



**WORKFORCE
SKILLS CABINET**

**COMMONWEALTH
CORPORATION**

Building skills for a strong economy.



Rapid Re- Employment

Partnerships for Recovery

Bidders' Technical Webinar
May 25, 2021



Key Dates

Activity

Date

Responses (Proposals) Due

Rolling Application Beginning March 3, 2021-
September 30, 2021

Anticipated Contract Start Date

Projected to be awarded within 30 days of
application receipt

Deadline For Training Completion & Placement

November 30, 2021

Anticipated Contract End Date

December 30, 2021



Questions

- Questions:
 - RRP@commcorp.org
- Q&A will be posted at www.commcorp.org
- Sign-up for alerts when new Q&A are posted





Resources

- RFP: www.commcorp.org
- Regional Blueprints: <https://www.mass.gov/regional-workforce-skills-planning-initiative>
- List of MassHire Career Centers:
<https://www.mass.gov/how-to/find-a-masshire-career-center>
- List of MassHire Workforce Boards:
<https://www.mass.gov/service-details/connect-with-your-local-masshire-workforce-board>



Request for Proposals-Overview

Funding Source: Coronavirus Aid, Relief, and Economic Security Act (the CARES Act)

Funding Availability: Up to \$4.652M available

Grant Amounts: May not exceed \$500K

Match Requirement: Not required

Maximum Duration of Contracts: April 1, 2021-December 30, 2021

- All training and placements must be completed by November 30, 2021
- Applicants must commit to continuing to measure 3-month retention beyond terms of grant



Lead Applicant & Required Partners

- Eligible lead applicants are Massachusetts based training providers with experience and existing training capacity to delivery occupational training to the target population for proposed targeted occupations. This may include:
 - Massachusetts Chapter 74 Programs
 - Massachusetts Community Colleges
 - Community Based Organizations
 - Non-Profit and For-Profit Training Organizations
- **Partners**
 - MassHire Career Center (Required)
 - 1 Employer Partner (Required)
 - MassHire Workforce Board (Required)
 - Other Partners Encouraged

Refer to Pages 4-6 of the RFP



Training Provider & MassHire Career Center Roles

Training Provider

- Contract with Commonwealth Corporation
- Enter into MOU with MassHire Career Center
- Communicate program entry requirements to MassHire Career Center and collaborate on screening process
- Ultimately make enrollment decisions
- Coordinate and provide all training, including didactic, hands-on, and work experience.
- Contingency plans to provide all instruction in social distancing environment
- Incorporate work readiness and job search prep skill building, in collaboration with the MassHire Career Center
- Collect and report all participant data into Apricot
- Prepare and place graduates in employment in partnership with MassHire Career Center
- Submit invoices to Commonwealth Corporation and distribute specified share of payment to MassHire Career Centers and maintain documentation of payment.

MassHire Career Center

- Conduct recruitment, assessment and screening of participants, aligned with program requirements
- Maintain contact with participants while they are enrolled in training to ensure persistence
- Make participant referrals to necessary support services (housing, childcare vouchers, etc.)
- Prepare and place graduates in employment in partnership with the training program
- Provide 3-months of post-placement support upon job placement

Refer to Pages 5 of the RFP



Target Occupations

Healthcare

- Certified Nursing Assistant
- Patient Care Technician
- Home Health Aid
- Pharmacy Tech
- Medical and Clinical Laboratory Technician
- Medical Records and Health Information Technician
- Medical Assistant
- Substance Abuse & Behavioral Disorder Counselor

Information Technology

- Web Developer
- Cyber Security
- Computer User Support Specialist
- Computer Network Support Administrator
- Information Security Analyst

Finance/Business

- Customer Service Agent
- Teller
- Loan Servicing Specialist
- Loan Servicing Clerk
- Lending Processor
- Mortgage Originator
- Lending Officer
- Commercial Loan Assistant
- Credit Analyst

Transportation

- Heavy and Tractor-Trailer Truck Driver



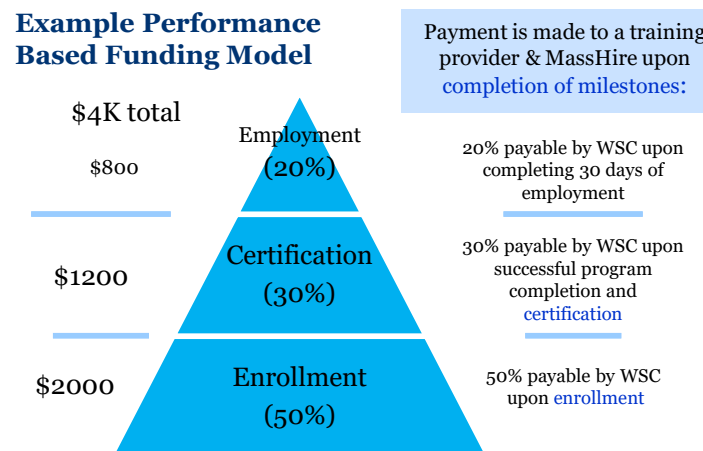
Alternative Occupational Approach

- Applicants may propose an alternative occupation from those listed below, however, the target occupation must still be within one of the target sectors: Healthcare, Information Technology, Financial Services or Transportation or the Region's Blueprint critical or priority occupations.
- Applicants choosing this alternative approach, must demonstrate that the proposed occupation is in-demand, by citing labor market data, supporting employer demand data, or other relevant indicators.
- Applicants utilizing this approach must propose a cost per participant that is consistent with the allowable cost and training hours on pages 8-9 of RFR



Performance Funding Model

- Revenue to pay for programming will flow through a performance-based funding contract to the lead training provider.
- Maximum allowable cost per trainee on page 8 of RFP.
- Payments must be shared locally between lead training provider and their MassHire Career Center partner according to fee schedule in RFP.



<i>Example of Funding Sharing Programs</i>	<i>Total Payment</i>	<i>Vocational Program</i>	<i>MassHire</i>	<i>% of Total</i>
Employment/Retention	\$800	\$300	\$500	20%
Certification/Persistence	\$1200	\$700	\$500	30%
Recruitment/Enrollment	\$2000	\$1500	\$500	50%
Total	\$4000	\$2500	\$1500	100%

Refer to Pages 11-12 of the RFP



Eligibility

- An individual who has experienced an employment interruption due to COVID as evidenced by meeting one of the following eligibility criteria.
- Individual is a PUA or UI recipient (past or present)
 - Look up the individual in MOSES from the RESEA file; document in Notes section of case record that individuals is/was UI claimant.
- Individual is NOT a PUA or UI recipient:
 - Staff person discusses *COVID-Impacted Criteria. If the individual meets one of the criteria upon verbal discussion, document in MOSES Notes.
- MassHire Career Centers will review these criteria to determine eligibility and capture the COVID impact in the participant's case record

Refer to Pages 9-10 of the RFP



Program Requirements

- Full list on page 10 of the RFP
- Offer training that results in an industry recognized credential required for entry into target occupation
- Refer participants to existing public and private resources to provide support services to participants, when needed, including transportation and childcare, to alleviate barriers to participation
- Provide 90 day post-placement case management and support to participants, including but not limited to employment retention and re-employment assistance



Administrative Requirements

- Data Reporting
- Progress Reporting
- Allowable Costs

Refer to Pages 12-13 of the RFP



Score Criteria

- Score criteria pages 19-20 of RFP
- Submitted proposals will be reviewed and scored to determine if they Meet Standard or Does Not Meet Standards based on the criteria
- Commonwealth Corporation reserves the right to consider geographical distribution and occupation/program mix in final grant award decisions.
- Commonwealth Corporation will give preference to applications that propose matching funds as described in Section 5B.



Grant Application Package

- Part 1: Application Summary Form (online)
- Part 2: Application Narrative Form (5 pages)
- Part 3: Program, Track Record & Budget Form
- Part 4: Memorandum of Agreement
- Part 5: Certification (online)

Grant Submission via Online Form

- Application Summary Form Information
- Plan to Complete in 1 Session (Cannot save and return)
- Encouraged to review in advance

Refer to Page 17 of the RFP



Thank You

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