

# Application Guide for Module 3B: Competitive Procurement – Competitive Procurement Process & RFP Best Practices

## Using this Guide



As you go through this training, you will see these icons which indicate a prompt for reflection. You can:

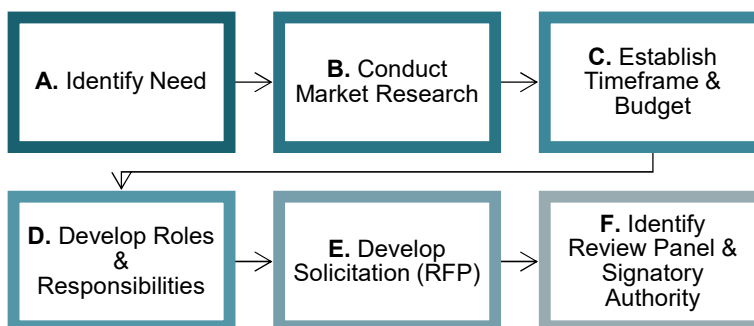
1. Pause the training and do the prompt, OR
2. Complete the training and then go through the guide.

You can then address specific questions through the Technical Assistance provided by Workforce Innovation and Opportunity Act (WIOA) subject matter experts.



- [Click Here to Sign Up for TA!](#) Or scan the QR code:

## RFP Planning Tool: Competitive Process – Planning Phase



Planning Phase Individual Steps	Questions to Consider	Additional Considerations
A. Identify Need	<ul style="list-style-type: none"> <li>• What are the activities or services to be provided?</li> <li>• Who is the target audience?</li> <li>• What program outcomes are to be achieved?</li> <li>• How/where are services to be delivered?</li> </ul>	<ul style="list-style-type: none"> <li>• Applicable Federal &amp; State legislation</li> <li>• State and Local WIOA plan</li> <li>• Trends of past performance</li> <li>• Negotiated common measures</li> <li>• Location and delivery of services</li> </ul>
B. Conduct Market Research	<ul style="list-style-type: none"> <li>• Who are the current service providers in your One Stop Center? Who are they in LWDAs nearby?</li> <li>• What other community organizations are providing workforce services?               <ul style="list-style-type: none"> <li>○ What services specifically?</li> <li>○ How can they be leveraged to meet needs of customers and the performance outcomes in local plan?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Review local &amp; regional workforce landscape</li> <li>• Develop list of potential service providers</li> </ul>

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Planning Phase Individual Steps, Continued	Questions to Consider	Additional Considerations
C. Establish Timeframe & Budget	<ul style="list-style-type: none"> <li>• When does the current provider's contract end?               <ul style="list-style-type: none"> <li>◦ Have they met performance measures satisfactorily, and will extension be granted?</li> </ul> </li> <li>• How much time will you allot for review panel to evaluate the proposals?</li> <li>• How has the proposed budget for service delivery been developed in the context of a larger annual LWDB budget process?</li> </ul>	<ul style="list-style-type: none"> <li>• RFP Q&amp;A and pre-proposal conference schedule</li> <li>• Transitional period for new provider</li> <li>• Additional budget considerations</li> </ul>
D. Develop Roles & Responsibilities	<ul style="list-style-type: none"> <li>• What type of service(s) will support the identified needs?</li> <li>• What are the specific service delivery priorities and requirements identified to meet the needs identified in planning phase, subphase A?</li> </ul>	<ul style="list-style-type: none"> <li>• Review identified needs</li> </ul>
E. Develop Solicitation (RFP)	<ul style="list-style-type: none"> <li>• What mechanism(s) can you include to address the Sunshine provision &amp; need for transparency in the RFP?</li> <li>• How can the RFP be developed to clearly outline the required activities/program services?</li> <li>• How will the RFP be evaluated? How will you clearly communicate the evaluation criteria with proposers?</li> </ul>	<ul style="list-style-type: none"> <li>• Leverage LWDB committees &amp; Youth Voice Framework for input and review of RFP</li> <li>• More for developing RFP in Module 3C!</li> </ul>
F. Identify Review Panel & Signatory Authority	<ul style="list-style-type: none"> <li>• Who are the members of the review panel?               <ul style="list-style-type: none"> <li>◦ Have all panelists signed conflict of interest statements?</li> </ul> </li> <li>• Who are the individuals with signatory authority? Proxies?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>




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# RFP Planning Tool: Competitive Process – Youth Program Planning Phase

## Youth Program Planning Phase Considerations



### Identify Need

Conduct environmental scan to identify program elements already being provided  
MOUs can be entered into for these program elements



### Consider WIOA Priorities

75% of funds must be spent on OSY\*  
20% of all youth funds must be spent on work experience\*



### Targeted Youth Population(s)

Determine special populations or barriers to employment to be addressed



### Specific Provider Attributes

Establish attributes needed by a provider of One Stop Youth Services



*Incorporate youth voice per SETC policy, #2022-01*

## 14 Youth Program Elements

According to WIOA Youth Program Elements Technical Assistance Guide provided by NJ Department of Labor, WIOA requires that every LWDA make 14 program elements available. These program elements are services that are intended to assist youth in preparing for the workforce. While all program elements must be made available, each youth does not have to receive all 14 elements. (Local areas must make follow-up services available to all youth for at least 12 months after program exit).

**Review the 14 youth program elements below. In the space provided, begin to identify partner organizations or other community resources in which you can leverage. Determine if there is an existing MOU or develop a plan to secure one.**

Youth Program Element	Possible Partner or Community Resource	Existing MOU? Plan to secure MOU
1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.		
2. Alternative secondary school services, or dropout recovery services.		
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work		

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experiences: <ol style="list-style-type: none"> <li>a. Summer employment opportunities and other employment opportunities available throughout the school year;</li> <li>b. Pre-apprenticeship programs;</li> <li>c. Internships and job shadowing;</li> <li>d. On-the-job training opportunities</li> </ol>		
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123.		
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.		
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.		
7. Supportive services, including the services listed in 20 CFR 681.570.		
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.		
9. Follow-up services for not less than 12 months after the completion of participation, as provided in 20 CFR 681.580.		
10. Comprehensive guidance and counseling.		
11. Financial literacy education.		
12. Entrepreneurial skills training.		
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.		
14. Alternative secondary school services, or dropout recovery services.		




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## RFP Planning Tool: Competitive Process – Release & Evaluation Phase



### Promoting Competition

1. What are your current promotion practices?
2. What are some methods or ways to increase promotion?
3. How has your pre-proposal conference supported the promotion of your solicitation? If you don't hold a pre-proposal conference, in what ways could this benefit your LWDB?

### Collection of Proposals

- How are you currently receiving/collecting proposals?
  - If a portal system is not being used, who receives the proposals?
    - Once a proposal is received, what mechanisms are used to document the receipt?
  - Who has access to the received proposals?
  - Where are the received proposals stored?
- How can your collection of proposals be enhanced to ensure adherence to procurement standards?

### Evaluate & Score Proposals

- What are your current scoring procedures? How often should these procedures be reviewed?
- What methodology is being used in evaluating the received proposals? How will you determine the weight or point value for different evaluation criteria areas?
- How is the competitive range developed?
- What are the current methods for documenting the evaluation & scoring of proposals? Do they meet the standards of procurement? If not, how can you improve documentation of the evaluation process?

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