-Apprenticeship Pilot and WIOA OSY partners are required to support youth's success, regardless of placement, for at least 12 months after exit)
- Partners deliver 14 WIOA program elements

# WIOA 14 Elements



## Element One

Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies



## Element Two

Alternative secondary school services, or dropout recovery services, as appropriate



## Element Three

Paid and unpaid work experience that have academic and occupational education as a component of the work experience



## Element Four

Occupational skill training



## Element Six

Leadership development opportunities, including community service and peer-centered activities



## Element Five

Education offered concurrently with and in the same context as workforce preparation activities and training



## Element Seven

Supportive Services (e.g. transportation tokens or uniforms)



**KEY:**

**Yellow:** Elements offered by Pre-Apprenticeship Pilot

**Grey:** Elements offered by Pre-Apprenticeship Pilot and/or WIOA OSY Program

**Blue:** Elements offered by WIOA OSY Program

# WIOA 14 Elements

## Element Eight

Adult mentoring for a duration of at least 12 months

## Element Nine

Follow-up services for not less than 12 months after the completion of participation

## Element Ten

Comprehensive guidance and counseling, as well as referrals to counseling

## Element Eleven

Financial literacy education

## Element Thirteen

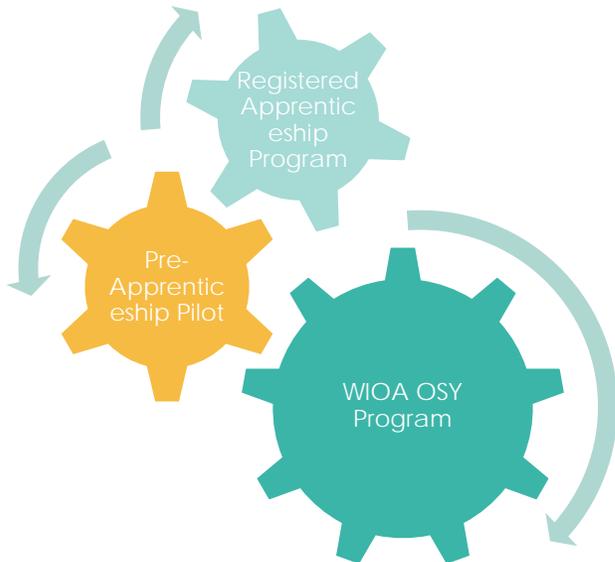
Services that provide labor market and employment information about in-demand industry sectors or occupations

## Element Twelve

Entrepreneurial skills training

## Element Fourteen

Activities that help youth prepare for and transition to post-secondary education and training



**KEY:**

**Yellow:** Elements offered by Pre-Apprenticeship Pilot

**Grey:** Elements offered by Pre-Apprenticeship Pilot and/or WIOA OSY Program

**Blue:** Elements offered by WIOA OSY Program





## WIOA OSY Program

# Enrollment and WIOA Responsibilities

- Any youth attached to Pilot must enroll in WIOA OSY Program
- Pilot must have demonstrated partnership with at least one of the listed WIOA OSY providers, documenting which services will be offered by which partner and/or shared amongst partners
- Assumptions:
  - Partnering provider(s) will ensure WIOA slots for Pilot youth
  - If youth move from one provider to another provider for pre-apprenticeship services, youth will be co-enrolled in both WIOA OSY programs, and both providers will be awarded any outcome youth achieves
- Current WIOA OSY Program will be responsible for WIOA outcomes and ensuring youth's individualized goals are met
- If youth does not enter a Registered Apprenticeship or alternative placement, WIOA OSY Program will continue providing services until youth has exited WIOA OSY Program



Pre-  
Apprenticeship  
Pilot Program

## Training and Work Experience

- Two priority components of Pilot programming:
  - **Training:** Pilot is expected to train participants, through classroom-based or other training, to meet or exceed the eligibility requirements and core competencies necessary for entry and success in the partnering apprenticeship, especially 21<sup>st</sup> century skills
    - Successful applicants will be able to outline a training curriculum that addresses these requirements, what evidence of learning is expected from their training, how individual learning needs will be addressed, and when/how training will be provided
  - **Work Experience:** Pilot must integrate paid work experience into their program to practice and reinforce skills and content learned through classroom-based and other training
    - Successful applicants will be able to describe their planned work experience, how learning and content is connected from formal training to work experience, and what percentage of their budget will be designated work experience
- Pre-Apprenticeship Pilot will be accountable for placements and placement retention support



## Registered Apprenticeship Program

# Apprenticeship or Alternative Placement

- Pilot must have demonstrated partnership with at least one Pennsylvania State Registered Apprenticeship to collaborate on curriculum development and training alignment, and to provide authentic career exposure and a pipeline to industry employers
- If partnering apprenticeship is currently in registration process, then proof of registration may be submitted after application deadline but no later than March 30th, 2018
- The goal is to bridge youth into a Registered Apprenticeship. However, youth are not limited to an apprenticeship placement; they may enter into other employment or education.

# Client Experience Map

## Pre-Apprenticeship Client Experience Map

1. Refer to the table below for the required element(s) of each phase of the pre-apprenticeship experience as an example.
2. Add any additional program elements to be executed per proposal elements.
3. For each element, describe the action(s) taken, by whom, and over what timeframe. Be sure to address any gaps between phases.

Overview			
Recruitment	Orientation & Entry	Engagement	Exit
<u>Definition:</u> All activities related to identifying and reaching candidates to apply for the pre-apprenticeship	<u>Definition:</u> All activities related to participant selection, enrollment, and start of services	<u>Definition:</u> All activities related to skill-building and knowledge attainment needed for entry into the partnering apprenticeship	<u>Definition:</u> All activities related to the transition out of the pre-apprenticeship
<u>Required:</u> Outreach and selection from mandated candidate pool	<u>Required:</u> Access to WIOA Youth Program Elements, as needed	<u>Required:</u> Paid work experience relevant to necessary apprenticeship skills and content	<u>Required:</u> Retention Support
		<u>Required:</u> Education and training aligned to skills and knowledge necessary for entry to apprenticeship	<u>Required:</u> Connection to Apprenticeship
		<u>Required:</u> Intermediate 21 <sup>st</sup> century skills development	<u>Required:</u> Connection to Alternative Placement
Recruitment			
Element	Description		
<u>Required:</u> Outreach and selection from mandated candidate pool			
Orientation & Entry			
Element	Description		
<u>Required:</u> Access to WIOA Youth Program Elements, as needed			

- Purpose: To outline youth experience and to document and explain each component of pilot program
- Each proposal's Client Experience Map must highlight the following components:
  - Recruitment
  - Orientation & Entry
  - Engagement
  - Exit
- You may use the attached Client Experience Map (pages 28-29 of RFP) as an example or basic framework
- Your chance to be as detailed as possible and to fully map your proposed pilot

# Curriculum Outline

## Pre-Apprenticeship Curriculum Outline

### Pre-Apprenticeship Curriculum Outline

1. Refer to the table below to outline how the required intermediate-level 21<sup>st</sup> century skill development will be conducted and measured. Refer to the 21<sup>st</sup> Century Skills Framework in the attachments.
2. Using the apprenticeship eligibility requirements and work process schedule submitted, list the specific academic, technical, or 21<sup>st</sup> century skills and content that will be covered by this pre-apprenticeship to prepare participants for entry into the partnering apprenticeship.

Skill or Content Area	Instructional Intervention	Learning Context	Learning Evidence
List skills and content knowledge needed for <u>entry into registered apprenticeship</u> .	Describe the activities used to teach this skill or content knowledge.	Ex. classroom-based (indicate class size), on-the-job-training, small group discussions, 1-on-1 appointments, etc.	Ex. industry-recognized credential, post-secondary education credit, individual action plan, etc.
<b>Example:</b> Financial Literacy	Participants will receive a 2-part workshop from financial literacy experts focused on personal budgeting and financial planning, once at the beginning of the pre-apprenticeship and again nearing the end of the pre-apprenticeship. Participants will complete a financial plan within each workshop based on their current and anticipated income.	Classroom-based, about 20 students in each session	Individualized financial plan
	Participants will meet one-on-one with case management staff at least twice within the first month of the pre-apprenticeship and weekly in the last 6 weeks of the pre-apprenticeship to review financial and life plans.	1-on-1 advising session	Revised financial plan after reflection and professional advising; utilization of checking and savings account
<i>Required: Teamwork &amp; Collaboration</i>			
<i>Required: Critical Thinking</i>			
<i>Required: Communication</i>			
<i>Required: Creativity &amp; Innovation</i>			

- Purpose: To demonstrate pilot content and registered apprenticeship requirements are aligned
- Describe skills and technical content delivered in the pilot
- Each proposal's Curriculum Outline must highlight the following components:
  - Skills and content knowledge needed for entry into Registered Apprenticeship
  - 21<sup>st</sup> Century skills (Page 37 of RFP)
- You may use the attached Curriculum Outline (Page 30 of RFP) as an example or basic framework



RFP

Proposal

Evaluation

Process

Sarah Singer Quast

# Proposal Scoring Rubric

An independent review committee, and external reviewers, will rate pilot proposals based on the following score rubric, with a maximum score of 100:

GRADING CRITERIA	POINTS
Core Partnerships/Relationships	25
Quality Program Experience	35
Program Capacity	25
Appropriateness of Budget	15

# RFP Proposal Evaluation Process

- PYN will receive all submitted proposals and distribute them to reviewers
- Each proposal will be read and scored by at least three reviewers
- Reviewers' scores for a given proposal will be averaged to create that proposal's overall score
- Site visits will be scheduled for Winter 2017-2018 for proposals with the highest averaged scores
- Final contract approval projected for March 2018



RFP

Proposal

Submission

Guidelines

# RFP Proposal Submission Guidelines

- Proposals Due: October 16, 2017 by **12:00pm**
- Proposals must be submitted in person via **flash drive** to Philadelphia Youth Network  
400 Market Street, Suite 200  
Philadelphia, PA 19125
- Proposals with incomplete or missing sections will be considered unresponsive and not eligible for funding if any of the following occur:
  - The proposal is received after the October 16 deadline
  - The proposal does not follow the specified format
  - The proposal does not include all required information
- There is a proposal checklist in RFP

## Proposal Narrative Guidelines

- 1" Margins and no smaller than 11-point font
- Cannot exceed 20 single spaced pages
- Include a table of contents (does not count towards page limit)
- Label each section
- Number each answer to correspond to narrative question
- Pages must be numbered and include a header and/or footer identifying the respondent's name
- Use required forms and attachments

# Proposal Budget Guidelines

- Submit a two-year budget which reflects the total cost of running proposed program and include all program and operating expenses, within the range of \$100,000-\$300,000
  - Year 1: Planning activities
    - Should not exceed 20% of Year 1 proposed budget
  - Year 1: Program implementation
  - Year 2: Full program implementation
- Budget must be submitted using the budget form provided
- All three budget form worksheets are mandatory:
  - Budget Summary
  - Budget Narrative
  - Funding Sources
- Administrative costs cannot exceed 10% of total amount requested



RFP  
Process  
Timeline

# RFP Timeline

- **Letter of Intent:** September 15, 2017 by 5:00 pm
- **Proposals Due:** October 16, 2017 by 12:00 pm
- **Review Period:** Mid-October to January 2018
- **Approval of Awards:** March 2018
- **Awardees Notified:** April 2018
- **Contracts Begin:** July 1, 2018

Please submit additional questions to  
**PYNRFP@pyninc.org**

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All questions and answers, and other Bidders' Conference materials, will be posted on [www.pyninc.org](http://www.pyninc.org) within 2 business days.