

PY14 WIA Youth Program RFP Bidders' Conference Minutes

March 3, 2014 10:00am-12:00pm

Finger Lakes Workforce Investment Board

41 Lewis Street, Geneva, NY

Present:

Angelique Cook, NYSDOL

Pat Gopen, Finger Lakes Workforce Investment Board

Chris Edgar, Literacy Volunteers of Wayne County

Eric Israel, Exploring Program, BSA

Kathy Templar, Wayne County Workforce Development

Josh Elias, Ontario ARC

Brian Young, Ontario County Workforce Development

Mike Whirtley, Seneca County Workforce Development

Deborah McGrimley, Seneca County Workforce Development

Meeting called to order at 10:00am

- Introduction of Bidders' Conference purpose, meeting agenda, attendees
- Review of RFP timeline; submission deadline, explanation of review/revision process.
- Description and review of handouts; Common List of Acronyms, Attachment A: Common Measures At A Glance, Attachment B: Definitions of Key Terms

- **Question:** What is a credential? What is a certificate? When does it meet Common Measure requirement?
- **Answer:** Examples of Credentials: HS Diploma, High School Equivalency Diploma, Associate Degree and Bachelor Degree. Examples of Certificates: Serve Safe, National Retail Association Customer Service, Forklift Operator, CNA/HHA. When a youth participant's ISS (Individual Service Strategy) notes an educational service the successful completion is a credential.

- **Question:** Could we please have these 4 forms in Word format: RFP Budget Form, Proposal Cover Sheet, Appendix A Checklist, WIA Authorization
- **Answer:** Yes, the RFP will be emailed to Bidders Conference attendees and current contractors in MS Word format and also made available on request to the public.

- **Question:** If we say in our proposal we will serve X # of youth based on the 'estimated' funding, and there is a decrease in funding will we be able to renegotiate?
- **Answer:** Yes, the change in proposal would be presented to the Youth Council Performance & Evaluation Committee for review and submission to the FLWIB Executive Committee for approval.

- **Question:** Are we allowed to add/change a 'sub-contractor' with whom we contract services at any time during the program year?
- **Answer:** Yes, the change in proposal would be presented (before execution) to the Youth Council Performance & Evaluation Committee for review and submission to the FLWIB Executive Committee for approval.

Meeting adjourned at 10:55am

Minutes submitted by Pat Gopen, FLWIB Youth Systems Coordinator