

**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**  
**RFP – TITLE I YOUTH ENROLLMENT AND TRAINING PROGRAMS**  
**BIDDERS CONFERENCE**  
**MARCH 1, 2019**

**SUMMARY OF PROCEEDINGS**

**Present:**

POTENTIAL PROPOSERS: Aviva Gold - CITEC Business Solutions, Meg LeFevre – Coryer Staffing  
Larry Fetcie and Penny Scott (St. Lawrence County)

WDB STAFF: Tom Plastino and Rebekah Zuhlsdorf

**Questions/Answers:**

QUESTION 1: Will it be awarded to only one bidder? Does the bidder have to address everything?

ANSWER 1: We would like to cover the required 14 elements. You may pick and choose your strengths, but address as many as the 14 elements as possible.

QUESTION 2: Is there a targeted population? Under served, rural area, high school drop outs?

ANSWER 2: Wherever the need is the greatest. The overall goal is to identify programs that assist at-risk youth ages 16-24 in achieving skill development, major educational attainment, and employment. We categorize the Youth population into two groups, in school participants and out of school participants. Title I funds need to concentrate 75% of the resources to the out of school population.

QUESTION 3: Is it possible to have a mixed body for the program?

ANSWER 3: Yes. Funds are only available to individuals who meet the eligibility requirements and who are enrolled in WIOA. Youth who are not enrolled in WIOA would not be funded.

QUESTION 4: Is there a targeted participant cost?

ANSWER 4: No, it all depends on the individual bidders and their proposals.

QUESTION 5: What programs are currently being funded?

ANSWER 5: Currently we have Work Experience, Occupational Skills training and a “connections” program.

QUESTION 6: What's a work experience?

ANSWER 6: A planned structured learning experience that takes place in a workplace for a limited period of time. Our current contract is a paid work experience for out of school youth. The work experience may be paid or unpaid as appropriate. The participants are St. Lawrence County employees earning NYS minimum wage.

QUESTION 7: They don't get paid by the actual employer?

ANSWER 7: No, the contract is with a SLC department that uses SLC payroll. But, they could be paid under a company's payroll and then just be reimbursed. We are required to spend 20% of the Title I youth budget on work experience.

QUESTION 8: Will the framework services be provided by others?

ANSWER 8: The framework services will be WIOA staff responsibility but bidder can assist with the recruitment process.

QUESTION 9: Who will be the point of contact for the contractor?

ANSWER 9: Penny Taylor will handle most of the billing and fiscal questions. Contractors will be subject to an annual review to determine compliance with all financial provisions. Larry Fetcie will take all questions in regards to the program questions. The WIOA staff will visit contractors on a quarterly basis to review the guidelines are followed and the appropriate documentation is being completed.

QUESTION 10: Will the program be allowed to pay for ITAs (individual training accounts)?

ANSWER 10: Even after contracts are in place, approval is still needed through the NYSDOL. ITAs are only issued to out of school youth. In the fiscal year each participant caps out at \$5000.00. The training must meet the requirements of ITA policy.