

## **Kansas Local Workforce Development Board Local Area IV**

### **Workforce Alliance of South Central Kansas, Inc.**

#### **Request for Information Regarding Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Program Operations in Sumner and Cowley Counties in Kansas**

**Request is open through October 4, 2019**

#### **Background**

The Workforce Alliance of South Central Kansas (WA) is soliciting information regarding new and different ways to provide Workforce Innovation and Opportunity Act (WIOA) (Public law 113-128) job seeker and business services in Cowley and Sumner counties in south central Kansas. The WA operates American Job Centers also known as Workforce Centers or One Stop Centers in Winfield and Wellington Kansas with 2 dedicated FTE's and a supervisor that oversees staff in Winfield, Wellington and El Dorado. From time to time additional staff resources are available through the Senior Community Service Employment Project or WIOA Youth Work Experience program.

Potential WIOA Service Providers or other interested parties are invited to submit a response to this Request for Information (RFI). Partner collaboration is encouraged for this RFI and submissions can come from collaborating entities. The purpose of this RFI is to guide the WA and its Board of Directors in evaluating new and different service delivery opportunities. This RFI may result in a request for proposals for a WIOA Service Provider.

Interested parties can submit written information on ideas and information regarding WIOA service delivery as a response to this request to [admin@workforce-ks.com](mailto:admin@workforce-ks.com). Written responses should be submitted by the deadline of October 4, 2019. Responses should be no longer than 15 pages and be in PDF format attached to an email.

The responses should be such that they can provide enough information regarding different thoughts and ideas that are easily understood. Responders may be called upon by WA to provide further information or provide clarification.

The WA will host an interested parties conference on September 16<sup>th</sup>, 2019 at 10:30 a.m. at the Sumner County Economic Development office at 314 N Washington Ave, Wellington Kansas. Interested parties are asked to RSVP to [admin@workforce-ks.com](mailto:admin@workforce-ks.com).

#### **History and Organizational Information**

The WA has been designated as the Local Workforce Development Board for Kansas Local Area IV by the Governor of Kansas. Kansas Local Area IV consists of Butler, Cowley, Harper, Kingman, Sedgwick, and Sumner Counties. The WA Board of directors operates the Workforce Centers which are the hubs of workforce development activity. Wichita is the certified comprehensive Workforce Center in Local Area IV.

Currently the WA is the primary WIOA Service Provider. The WIOA Service Provider provides the WIOA Services throughout the local area through staff. The Board of Directors is currently evaluating the operations in Sumner and Cowley Counties to explore and if it would be more cost effective and efficient to procure a service provider(s).

The Board of Directors has adopted a Strategic Plan for 2018-2020. The current goals are to:

- Expand youth employment opportunities to help develop the workforce of the future
- Strengthen relations with WIOA partner, community organization and education/training institutions to leverage resources and align services through the one-stop workforce centers (American Job Centers)
- Create and implement a more effective and comprehensive communication plan to increase public awareness about employment and training services, and skills needed for current and future careers in South Central Kansas
- Generate revenue to increase community impact of WIOA and Workforce Centers in South Central Kansas

The Board of Directors has also adopted the following statements:

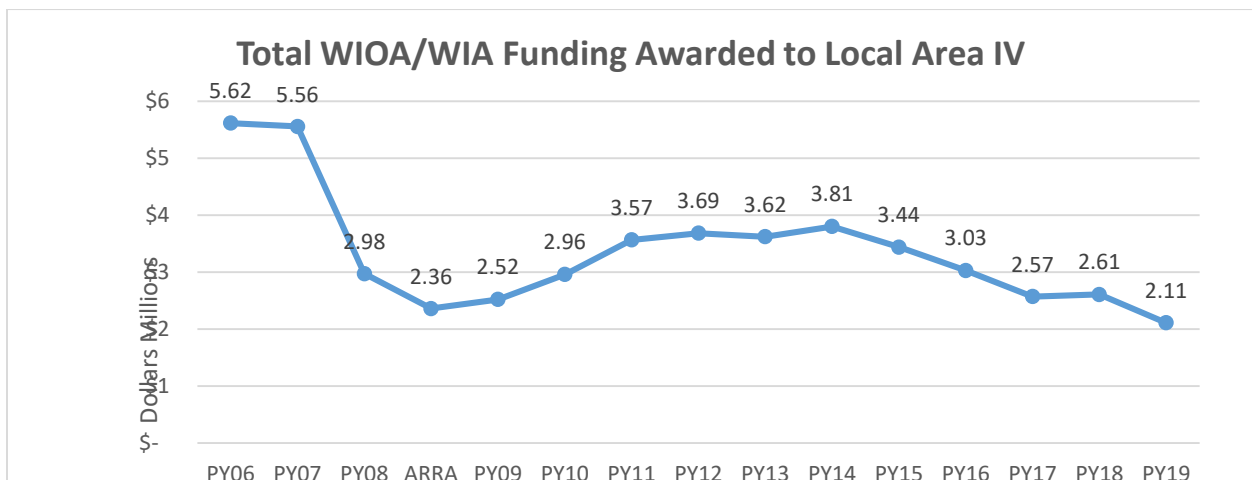
Vision: Growing a regional economy through a skilled workforce

Mission: Supporting and advancing a competitive workforce in South Central Kansas

### WIOA Program Operations

The WIOA allocation to the WA has decreased significantly over the past several years. The WA is in the process of exploring different ways of providing services. Part of this process is to solicit information from potential partners on new ways to collaborate, leverage resources, and deliver WIOA Services in Cowley and Sumner Counties.

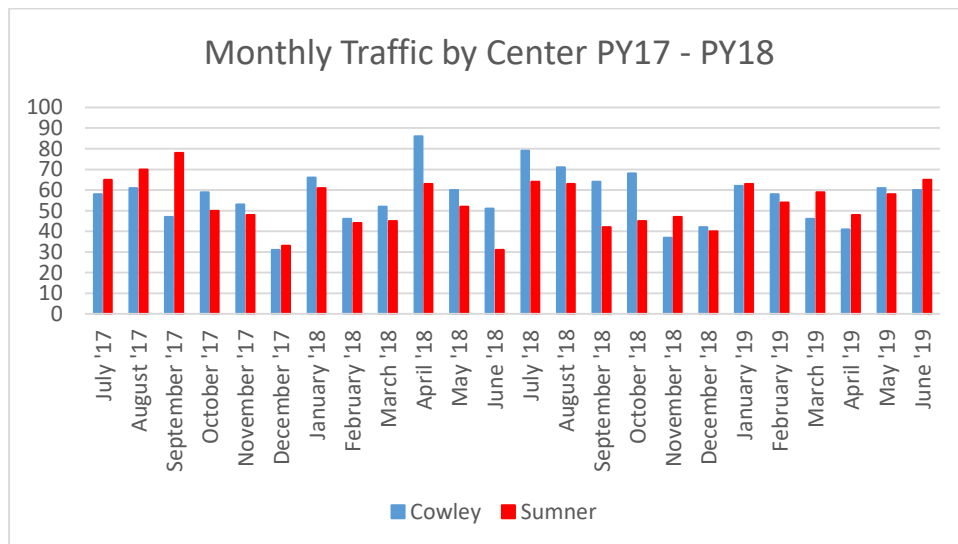
Below is a chart visualizing the continued decrease in WIOA/WIA funding allocated to WA.



The overhead costs to operate the Workforce Centers/American Job Centers (AJC) facilities in Wellington and Winfield is approximately \$85,000 a year. This figure doesn't include any wage or personnel fringe. Through this solicitation for information the WA wishes to explore different operational structures that would reduce costs with a desire to reduce costs by at least \$25,000 annually.

Traffic counts in these AJC's are the lowest of the centers operated by WA. Monthly traffic counts represent the number of individuals that are served each day at either of the two locations in Sumner and Cowley counties. Currently the Cowley County AJC is open Monday and Wednesdays. The AJC in Sumner County is open Monday through Friday with WA staff onsite Tuesday and Thursday. Staffing in Sumner County on Monday, Wednesday, and Friday is provided through a Memorandum of Agreement with Sumner County Economic Development. The AJC's are located in Winfield at 108 E 12<sup>th</sup> and in Wellington at 314 N Washington Ave. The Center in Winfield is located in a commercial center that includes a bank and other professional services. The center in Wellington is located on the main downtown business street and is co-located in the Economic Development Agency primarily funded by the Sumner County Commission. Currently 2 staff provide the WIOA services in these two counties with support provided from the Wichita operations.

The past two years' traffic chart is below indicating the number of visitors by month at the individual workforce centers.



### Workforce Innovation and Opportunity Act (WIOA) Basics

On July 22, 2014 President Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). The WIOA supersedes the Workforce Investment Act (WIA) of 1998. WIOA is designed to improve and streamline access to federally funded employment, education, training and support services. This was the first legislative reform of the public workforce system in more than 15 years. Every year the key programs that form the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System

is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA has six main purposes:

1. Increase access to and opportunities for employment, education, training, and support services for individuals, particularly those with barriers to employment.
2. Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.
3. Improve the quality and labor market relevance of workforce investment, education and economic development efforts.
4. Promote improvement in the structure and delivery of services.
5. Increase the prosperity of workers and employers.
6. Provide workforce development activities that increase employment, retention, and earnings of participants and that increase post-secondary credential attainment and as a result, improves the quality of the workforce, reduces welfare dependency, increases economic self-sufficiency, meets skills requirement of employers, and enhances productivity and competitiveness of the nation.

WIOA Sec 3 (24) identifies the following individuals with barriers to employment:

- Displaced homemaker
- Low-income individuals
- Indians, Alaska Natives and Native Hawaiians
- Individual with disabilities
- Older individuals
- Ex-offenders
- Homeless individuals
- Youth who are in or have aged out of the foster care system
- Individuals who are English language learners, low levels of literacy or facing substantial cultural barriers
- Eligible migrant and seasonal farm workers
- Individuals within 2 years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act
- Single parents (including pregnant women)
- Long-term unemployed

WIOA establishes required partners in the development and delivery of workforce development services.

The WA partners with all required WIOA required partners that have an operation in Local Area IV. Those partners are identified by law and are required to have services available and accessible through the comprehensive workforce center. The required partners in Local Area IV are:

Title I (Adult\*, Dislocated Worker\*, Youth\*, Job Corps, Native American, and Migrant and Seasonal Farm Worker) [Workforce Alliance of South Central Kansas, Flint Hills Job Corps, American Indian Council, Kansas Department of Commerce]

Title II Adult Education and Family Literacy Act [Kansas Board of Regents]

Title III Wagner Peyser [Kansas Department of Commerce]

Title IV Vocational Rehabilitation [Kansas Department for Children and Families]

Title V Senior Community Service Program [Kansas Department of Commerce]

Title VI Carl D. Perkins Career and Technical Education Act of 2006 [Kansas Department of Education and Kansas Board of Regents]

Title VII Trade Adjustment Assistance [Kansas Department of Commerce]

Title VIII Jobs for Veterans [Kansas Department of Commerce]

Title IX Community Services Block Grant (Employment and Training) [Kansas Housing Resources Corporation]

Title X HUD Employment and Training

Title XI State Unemployment Compensation Law [Kansas Department of Labor]

WA partners with other community organizations such as the United Way of the Plains, Wichita State University, Various Corrections Agencies and Urban League as a few examples.

### **WIOA Eligible Service Providers**

WA is soliciting information from qualified organizations or interested individuals to direct federal Department of Labor (DOL) WIOA Title I funds towards career services. Eligible WIOA Service Providers that can provide WIOA services include:

- Private for profit businesses
- Non-profit organizations
- Business associations
- Public agencies
- Institutes of Higher Education
- A collaboration of above entities with at least one organization designated as the lead agency and primary sub-recipient.

## **PROGRAM DESCRIPTION**

### **Adult Program Services Role and Responsibilities**

Interested parties responding to this RFI must offer ideas regarding how WIOA Title I services would be provided, specifically, the following Career Services to WIOA Title I eligible Adults and Dislocated Workers per WIOA Section 134(c)(2)(A).

### Operate American Job Centers (One Stop Center)

The Workforce Alliance would like to explore different options for the locations and operations of the American Job Centers (AJC's). The AJC's are the hub for the job seeker and business service delivery. The AJC's provide a location for individuals to seek assistance through the different services identified below. The AJC's must be accessible to folks with different barriers and disabilities and must maintain some type of consistent staffing and operating hours.

### Basic Career Services

- Eligibility processing for Title I Adult Program services
- Referrals for Dislocated Works Eligibility to Workforce Alliance Administrative Staff via electronic system
- Outreach, intake, and orientation to the information and other services available through the one-stop delivery system
- Initial assessment of skill levels (including literacy, numeracy, and English language proficiency) aptitudes, abilities and supportive service needs
- Labor exchange services including job search and placement assistance
- Referrals to and coordination of activities with other programs and services within the one-stop delivery system
- Workforce and labor market information
- Performance and program cost information
- Information on supportive services including referrals to those services
- Information and assistance regarding filing claims for unemployment compensation
- Assistance in establishing eligibility for programs of financial aid assistance, and help with accessing other funding i.e. FASFA, Pell Grants, scholarships, etc.

### Individualized Career Services must be made available (if determined to be appropriate in order for an individual to obtain or retain employment)

- Comprehensive and specialized assessments of the skill levels and service needs
- Development of an individual employment plan
- Supportive services including information and coordination with community resources
- Career planning and individual and group counseling
- Prepare job seekers for applications and interviews with participating employers
- Delivery of short-term pre-vocational services
- Workforce preparation
- Financial literacy services
- Access to internships, work experience, On the Job Training (OJT) (require a referral for case management)

- Follow-up services following job placement
- Referrals for Case Management Services

#### Enrollment Requirements

Eligible WIOA Adults must be enrolled and considered a customer for performance purposes when seeking services from staff. Any staff involvement that (expends WIOA funds) which would include an assessment of customer's skills, education or career objectives as it relates to job search, job referral, assessing personal barriers to employment, training and related services is defined as significant staff involvement and will require enrollment. Enrollments must be completed in KansasWorks.com and in an electronic document system managed by the WA.

All eligible WIOA Customers must be enrolled and approved for eligibility prior to expending WIOA funds.

#### Business Services

- Establish strategic relationships with employers that lead to increased use of KansasWorks.com
- Identify potential employers to partner with through data analysis and market research
- Assist employers in effectively utilizing KansasWorks.com system
- Contact employers newly registered in KansasWorks.com confirm hiring needs and offer information and assistance
- Develop and promote employer openings to job seekers throughout KansasWorks.com
- Utilize multiple strategies to recruit and place participants in job openings to meet the hiring needs of employers, including datamining, screening resumes and sourcing referrals from partners.
- Prepare job seekers for applications and interviews with participating employers
- Facilitate access to space for employers to conduct interviews, recruitment events and other meetings
- Connect businesses with resources and opportunities available through partners and the workforce development system
- Provide businesses with information and assistance regarding the labor market and workforce development system, including industry trends, job seeker characteristics and promising practices
- Mobilize staff and resources in response to employer events including mass hiring and recruitment events
- Partner with employers, and training providers to identify customized training, pre-employment, and incumbent worker training opportunities

In addition, the WA would require the successful vendor to:

- Provide integrated services that combine all local resources to help each individual

find, and keep the right job and receive continued support to advance their career.

- Leverage non-WIOA resources and coalitions that result in innovative, responsive and cohesive services.
- Align educational opportunities that lead to industry-recognized qualifications, skills, and academic credentials.
- Focus on key populations with barriers who face significant challenges in obtaining living- wage jobs.
- Refer individuals that are 16 to 24 years of age that would be appropriate for the WIOA Youth Program.
- Refer any layoff information to the WA for Rapid Response.
- Refer any possible job seekers that maybe Dislocated Workers to WA.

The WA would maintain the training and supportive services responsibility under WIOA, but would coordinate with any new WIOA Service Provider delivery if that was the new direction. WIOA Training services include occupational skills training, incumbent worker training, on the job training, and customized training. Supportive services assist those individuals enrolled in training and those services include daycare, mileage reimbursement, clothing, medical, tools, and other such assistance to help remove barriers for participating individuals.

### **Adult Eligibility Criteria, Priority of Service**

#### Eligibility for the Title I WIOA Adult Program:

Adults must meet the following eligibility criteria for the WIOA Title I Adult Program:

- U.S. citizen or otherwise legally entitled to work in the U.S.
- Age 18 or older
- Selective Service Registration (males who are 18 or older and born on or after January 1, 1960) unless an exception is justified.

WIOA mandates priority for individualized career and training services must be given to:

- Public assistance recipients
- Low-income individuals
- Individuals who are basic skills deficient

Veterans and other covered persons otherwise eligible for the WIOA Adult program are given priority for services according to the Jobs for Veterans Act. (JVA 2002) (20 CFR 1010).



## Required Program Design Elements

- Ensure there is an Individual Employment Plan with each customer which, identifies appropriate objectives and services for the customer to achieve their career goals
- Ongoing and uninterrupted active case management for customers
- Have a strong industry focus in services provided, working directly with Businesses
- Ensure in-demand job placements, training-related placements, placements in targeted or demand occupations
- Collaboration between community partners that are already providing similar and related services
- Record data and client records in KansasWorks.com and/or the Workforce Alliance's designated data management systems
- Forms and guidance on services and procedures have been developed and will be provided to the contracted entity for use in delivery of program services.
- Workforce Alliance will assume case management duties including fiscal duties for customers that participate in training activities. Selected applicant will need to refer customers for intensive case management services and serve as a liaison.
- Participate in training and staff development functions conducted by the WA

## WIOA Performance

WIOA Performance measures also referred to as Common Measures negotiated between the State and the United States Department of Labor (USDOL). The state engages all the local areas in a discussion that allows the local areas to accept the goals or is given the opportunity to provide data to assist the state in further negotiations with USDOL. Detailed information on how the measures are scored and the definition of the measures can be found at [https://www.doleta.gov/performance/guidance/tools\\_commonmeasures.cfm](https://www.doleta.gov/performance/guidance/tools_commonmeasures.cfm). Goals for performance in PY19 (July 2019 through June 2020) are as follows.

### Adult

Employment Rate 2 <sup>nd</sup> Qtr, after Exit	78.7%
Employment Rate 4 <sup>th</sup> Qtr. after Exit	76.6%
Earnings (Median) 2 <sup>nd</sup> Qtr. after Exit	\$6,225
Credential Attainment	67.4%
Measurable Skills Gain	TBD

### Dislocated Worker

Employment Rate 2 <sup>nd</sup> Qtr. after Exit	81.7%
Employment Rate 4 <sup>th</sup> Qtr. after Exit	80.2%

Earnings (Median) 2 <sup>nd</sup> Qtr. after Exit	\$8,084
Credential Attainment	69.0%
Measurable Skills Gain	TBD

Employer Services

Employer Information and Support	TBD
Employer Penetration Rate	TBD

The local areas must meet the goal or the state has the option to sanction the local area until the performance measure(s) rises to meet the goal.

**General Information**

Request Information:

This RFI can be found at [workforce-ks.com/rfps](http://workforce-ks.com/rfps). Interested parties can also contract Chad Pettera at 316-771-6602 or [Chad@workforce-ks.com](mailto:Chad@workforce-ks.com)

Submission of Information:

Responses should not exceed 15 pages and be submitted in PDF format to [admin@workforce-ks.com](mailto:admin@workforce-ks.com). Submissions should be received by October 4, 2019 at noon.

The cost of developing and submitting the proposal is entirely the responsibility of the interested parties. This includes costs to determine the nature of engagement, preparation of the submittal, and other costs associated with this Request for Information. All responses will become the property of WA and will be a matter of public record.

Key Dates:

September 5, 2019	RFI Available
September 16, 2019	Information Meeting (see page 1)
October 4, 2019	Request for Information Due

Required Components of Request:

Responses should be prepared simply and economically, providing a straightforward, concise description of the interested parties capacity to respond to this request. Emphasis should be on completeness and clarity of content. Repetition of the terms and conditions of the RFI package, without additional explanation, will not be considered responsive.

No paperwork or form is provided for the response. Instead, interested parties are asked to prepare a response in a format that best conveys the details of the offering.

As a general guideline in preparing the narrative, interested parties should be careful to thoroughly identify themselves, both individually and/or corporately. At minimum, all interested parties shall provide the following identifying information in the narrative portion of their proposals:

- Identification - Name, address, phone number, and authorized signature of interested party.
- Corporate identification - If applicable, interested parties or other business information, date established, structure (trust, partnership, corporation, non-profit, etc.), and federal tax identification number, and Dun and Bradstreet Number.
- All interested parties shall include the following with their bid submissions:
  - Response
  - Any available cost information
  - Parties Ability, Experience and Qualifications
    - date established;
    - ownership (public, partnership, subsidiary, etc.);
    - number of personnel, full and part-time, assigned to this project by function and job title;

Beyond these general guidelines, interested parties are invited to submit additional information in the narrative section that they may consider important in fully explaining their information. Any information submitted must be clearly understood.

The narrative response, should not exceed 15 pages. Font should be 11 point or granter and should be published on 8 ½ X 11 paper.

Inquiries: All inquiries shall be directed to:

Chad Pettera  
VP/COO- Procurement Officer  
316-771-6602 or [Chad@workforce-ks.com](mailto:Chad@workforce-ks.com)

Open Records: All information become the property to WA. Information will become open for public review if a contract for services is executed. Any information deemed propriety by the submitting party should be labeled as such.