

Economic Growth Region 3

Request for Proposals

For

**Workforce Investment Act (WIA) Title I Out-of-School Youth
Programs and Services**

RFP Issue Date: January 22, 2010

**Proposal Due Date: Proposals will be accepted through
June 30, 2010**

*Serving the following Indiana counties: Adams, Allen, DeKalb, Grant, Huntington, LaGrange,
Noble, Steuben, Wabash, Wells and Whitley.*

WorkOne Northeast
300 E. Main Street, Suite 100
Fort Wayne, IN 46802
260-459-1400

Section I: Background and General RFP Information

A. Overview of RFP

The Regional Operator (RO) for Economic Growth Region 3 (EGR-3) is issuing this RFP to solicit proposals from youth serving and education organizations to deliver a specific training program or curriculum to WorkOne out-of-school youth customers. More specifically, the RO is seeking proposals from organizations and training institutions that could utilize WIA Youth funds to deliver training and other skill building programs to out-of-school youth who meet federal income eligibility criteria. In keeping with the intent of WIA, the RO is committed to helping economically disadvantaged youth to access skills training and higher education opportunities and to gain the knowledge and skills required to find employment and progress in well-paying careers.

The RO is seeking to purchase training programs from organizations that demonstrate the two critical characteristics listed below.

- A high level of innovation and creativity in developing training programs and curricula as well as in delivering training and experiential based learning activities in which out-of-school youth can participate; and,
- A willingness to work with the RO and WorkOne Northeast staff in the planning, scheduling and implementation of these innovative training activities.

B. Purpose of RFP

The purpose of this RFP is to solicit proposals for the delivery of training services and curricula to out-of-school youth that reside in the following counties: Adams, Allen, DeKalb, Grant, Huntington, LaGrange, Noble, Steuben, Wabash, Wells, and Whitley. Interested organizations can propose training programs for youth in all eleven counties or they can propose to target specific counties as appropriate. However, the RO will actively work to ensure that out-of-school youth training services are available to eligible youth in every county.

WIA rules require that out-of-school youth programs must be designed to serve low income youth. In this solicitation, **the RO is only accepting proposals that target and serve one or more of the three following categories of youth**

1. Youth who are 17 years of age or older and have dropped out of school (and have not yet earned a GED);
2. Youth who are out of school having successfully completed a high school/GED program, desire to participate in further learning activities, but lack the financial resources or guidance necessary to make this happen; and,
3. Youth who began their pursuit of higher education activities but are now out-of-school because they lacked the financial resources to continue.

C. WIA Out-of-School Youth Program Description

The overall goal of the WIA Out-of-School Youth program is to connect eligible youth to skill development and other educational activities and then to the local labor market. To accomplish this, youth skill development strategies must be developed to help interested youth enroll in and successfully complete critical skill development activities. Youth who are deficient in basic skills must also participate in activities designed to improve their reading, writing, math, computer and communication skills. While WorkOne staff will manage youth recruitment, assessment, and service planning activities, this RFP is seeking proposals from organizations that can deliver skills training activities to groups of out-of-school youth customers.

D. Alignment of WIA Youth Program with High-Growth Industries

The RO is committed to supporting efforts by the Northeast Indiana Regional Partnership to align workforce development and economic development activities in the region. Over the past year, there have been significant efforts to identify target industries that will be the focus of these joint workforce/economic development activities. These regional efforts have identified a number of high-growth industries that are to be targeted: (1) Advanced Materials, (2) Defense, (3) Transportation & Logistics, (4) Orthopedic Devices, (5) Food Processing, (6) Financial Services, (7) Health Care, (8) Communications, (9) Hospitality and Tourism, (10) Aviation and Aerospace, (11) Production Technology, (12) Sustainable and Renewable Energy, and (13) Information Technology. The RO is seeking WIA Out-of-School Youth proposals from organizations that can assist youth in developing the skills required to work in one or more of these targeted industry clusters.

E. Eligible Bidders

Organizations eligible to submit proposals in response to this RFP include not-for-profit organizations, education institutions, government entities, for-profit businesses and other organizations that are not suspended, debarred or otherwise prohibited from entering into a legal contract for WIA Youth funding. Proposals from community-based organizations, faith-based organizations, small businesses and minority-owned businesses are encouraged.

This Request for Proposals is not in itself an offer of work nor does it commit the RO to fund any proposals submitted. The RO is not liable for any costs incurred in the preparation or research of proposals. The RO reserves the right to make an award to any bidder or to make no awards, if that is deemed to serve the best interests of EGR-3. The RO also reserves the right to: 1) amend or withdraw this RFP at any time, 2) reject any and all proposals and 3) reissue this RFP. All commitments made by the RO are contingent upon the availability of funds.

F. Contract Length and Details

Bidding organizations should know that the RO intends to be as inclusive as possible in this solicitation. The goal is to receive a wide variety of high quality, innovative proposals that will offer a variety of skills training and higher education opportunities to out-of-school youth. Resulting contract(s) with any successful bidder will be for no more than a one-year period which can begin any time after contract negotiations are completed. Based on performance and continued need for the training program, the RO may elect to renew the contract for an additional period of time.

G. RFP Provisions and Expectations

The RO assures that it will comply with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The RO also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that the RO makes to carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a bid, all bidders are providing an assurance that they will also comply with these provisions.

The successful bidder also assures that if awarded a contract, it will comply with Regional, State and Federal monitoring requirements. This means the bidder will make available required information (both program and financial) as is required to satisfy local, state, and federal monitoring expectations. In addition, bidders are required to maintain all program records for three years.

H. Proposal Submission and Time Line

The RO is interested in receiving high quality proposals to train out-of-school youth. To encourage creative and ongoing proposal submission, the RO is providing interested organizations with several opportunities to submit proposals for funding consideration:

RFP Issued	January 22, 2010
Proposals Due	Proposals can be submitted anytime through June 30, 2010; however, proposals will be reviewed in the month they are received according to the following schedule: January 31, February 28, March 31, April 30, May 31, and June 30.
Contractor Begins Delivering Services	As negotiated with the RO

The RO may require selected bidders to participate in negotiations and rewrite their statements of work as agreed upon during the negotiations.

Section II: Proposal Submission Requirements

- A. Proposals will be accepted and reviewed by the RO on a monthly basis through June 30, 2010. Proposals can be submitted through regular mail or email at the following address and email address:

Proposals Submitted by Mail

Gary Gatman, Regional Operator
Partners for Workforce Solutions
300 E. Main Street, Suite 100
Fort Wayne, IN 46802

Proposals Submitted by Email

GGatman@PartnersforWorkforce.org

- B. Proposal submission requirements include:
- All attachments must be completed and all requested information must be provided
 - All pages must be numbered. Proposals are limited to 10 single-sided pages, not including other sections of your proposal such as required attachments, resumes, or curriculum documents.
 - Proposals that fail to follow instructions and do not include all applicable information and forms may not be considered.
- C. **Attachment A** (Budget Form) must be completed and a single page budget narrative must be used to support the line item budgets being proposed.
- D. **Attachment B** (Non-Collusion Affidavit) must be signed and submitted.
- E. **Attachment C** (Assurances and Certifications) must be signed and submitted.
- F. Questions regarding this RFP may be submitted in writing to Gary Gatman, Vice President of WorkOne Services, via email to GGatman@PartnersforWorkforce.org or fax at 260-436-5973. Questions will be addressed until June 30, 2010.
- G. Use this as a checklist to ensure that you have included all items required to respond to this RFP. Failure to include all required information could result in rejection of your proposal.
- Proposed Training Activity or Curriculum
 - Attachment A (Budget Plan)
 - Budget Narrative (one page)
 - Attachment B (Non-Collusion Affidavit)
 - Attachment C (Assurances and Certifications)
- H. Bidders have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated by the RO. The decision of the RO in such situations shall be final. Bidders wishing to make a formal appeal should do so in writing to Beth Suman CFO and COO, via email to BSuman@PartnersforWorkforce.org or fax at 260-436-5973.

Section III: Proposed Training Activity or Curriculum

Organizations interested in providing training services to young, out-of-school adults should adhere to the following outline in responding to this RFP. This will make your proposal more reviewable and will allow reviewers of your proposal to make more informed decisions.

A. Experience of Bidding Organization and Staff (15% of overall rating)

Provide an overall description of your organization, including information on your organization's purpose, legal status and history. Please identify the single point of contact for your organization. What experience does your organization and single point of contact have at developing and delivering training programs to out-of-school youth? Based on this prior experience, what specific results have been achieved from these previous training efforts? **(15% of overall rating)**

B. Proposed Training Activity(ies) (40% of overall rating)

1. **Proposed Training Activity/Curriculum:** Please detail the specific training activity or curricula that your organization is proposing to deliver to out-of-school youth. Provide information on the length and content of the proposed training activity as well as the specific skills youth will acquire as a result of their participation in the training activity. Also, provide specific information on any industry-recognized credential or certification that can be earned by youth that successfully complete the proposed training activity. Provide as much detail as possible on the proposed training activity and curricula so that the review team can properly evaluate the depth and quality of the training activity you are proposing to deliver. **(10% of overall rating)**
2. **Instructional Approaches:** Describe the instructional approach(es) that will be used to ensure that your proposed training activity is appropriate for young adults. Provide information on any innovative or unique approaches your organization will use to keep youth engaged in training activities and to enhance their desire to participate in and complete all planned activities. **(10% of overall rating)**
3. **Targeted Youth:** In section I.B. of this RFP, the RO has identified three specific groups of out-of-school youth to be targeted for these training activities. While WorkOne will coordinate recruitment efforts to connect youth to these training activities, detail which of these specific out-of-school youth your organization believes would be best served by your proposed training activity. Also, identify the specific number of youth that can participate in the training activities you are proposing. **(5% of overall rating)**
4. **Assessment Recommendations:** Based on your proposed training activity and curricula, what assessment tools and strategies should WorkOne complete with youth candidate prior to their being enrolled in your training activity. Be as specific as possible by providing suggestions on

assessments that should be utilized and the scores which should be achieved on these assessments to ensure that youth are referred appropriately to your training activity. **(5% of overall rating)**

5. **Alignment with Labor Market:** Detail how your proposed youth training activities align with the regional labor market. Provide specific details on how your proposed training activity aligns with the skill requirements of the high growth industries targeted by the Northeast Indiana Regional Partnership (identified in section I.D. of this RFP). **(5% of overall rating)**
6. **Planned Outcomes:** Based on the planned training activities and instructional approaches that have been described, project the outcomes to be achieved as a result of planned training activities. Be sure to provide information about all outcomes that will be achieved as a result of planned training activities; however, you must provide a specific projection of the percentage of out-of-school youth that will successfully complete all planned training activities. **(5% of overall rating)**

C. Staffing Plan and Instructional Plan (10% of overall rating)

While the delivery of training activities is clearly the goal of this RFP, the RO understands that the quality of any training activity is also dependent upon the instructors and staff that are involved in the delivery of the training activity. Given this, please describe your proposed instructor and staffing plans.

1. **Instructors and Staff:** While instructor/staffing decisions will be the responsibility of your organization, please identify and detail the qualifications of any current instructors/staff that will be involved in delivering the proposed training activity. If your instructors/staff are to be hired at a later date, include the minimum qualifications required for selection. Also, please describe the process through which qualified instructors/staff will be identified and selected. **(5% of overall rating)**
2. **Management Staff:** Identify key management staff by name with a summary of their credentials and a brief description of their role in ensuring program quality and results. **(5% of overall rating)**

D. Financial Management and Budget (30% of overall rating)

The bidder should complete a budget plan as provided in Attachment A. In addition, bidders should provide the following information about their financial management systems.

1. **Financial System:** Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. Financial records must be available for audit and monitoring purposes. Bidders should provide a brief description of their financial management system and detail the systems in place to ensure the financial accountability of the organization. **(10% of overall rating)**

2. **Budget Narrative:** A one-page budget narrative should be attached that clarifies and annotates the budget as detailed in Attachment A. Be as descriptive as possible within your one page so that reviewers can understand the cost of your proposed training activity. **(20% of overall rating)**

Budget Plan

Instructor/Staff Salaries and Benefits	_____
Instructor/Staff Travel	_____
Classroom Space and Equipment Costs	_____
Training Supplies/Materials	_____
If Applicable, Tuition and/or Other Related Fees	_____
Other Costs (identify in budget narrative)	_____
Total Proposed Cost	_____
Total Number of Out-of-School Youth to be Served	_____
Cost Per Youth for Training Activity	_____

Please provide a one page budget narrative that details how the line item budgets above were identified. For instance, for the classroom space/materials line item, please detail any physical space costs (rent, internet, phones, others) and provide an itemized listing of the materials, books, and supplies that will be required for young adults to participate in the proposed training activity.

Non-Collusion Affidavit

State of Indiana

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Economic Growth EGR-3 Regional Workforce board & Regional Operator whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Date

Assurances and Certifications

The respondent assures and certifies to each of the following items:

1. The bidding organization agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Investment Act, Workforce Investment Board, Regional Workforce Board & Regional Operator and any other applicable laws and regulations.
2. The bidding organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federally funded programs.
3. The bidding organization possesses legal authority to offer the attached proposal.
4. A drug free workplace will be maintained in accordance with State of Indiana requirements.
5. By submitting a proposal the bidder certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the plan of work if the RO awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review and rating or award decisions has a financial or other interest in or represents the bidding organization and would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The RO reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.
6. The bidding organization assures that if awarded a contract by the RO, it will comply with Regional, State and Federal program and financial monitoring requirements. This means the bidder will make available required information (both program and financial) as is required to satisfy local, state, and federal monitoring expectations.
7. The bidding organization assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The RO also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that the RO makes to carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a bid all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.

Signature of Authorized Representative

Print or Type Name

Date