



Governor's Workforce Board

RHODE ISLAND

train for success · connect for growth

Governor's Workforce Board Statewide Career Readiness Intermediary Pre-Proposal Conference FAQs

- 1. In the RFP, you talk about internships primarily geared towards seniors; however, you mention K-12 throughout the RFP. Is this because they all fall in the same department at RIDE, or because you're looking for additional services for youth?**

There are two pieces to the scope of work of the grant solicitation: 1) the summer internship pilot for high school students, and 2) being the centralized point of contact for a range of career readiness activities. The latter could involve elementary through high schools, which is why we use the term K-12.
- 2. Is there a target number of students expected to be served?**

For the summer internship program, the target is 100 internship completers the pilot year, and doubling that the second year. For connections between employers, schools, and youth-serving organizations, and students to be served, we're looking for proposals to indicate targets for year one and two.
- 3. Are you looking to focus on any specific industries for the internship program?**

The GWB has identified high-wage, high-demand industries that will guide employer recruitment. Employers for the summer internship program are expected to be in a range of industries; the focus is on job descriptions in which high school students will be successful.
- 4. Because the internship pilot is a state sanctioned program, is there any umbrella liability coverage provided by the state?**

No, the state does not provide liability coverage for this program. The contract in which the grantee enters with the GWB will include language that indemnifies GWB and the state and holds them harmless.
- 5. You expect to identify an intermediary by March. Should we assume the first-year budget will be inclusive of March? And should we assume the cost allocation is doubling for year two? If not, how should we plan to determine the budget for year two?**

The first year will encompass March 2018 through March 2019. Job Development Fund (JDF) funding is subject to Board approval; with many Board investments, programs are level funded year to year. Proposals should recommend a budget for year two, and through we expect that budget might increase, applicants should demonstrate leveraged resources. Following completion of year one, GWB and the grantee will discuss year two financial needs.
- 6. Is there a target number of hours and weeks for the summer internship program?**

25-35 hours per week and 6-10 weeks, depending on employer capacity and need, and school schedules.

7. Can you define the term “rising senior?”

A rising senior is a student who is between his/her junior and senior year of high school. For the purpose of the summer internship program, students should be entering 12th grade at a Rhode Island public school in September 2018 to be eligible.

8. Should we submit the budget documents in Excel?

Yes, Excel is preferred for budgets. Other documents can be submitted in Word or PDF.

9. Do you expect graduated pay rates for the summer internship program based on ages, i.e. younger youth paid a percentage of minimum wage?

Interns will all be rising seniors and must be at least 16 years of age, and we expect they would be paid at least full minimum wage for hours worked at their internship site.

10. Can you put the Pre-Proposal Conference PowerPoint on your website?

Yes, it is posted [on the GWB website](#).

11. Is this internship something students choose to do on their own, or are we looking for recommendations from schools?

The student application will be open to any public-school student who is entering their senior year. We hope schools will help market the program, and identify and recruit students who might be a good fit. Our colleagues at the Department of Education are working with a small number of target schools to provide additional technical assistance to identify, recruit, and prepare students.

12. Are there any specific high schools that are targeted for the summer internship pilot?

Our colleagues at the Department of Education (RIDE) are working with a small number of target schools to provide additional technical assistance to identify, recruit, and prepare students. This targeted additional assistance will help to ensure the process is equitable.

13. How does the Summer Internship program compare to the Summer Youth Employment Program and other activities currently taking place? Would the Statewide Career Readiness Intermediary be expected to also coordinate these other programs?

The Intermediary and the summer internship pilot is separate from Summer Youth Employment, which is still being funded through a [separate grant solicitation \(Real Skills for Youth\)](#). The summer internship program through the intermediary is a highly structured, state-wide, small program, with select employers in the State of Rhode Island – many of whom have never been involved in this work previously. Summer Youth Employment is locally organized and serves a range of youth with a range of experiences.

Though the intermediary may be available to assist Real Skills partnerships in connecting with additional partners, it is not within the intermediary’s scope of work to coordinate those programs.

14. Can the intermediary budget for transportation for students participating in the summer internship program?

Proposals can budget for bus passes in anticipation of some students not having their own transportation. The student application will have a question asking about their transportation options should they be accepted to the internship program.

15. **I see you are already recruiting employers for the summer internship pilot – how will that transfer work?**
Yes, we are busy recruiting employers and receiving “soft” commitments for number of internship placements and in some cases, types of job descriptions. When the intermediary is on board, we expect to be able to hand that intermediary a list of employers for the intermediary to finalize job descriptions and final commitments.
16. **For the summer internship pilot, will you offer pre-screenings for both employers and students?**
In discussions with employers we have been asking questions about what types of tasks, projects, and positions they would have for high school interns. We also plan to have questions in the student application about student career interests and skills, to help the intermediary in making appropriate matches.
17. **Can we include a service flow chart as attachments in the package for the solicitation, and not have it count against the 20 pages?**
Yes, that is fine.
18. **Will student internship applications be available in different languages, and will they be accessible to those with disabilities? Additionally, are we targeting employers who can accommodate students with disabilities?**
Once the intermediary is on board, the GWB will work with that entity to ensure equitable access for all students. We are targeting employers that can accommodate a wide range of students.
19. **Will the intermediary be handed the 100 student finalists?**
No. While the application should be underway by March, the intermediary will be expected to vet all of the student applications and select finalists.
20. **While the goal of the pilot is 100 students, would you expand the number if the demand is higher?**
That would be great! In terms of funding, we do not necessarily expect additional funding if there is additional demand. However, if the intermediary can leverage funds and serve more interns in the pilot year, that is certainly encouraged.
21. **Regarding performance metrics, should the intermediary applicant suggest those, including metrics to measure the quality of internships?**
Yes, the applicant should include quantitative and qualitative performance metrics to measure success. In terms of success for the summer internships, the GWB has put forward [guidance around standards for high-quality work-based learning](#) which may inform performance metrics.
22. **Have you considered offering academic credit for the internship program?**
We are working with RIDE and the colleges to offer both high school and college credit for internship participation. If it is not possible for this year, we plan to have it available next summer.
23. **The solicitation mentions implementation of a “boot camp” orientation—should the student also have an onboarding or orientation at his/her workplace?**
Absolutely, every student intern should have a dedicated supervisor to orient and onboard the intern as appropriate for the organization. This would occur in addition to the “boot camp” orientation offered by the intermediary.

24. Are you targeting students interested in specific career paths?

The application will be open to all students, regardless of their career interests. During the placement process, the intermediary will consider student interests as part of the matching process.

25. Can students who have participated in Summer Youth Employment apply for the internship program?

Absolutely, and that experience can be highlighted in their application as previous experience.

26. Can we see the final consultant recommendations for work-based learning?

Yes, that report is located on the [GWB website](#).

27. Do the letters of support (optional) and Budget and Budget Narrative count towards the 20 page "Narrative" limits?

No, they do not.

28. Will the youth served under this RFP need to meet WIOA eligibility?

They do not need to meet WIOA eligibility.

29. Is it safe to assume that the participants will be on the grantees' payroll during the internship period?

One of the responsibilities of the grantee will be managing payroll, either by procuring a 3rd party employer of record or acting as that employer on record for the summer internships.

30. Has an hourly wage for the internship program been established?

Hourly wage should be at least minimum wage.

31. Can the grantee budget for supportive services such as transportation costs?

As long as those costs remain within the \$600,000 maximum.