



Minutes of WIOA One-Stop Bidder's Conference
November 5, 2020
10AM

Via Zoom Meeting [https://us02web.zoom.us/meeting/register/tZEude6spzkoGNW4NYt7oQaftGQqvPHbKrwO](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZEude6spzkoGNW4NYt7oQaftGQqvPHbKrwO)

In attendance:

Debra Crespo, Berkshire Training & Employment, Inc.
Melanie Gelaznik, Berkshire Training & Employment, Inc.
Anthony Terlizzi, Career Team
Heather Williams, MassHire Berkshire Workforce Board
Pamela Wojtkowski, Berkshire Training & Employment, Inc.
Heather Boulger, BCREB/BWB



I. Welcome/Call to Order

BCREB Executive Director Heather Boulger started the meeting at 10:02AM by welcoming attendees and indicating that the meeting will be recorded. Self-introductions occurred. The Berkshire County Regional Employment Board (BCREB) doing business as the MassHire Berkshire Workforce Board is seeking a provider for a full-service One Stop Career Center provider for FY2022. The Power Point Presentation will be posted on the MassHireBerkshire.com website. Participants were asked to hold questions until the end of the presentation. Anthony indicated that the shared screen PPT couldn't be seen and adjustments were made.

II. Purpose of RFP

Background information was provided about the Workforce Innovation and Opportunity Act and highlights of changes from the previous federal legislation were noted. The purpose of the RFP is to select organization with the capacity and expertise to be designated as One Stop Career Center Operator to provide excellent services to job seekers, youth, and businesses in Berkshire County. One Stop Bid period is July 1, 2021 to June 30, 2022 with up to 3 years renewal. General information about the timeframe were highlighted.

- October 16, 2020 RFP released
- November 5, 2020 Bidder's Conference
- November 19, 2020 MANDATORY Letter of Intent to Bid
- November 25, 2020 Written Question Deadline
- December 2, 2020; 12PM Proposals due at BCREB, 66 Allen Street in Pittsfield, MA
- December 3, 2020 Proposals Forwarded to Selection Committee
- December 7-9, 2020 Proposal Presentations (if needed)
- December 10, 2020 Recommendation to BCREB Board of Directors
- July 1, 2021 New Contracts in Place

The BCREB noted that local resources for local planning, strategic planning and labor market information could be found at www.MassHireBerkshire.com. Information regarding state WIOA plans and policies could be found at www.mass.gov/massworkforce. Information regarding the WIOA Act, regulations, OMB rules, etc. can be found at www.doleta.gov/wioa.

III. **Bidder's Conference and Questions and Answers**

All questions will be accepted in WRITING only by November 25th, 2020 to Heather@MassHireBerkshire.com. All questions and answers will be posted on www.MassHireBerkshire.com weekly. Addendums will be published on MassHireBerkshire.com website.

A MANDATORY letter of intent to Bid is due Thursday, November 19, 2020 by 5PM to Heather@MassHireBerkshire.com with a return receipt request.

Applications are due by 12:00PM (noon) on Wednesday, December 2, 2020. The BCREB offices will be open from 9AM-12PM on December 2nd for proposal drop off. Due to the pandemic, the main building is closed to the public and arrangements will need to be made with Heather@masshireberkshire.com for proposal drop off if prior to December 2, 2020.

IV. **Submission of proposals**

A list of eligible proposers was highlighted on page 8 of the RFP. The logistics of the submission of proposals was outlined consistent with page 11 of the RFP. The anticipated funding was outlined consistent with pages 13-14 of the RFP. New operator considerations were outlined. The payment process, minimum standards, and additional standards were noted consistent with pages 15-18 of the RFP.

The appeals process on page 18 was highlighted with a reference that the U.S. Department of Labor will not be hearing appeals and that the final regulations from Massachusetts will be posted on the MassHireBerkshire website and adhered to.

V. **Proposal Content**

Proposal content was reviewed with included the instructions (page 20), the cover sheet (page 20), program narrative requirements, fiscal accountability & budget, and attachments. Program narrative questions are limited to 25 pages and include organizational capacity (worth 35 points), program element/implementation plan (worth 40 points), program outcome and delivery (worth 10 points), and fiscal accountability (worth 15 points). The importance of being demand driven, targeting job seeker and employers, innovative services and training, involvement of multiple partners (including WIOA mandated partners), and information management and outcomes was stressed.

Applicants are asked to be intentional with their responses, to provide job seeker, employer and youth services flow charts, and to outline how they will provide virtual services to customers (page 27) if needed. Outline how partners support an integrated model of service delivery through collaborative, partner letters, and sector initiatives.

Proposals will be ranked based on comparative criteria as well which includes the applicant's ability to meet goals, past performance, ability to perform in a demand-driven environment, ability to work with community partners, record of integrity, experience, and the technical skills to perform the work.

A WIOA Selection Task Force will review the applications. Funding decisions will consider proposal scores in each category, overall responsiveness to RFP, likelihood to meet program

goals, and price/cost effective factors being considered. Highest ranking bidders may be interviewed December 7-9, 2020 for clarification. Recommendation to BCREB Board of Directors on December 10, 2020. Requires agreement by the WIOA Chief Elected Official (Pittsfield Mayor Linda M. Tyer). The successful bidder will enter into Contract Negotiations which are subject to FY22 funding availability.

VI. Questions and Comments

Audience members asked questions which will be posted on the www.MassHireBerkshire.com website.

Questions from the 11-5-20 Bidder's Conference

BCREB Staff provided an overview of the One-Stop Operator Request for Funding Proposal (please see attached PPT).

	<i>Question</i>	<i>Response</i>
1	Should we use the approximate \$650K in core funding for the budget?	Bidders should budget for the overall administrative and direct services to be provided by the One Stop Center. Include WIOA and non-WIOA funding that will be utilized.

Key dates were reiterated:

- Mandatory Letter of Intent due 11/19/20
- Q&A period ends 11/25/20
- Proposals due 12/2/20 by 12PM noon

With no further business to discuss, the meeting concluded at 10:44AM

Respectfully submitted,
Heather Boulger