

**Commonwealth of Massachusetts Statewide Contract,
PRF61: Management Consultants, Program Coordinators and Planners Services
Statement of Work EOLWD DUA RESEA
PROJECT Rate or HOURLY Fixed Price**

<input type="checkbox"/> PRF61 Program Development, Organizational and Strategic Planning Services <input checked="" type="checkbox"/> PRF61 General Data Analytics Services and Evaluation Services <input type="checkbox"/> PRF61 Health and Human Services <input type="checkbox"/> PRF61 Revitalization Services <input type="checkbox"/> PRF61 Professional Development <input type="checkbox"/> PRF61 Education Services <input type="checkbox"/> PRF61 Environmental Services
PRF61 COMMBUYS bid # or bid description : <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation *Anticipated Effective Date of Amendment: _____

Vendor Name:

Dates of Service: <i>New</i> *Anticipated Start Date: <u>5/1/2021</u> End Date: <u>12/31/2021</u> End date Not to exceed December 31, 2021 PRF61 Awarded Vendor must bid and receive an award on the replacement Statewide Contract for PRF61 but will not need to rebid on this Contract. If the Awarded Vendor is not awarded on the replacement Statewide Contract for PRF61, a waiver shall be requested from Operational Services Division (OSD) to continue this Contract.	Continuation Original Start Date: _____ Current End Date: _____ New End Date: _____
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Scope of Services: See Narrative below Attachment provided

Reemployment Services and Eligibility Assessments (RESEA) Statement of Work

Purpose:
 The Massachusetts Department of Unemployment Assistance and the MassHire Department of Career Services are soliciting proposals for the design and implementation of an external evaluation of the RESEA program. This statement of work describes the design for an impact evaluation of the RESEA program to assess the impact of RESEA program services on the number of weeks that claimants are receiving UI benefits and employment outcomes.

RESEA Program Background:
 The Unemployment Insurance (UI) Program provides temporary financial assistance to eligible workers during periods of unemployment. MassHire Career Centers (MCCs), also known as American Job Centers (AJCs) ensures that RESEA participants comply with UI eligibility requirements and that they are made aware of the variety of available reemployment services.

The RESEA program is a statewide program which requires Permanently Separated Unemployment Insurance (UI) Claimants who are likely to exhaust benefits to receive specific employment services. On a weekly basis up to 2,000 claimants who have received their first benefit payment are selected for the Program via an extraction from UI Online which is the UI automated system. During the 2019 program year, 97,935 UI claimants completed RESEA.

The Career Center Seminar (CCS)/Initial RESEA is the introduction to the MassHire Career Center (MCC) system and is mandatory for RESEA enrollees. During the CCS claimants complete a Job Search Inventory/Initial Needs Assessment (JSI/INA) and begin to develop their Career Action Plan/Individual

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Reemployment Plan (CAP/IRP). Claimants are taught how to use Labor Market Information (LMI), economic trends and other available data to conduct a demand-driven work search and referred to reemployment services based on individual needs.

During the Initial RESEA, the Specialist and the claimant collaborate to further develop the CAP/IRP. The CAP identifies the mandatory goals for the RESEA program; registering on MA JobQuest, UI work search review and verification of requirements/eligibility, LMI, resume and ongoing appropriate reemployment services, including referrals to appropriate services that meet their needs. This individualized plan is a comprehensive, step-by-step plan establishing realistic goals to get from unemployment to employment. The claimant receives a RESEA Review appointment at the time they attend the CCS/Initial RESEA and is referred to an appropriate reemployment interim service. If they leave without scheduling the RESEA review appointment, they are contacted directly by Career Center staff to schedule. Please note that all MassHire Career Centers are currently providing remote services.

The RESEA Review is a one-on-one meeting with the MCC RESEA Specialist to assess their continued eligibility for UI benefits and to evaluate progress towards their CAP/IRP goals. The Review builds upon the services provided in the initial RESEA and addresses the needs of the claimant at this stage of their claim/job search. The CAP/IRP is reviewed and updated based on their needs. The focus is to help the claimant understand how the CAP/IRP goals and activities are interrelated to further the claimant's progress towards employment.

Additional RESEA information can be found at:

<https://www.mass.gov/service-details/reemployment-services-and-eligibility-assessment-resea>

<https://www.mass.gov/doc/initial-resea-online-ppt-presentation>

<https://www.mass.gov/service-details/career-center-seminars-and-resea>

During the 2021 RESEA program year claimants will be permitted to reschedule the RESEA Review for one week with good cause, and job referrals will be given at the Initial RESEA and RESEA Review when deemed appropriate by the RESEA Counselor.

Funding for the Evaluation is included in the RESEA Grant from the Department of Labor and will cross program years. The study may need to be extended if the sample size is not met due to the deployment of the revised RESEA profiling model that is currently being worked on and due to the pandemic.

The Program must utilize interventions with high or moderate causal evidence ratings as determined by the Clearinghouse for Labor Evaluation and Research (CLEAR) www.clear.dol.gov. The Evaluation and the Outcomes may be posted on the CLEAR website and may be viewed by other States and the public.

Objectives:

The objective of this evaluation is to assess the effects of RESEA services on the number of weeks that claimants are receiving UI benefits and employment outcomes. The evaluation should be designed to answer the following impact study research questions:

Are RESEA participants' UI duration shorter than that of otherwise identical claimants who were not selected for RESEA?

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Do RESEA participants have higher rates of employment in the second full quarter after the start of their UI claim, compared to the rates of employment for otherwise identical UI claimants who were not selected for RESEA over the same period?

How many RESEA participants remain employed four quarters after the start of their UI claim in comparison to otherwise identical UI claimants who were not selected for RESEA over the same period?

Note that the evaluation must use a design that can qualify for a High or Moderate rating from CLEAR, based on standards set forth in the CLEAR Causal Evidence Guidelines, Version 2.1. Those guidelines are found here: https://clear.dol.gov/sites/default/files/CLEAR_EvidenceGuidelines_V2.1.pdf.

The study must also be powered to be able to detect impacts with what UIPL 1-20 describes as “strong statistical confidence” ($p < .05$).

The evaluator should also explore the following research questions:

Do employment outcomes vary based on the type and intensity of reemployment services claimants receive?

What reemployment services do claimants find to be most and least helpful?

How does program service delivery and operations vary across the state?

Are there any best practices for RESEA service delivery?

Tasks:

Review RESEA Program documents and interview Program staff in order to become familiar with the Program.

Design, develop, plan, and conduct the Evaluation.

Acquire IRB review and approval to conduct the study.

The Evaluation will utilize a treatment group and a control group.

Complete a statistical power analysis.

Provide an evaluation overview to MassHire Career Center staff.

Provide an estimated launch date.

Meet on a bi-weekly basis as needed with the RESEA team to discuss evaluation methodologies, implementation approach, timelines, data collection and analysis, implementation problems and resolutions, and other issues as they arise.

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Provide monthly, quarterly, and annual progress reports in addition to monthly expenditure reports required by the Procurement and Contracts Department. Reports will discuss activities, patterns, progress, challenges, and significant findings. Additionally, reports shall briefly outline the next steps and any deviations from the planned activities. Reports will be shared with Senior Management.

¹ Standards are described in CLEAR's Causal Evidence Guidelines, Version 2.1, here:

https://clear.dol.gov/sites/default/files/CLEAR_EvidenceGuidelines_V2.1.pdf.

The below budget must be completed. Please include bios of staff who will work on the Evaluation and resumes for key personnel.

The final evaluation report must be provided to the DUA and Masshire DCS at the end of the study, along with all data. An explanation of each variable and variable values should also be provided in addition to formulas and procedures used.

Bidders who propose alternative approaches and/or tasks must provide justification.

Estimated Timeline:

Evaluation Design Plan Draft – June 2021

Final Evaluation Design Plan - July 2021

IRB Paperwork and Approval – July 2021

Begin Evaluation – July 2021

Kick off meeting with Career Center staff – July 2021

Ongoing Bi-weekly meetings

Ongoing progress and expenditure report

Outline for Final Evaluation Report

Draft for Final Evaluation Report

Final Evaluation Report – 3 years from the launch date

If the bidder thinks that a different timeline would be required, please provide reasoning for the timeline. The Awarded Vendor must bid and receive an award on the replacement Statewide Contract for PRF61 but will not need to rebid on this Contract. If the Awarded Vendor is not awarded on the replacement Statewide Contract for PRF61, a waiver shall be requested from OSD to continue this Contract.

For Continuation ONLY: Scope of Services amended No Change to Scope of Services

Fixed Price Project: Choose One

Budget attached for duration less than or equal to 12 months

Budget attached for duration greater than 12 months per fiscal year

A line item budget which must justify the rate with **deliverables and milestones for the entire duration** must be attached.

Expenditures must be made in accordance with the approved budget for this engagement and the terms and conditions of the procuring agency's RFR and contract. Payments will be made upon the submission of invoices that are complete and that include appropriate documentation in accordance with the terms of the service scope and governing contract. If travel reimbursement is allowed, the details must be outlined in the budget.

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Rate Project:

Detailed description of project with anticipated hours and negotiated rates.

BUDGET/COST SUMMARY

BUDGET CATEGORY	Services will be provided from from XXX through XXX.			TOTAL	
SALARIES	<i>Salary/Wk</i>	<i>#Wks</i>	<i>FTE%</i>		
<i>1 Job Title / Staff Salaries</i>					
Subtotal All Salaries					
Fringe at Fringe Rate _____%					
Total Salary & Fringe					
OTHER COSTS					
1. Review Program Documents and Interview Program Staff					
2. Evaluation planning, development, and					

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design	
3. Conduct Evaluation	
4. Analyses and Reporting	
5. Project Management	
6.	
7.	
8.	
9.	
Subtotal Other Costs	
Salary & Fringe Total	
TOTAL ALL COSTS	

<p><i>New</i></p> <p>Total budget for engagement \$ _____</p> <p>Travel reimbursement allowed (Individuals only) Choose one:</p> <p><input type="checkbox"/> No <input type="checkbox"/> Mileage only <input type="checkbox"/> Yes (budget attached) (approved State rate)</p>	<p><i>Continuation</i></p> <p>Current Total budget for engagement \$ _____ Amendment Amount (+ or -) for engagement \$ _____ New Total budget for engagement \$ _____</p> <p>Travel reimbursement allowed (Individuals only) Choose one:</p> <p><input type="checkbox"/> No <input type="checkbox"/> Mileage only <input type="checkbox"/> Yes (budget attached) (approved State rate)</p>
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Funding: Funding for this engagement is subject to the appropriation of funds by the Massachusetts Legislature or the Federal Government for the year(s) in which services are delivered.

Changes to Scope and/or Terms: Any changes to this engagement must be agreed upon in writing in advance by both parties.

Termination: The Department, upon prior written notice, may terminate this engagement without cause and without penalty, or may terminate or suspend an engagement if the vendor breaches any material term or condition or fails to perform or fulfill any material obligation required by this engagement, or in the event of an elimination of an appropriation or absence of sufficient funds for the purposes of an engagement, or in the event of an unforeseen public emergency mandating immediate department action.

<p>Authorizing Signature for the Vendor</p> <p>_____</p> <p>Authorized Vendor Signature and Date</p> <p>_____</p> <p>Print Name and Title</p>	<p>Authorizing Signatures for the Department</p> <p>_____</p> <p>Authorized Signature and Date</p> <p>_____</p> <p>Print Name and Title</p>
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*The effective start date of this Engagement or Amendment shall be the latest date this document has been executed by an authorized signatory of the Vendor, the Department or a later Engagement or Amendment start date specified above.