



Bidders' Webinar Request for Proposal (RFP)

**Bibb, Fayette, Greene,
Hale, Pickens, Tuscaloosa
Counties, Alabama**





Webinar Details

Chris Garland, Senior Director, Workforce Development & Programs

Webinar may not take entire hour

Webinar will be recorded, and slides and recording will be available on website



Resources for today's webinar

- Copy of the CWI's Request for Proposal Document for SCSEP services in Bibb, Fayette, Greene, Hale, Pickens, and Tuscaloosa Counties in Alabama



RFP Overview

- I. Introduction
- II. Request for Proposal
- III. Roles and Responsibilities
- IV. Funding
- V. Target Population
- VI. Center SCSEP Performance Measures
- VII. Eligibility and Minimum Qualifications for Responding Organizations
- VIII. Content of the Response Package
- IX. Submission of Proposal in Response to RFP
- X. Evaluation Criteria and Selection Process
- XI. Notice of Award
- XII. Bidders' Webinar
- XIII. List of Attachments
- XIV. Additional Documents to Review

Closing Date & Time for Submission

- 4:00 p.m. ET/3:00 p.m. CT
- Friday, April 18th





Total Estimated 12-month Subgrant Funding

- \$303,634 from July 1, 2025 – June 30, 2026
PY2025

Month of June 2025: \$25,303

Continuation funding is dependent on availability of Federal funding.



I. Introduction

CWI Works (CWI)

60+-year-old 501(c)(3) national nonprofit

Joint largest Senior Community Service Employment Program (SCSEP) National Grantee and continuous national grantee for past 59 years

Headquartered in Silver Spring, MD

Work with a national network of subgrantees organizations to operate SCSEP in 12 states

Introduction (cont'd)

ALABAMA

CWI is the largest SCSEP national grantee in Alabama

CWI has served various parts of Alabama since 1972

Currently, CWI partners with nine (9) organizations in the state.

CWI is currently operating SCSEP services directly in the counties in this RFP.

II. Request for Proposal (RFP)

CWI is seeking a qualified organization to administer its Senior Community Service Employment Program (SCSEP)

SCSEP is Title V of the Older Americans Act

Only federally-sponsored employment and training program targeted specifically to low-income older individuals who want to enter or re-enter the workforce

Multiple missions include promoting useful opportunities in community service job training and moving SCSEP jobseekers to unsubsidized employment, where appropriate

II. RFP (cont'd)

SCSEP jobseekers...

Are eligible individuals 55 or older, unemployed, have participated on SCSEP for less than four years, and earn less than 125% of Federal Poverty Guidelines and want or need to re-enter the workforce

Paid federal, state or local minimum wage (whichever is higher)

For work experience at “host agencies” – 501 (c)(3) nonprofit or government training sites

Typically 20 hours per week

III. Roles & Responsibilities

Subgrantee

Employ at least a full-time project director for every 60 modified authorized positions and other personnel necessary for programmatic and financial administration and supervision of SCSEP. Since there are 36 modified authorized positions with this RFP, we are expecting our subgrantee to provide at least .6 FTE for direct service staffing.

Recruit and enroll eligible applicants

Select appropriate host agencies

Promote necessary linkages and partnerships

Comply with SCSEP regulations and policies

Meet performance goals outlined in Sponsor Agreement

III. Roles & Responsibilities (cont'd)

- CWI

Provides training, guidance, coaching on all aspects of program and financial administration, performance, data collection and SCSEP regulations and policy

Provides technical assistance on CWI's person-centered approach to IEPs, community service assignments, reskilling and upskilling program jobseekers, and unsubsidized placement

Conducts annual programmatic and fiscal compliance monitoring



IV. Funding

Each subgrant budget has four budget categories:

1. Participant Wages and Fringe Benefits (PWFB)
2. Administrative Costs (Adm)
3. Other Program Costs (OPC)
4. Nonfederal Share of Costs/Nonfederal Match

Estimated Subgrant Budget

The subgrant award is for 12 months from July 1, 2025 – June 30, 2026

36 Authorized Positions	<u>June 1 to June 30, 2025</u>	<u>July 1, 2025 – June 30, 2025</u>
	<u>1 month</u>	<u>12 months</u>
PWFB	\$20,655	\$247,860
Admin	\$2,443	\$29,317
OPC	\$2,205	\$26,457
<u>Total Federal Funding</u>	<u>\$25,303</u>	<u>\$303,634</u>
Non-Federal Match	\$3,475	\$41,704



View Secondary Budget form

Pg. 20 of RFP



V. Target Population

- Host Agencies
- Maintenance of Effort
- Other Permissible Training
- Coordination with American Job Centers, State and Local WDBs, AAA and other SCSEP providers

V. Target Population (cont'd)

- Eligible jobseeker
- Priority of Service for Individuals with Multiple Barriers to Employment
- Individual Employment Plans (IEP)
- Unsubsidized Employment
- Community Service Work-Based Training



VI. Performance Measures

Measures while jobseeker is on SCSEP

1. Service level or number of eligible individuals served
2. Community Service Hours
3. Most-in-Need (MIN)

VI. Performance Measures (cont'd)

Measures after the job seeker exits – WIOA Common Measures

1. Exiters still employed in Q2 after Exit
2. Exiters still employed in Q4 After Exit
3. Median Earnings

Measures either when Jobseeker is enrolled or exited from SCSEP

1. Participant Satisfaction
2. Host Agency Satisfaction
3. Employer Satisfaction

*CWI's unsubsidized placement goal

*Spend 100% of subgrant funds by June 30th of each year

VII. Eligibility and Qualifications of Bidders

- Any 501(c)(3) non-profit organization
- Any government agency

That...

- Meet the goals, standards and policies of CWI for providing SCSEP, as described in this RFP
- Can serve the territory in this RFP

VIII. Content of Response Package

- Attachment A – Application Face Sheet
- Attachment B – Complete Narrative Responses
- Attachment C – Minimum of 2 letters of support from partner organizations
- Pg. 19 of RFP - #7 – attachments requested

IX. Submission Instructions

- All requested documents transmitted electronically
MS Word or Adobe PDF or combination
Do not send Zip files
- Email address: scseprfp@cwivorks.org
- No later than 4:00 p.m. ET on Friday, April 18th
- CWI will email you acknowledging receipt of application

X. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- a. Organizational Capacity – 25 points
 - b. Program Design and Approach – 40 points
 - c. Administrative and Fiscal Qualifications – 35 points
- ❖ Applicants must score a minimum of 70 points to be considered for funding.
 - ❖ Review committee will be comprised of CWI staff.
 - ❖ CWI reserves the right to seek additional information from Applicants, potentially including site visits or agency interviews.

XI. Notice of Award

- We will announce the contract award no later than Monday, April 28, 2025
- CWI will notify all applicants of decision by email
- CWI will facilitate transition activities of SCSEP in April and May 2025

XII. Bidders' Webinar, Questions & Technical Assistance

- Email any questions about this RFP to Chris Garland at cgarland@cwiworks.org
- The last day to submit questions by email is Tuesday, April 15, 2025



XIII. Attachments

- Display/Share Attachment A – Application Face Sheet and Checklist
- Display/Share Attachment B – Narrative Response

XIV. Additional Documents to Review (page 14 of RFP)

2010 SCSEP Final Regulations

Older Americans Act (OAA) 1965 (2020 Amendments)

2025 SCSEP Federal Poverty Guidelines

Revised Income Inclusions and Exclusions and Procedures for Determining SCSEP Eligibility, TEGP 12-06

US DOL Guidance and Resources page

Additional US DOL Resources for SCSEP



Key timeline reminders

- RFP Issued – Monday, March 17, 2025
- Last Day to Submit RFP Questions – Tuesday, April 15, 2025
- Proposal Submission Deadline – 4:00 p.m. EDT Friday, April 18, 2025
- Grant Announcement – Monday, April 28, 2025
- Transition Activities – April - May 2025
- Initiation of Services – June 1, 2025

Thank You!

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