REQUEST FOR PROPOSALS

for

Delivery of Veterans Employment and Training Services

Services to be delivered:

March 14, 2016 – June 30, 2017

RFP Issue Date: February 8, 2016
Proposal Due Date: February 26, 2016
Section I: Purpose of this Solicitation

The purpose of this Request for Proposals (RFP) is to solicit proposals for the delivery of employment readiness training to veterans. The Alliance for Strategic Growth, Inc. (ASG) Board is seeking proposals from training providers to expand services that are currently provided to veterans in a nine county area that includes Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union and Wayne Counties. The WorkOne career centers are located in Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, and Wayne Counties.

Current services provided to veterans include, but are not limited to:

- Assessment tools to identify skills and interests
- Workshop and access to training programs including digital literacy, high school equivalency, on-line resources, and on-the-job training
- Funding to participate in occupational skills training
- Labor market information
- Access to the Indiana’s job matching system, Indiana Career Connect

Training providers are expected to conduct multiple groups of five (5) day sessions that walk participants through tools and strategies for reemployment. Sessions should include topics such as career options and planning, effective interviewing, communications in the workplace, decision-making, professional conduct, job retention, networking and preparing a professional resume.

- WorkOne will coordinate with the training provider to schedule training sessions and refer customers to those sessions.
- The approved training program should be completed in 5 (five) days.
- Individuals attending the proposed training are customers enrolled in the Workforce Innovation and Opportunity Act (WIOA) dislocated worker program, who have established career and employment goals which indicate they would benefit by participating in the training program.
- It is expected that training will be delivered during regular business hours of 8:00 AM – 4:30 PM.
- $75,000 is available for bid all of which are 100% federal funds.
- A proposal should be constructed in such a manner as to allow for flexibility of use as needed by the program.
- Individuals or organizations that may submit proposals include both private and public not-for-profits, for-profit entities, public and private educational institutions, and other such entities. All organizations must be legally incorporated (or organized as a Limited Liability Company) and must be able to operate a business under the laws of the State of Indiana.
- A goal of the Alliance for Strategic Growth Board is to provide career development and training with a focus on high-wage, high-demand jobs. Specific industry sectors have been identified as priority areas for the region. References to these priority industry sectors should be highlighted and focused on throughout the sessions. These sectors include:
  - Advanced Manufacturing
  - Agri-Business
Section II: Proposal Statement of Work

It is the goal of the Alliance for Strategic Growth Board to enhance career services and expand employment readiness training to veterans. This expanded program shall offer a holistic approach to education and training services to participants. The sessions shall take place primarily, but not restricted to, one or more of the following WorkOne Centers located in Delaware, Henry, Randolph and Wayne Counties.

As part of implementation, the following activities will occur:

- Prior to attending one of the five day sessions, eligible participants will be enrolled in WIOA and assigned a WorkOne career advisor. Participants will become actively integrated into the WorkOne system, as needed receive supportive services and access to programs and services they are determined eligible for. Participants, as with all WorkOne veteran customers, shall receive priority of service.
- WIOA staff will be fully integrated into the sessions, creating a sense of partnership and cooperation between WorkOne staff, dislocated workers/veterans, and session presenters and trainers.
- The LVER, DVOP, career advisors and other appropriate WorkOne staff will be engaged in the program, as appropriate, to provide presentations on topics such as WorkOne services, job search, and labor market information.
- The WorkOne Business Services Team shall take the lead on providing job placement services to veterans attending the program. Training provider staff shall coordinate any similar activities with the Business Services Team.

All activities will be conducted in accordance with federal, state, and local laws and regulations applicable to the program. The activities will also be in alignment with the federal policy related to Sector Partnership National Emergency Grants, TEGL 31-14.

Section III: General Instructions

Interested organizations should submit a proposal that addresses the following key components:

1. Understanding of need
2. Experience/Qualifications to deliver services
3. Description of training offered and outcomes
   a. Topics covered
   b. Products and/or curriculum to be used
   c. Total number of participants
   d. Minimum and maximum number of participants per course offering
   e. Location of training
f. Number of times and proposed date ranges to be offered during the contract period

g. Projected outcomes including number of completers

4. Budget
   a. Budget summary
   b. Total budget amount and cost per participant

For Section III, items that are applicable in bullets 3 and 4, please summarize in a format similar to below.

<table>
<thead>
<tr>
<th>Total Funding Requested</th>
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<tbody>
<tr>
<td>Number of Participants</td>
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<tr>
<td>Cost Per Participant</td>
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<tr>
<td>Number of Sessions</td>
<td></td>
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<tr>
<td>Total Number of Training Hours per Session</td>
<td></td>
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<tr>
<td>Class Size (min-max)</td>
<td></td>
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<tr>
<td>Class locations (s)</td>
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</tbody>
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The following factors will be used for the evaluation of each individual proposal:

1. Understanding of need
2. Staff Experience
3. Training and outcomes
4. Budget

Section IV - Submission Requirements:

1. Proposal Format - Proposals pages should be numbered and required attachments should be completed and included as requested. Proposals that fail to follow all instructions and do not include all applicable information and forms may not be considered. Proposals should include the following:
   a. Cover page to include organization contact information
   b. Understanding of need
   c. Experience/Qualifications to deliver services
   d. Description of training and outcomes
   e. Budget
   f. Assurances and Certifications
   g. Non-Collusion Affidavit

2. Submission Deadline - The deadline for submission is 5:00 PM on February 26, 2016. Proposals must be submitted via email and sent to the attention of Karen Green, Sr. Director of Procurement and Contracts Management, fiscal agent for ASG, at KGreen@NEINWorks.org.
Questions regarding this RFP must be submitted in writing via email to Karen Green at KGreen@NEINWorks.org.

3. Terms & Conditions
   a. A Bidder or its principals shall be in good standing, not debarred or suspended, proposed for debarment, declared ineligible or otherwise excluded from entering into a financial agreement where federal or state funds are included.
   b. Local, small, minority and women owned businesses are encouraged to respond and shall not be discriminated against.
   c. Issuance of the Request for Proposals does not commit ASG to award a contract, to pay costs associated with proposal development or to procure or contract for goods and/or services. Payment for services will be negotiated.
   d. ASG reserves the right to reject any and all proposals if it is in the best interest of ASG to do so and waive any minor informalities or irregularities in the RFP process. ASG shall be the sole judge of these irregularities.
   e. For the top-ranked Bidder(s) selected, references or other points of contact as necessary will be made and any comments will be used to complete the evaluation process. ASG reserves the right to enter into negotiations with one or more Bidders as a result of the RFP evaluation process and enter into a best and final negotiation with one or more of the Bidders.
   f. Proposals received after the due date may be reviewed or evaluated. ASG will make this determination.
   g. Bidders have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated by ASG. Bidders wishing to make a formal appeal must provide, in writing, their specific rationale for the appeal. All written appeals must be submitted to Mike Row, President and CEO of ASG, via email to MRow@work-one.org.
   h. Unless specifically requested by ASG, changes and/or amendments to the originally submitted proposal may not be considered. In addition, ASG reserves the right to: (1) amend or withdraw this RFP at any time, (2) reject any and all proposals, (3) negotiate with Bidders as required, and (4) re-issue this RFP if necessary.

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Attachment A - Certifications and Assurances

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing Workforce Innovation and Opportunity Act, Workforce Development Boards, and any other applicable and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Bidder.

2. The Bidder or its principals are in good standing, not debarred or suspended, proposed for debarment, declared ineligible or otherwise excluded from entering into a financial agreement of federal or state funds.

3. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, if requested.

4. The bidder is an equal opportunity employer.

Dated this __________ day of ____________________, 20____

____________________________________________________
Name of Organization

____________________________________________________
Printed name and title of signing individual

____________________________________________________
Signature of bidder’s representative
Attachment B - 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 Alliance for Strategic Growth, Inc. Board, 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 or the agreement sought for by the attached response; that no inducement of any form or character other 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.

Dated this _______ day of ________________, 20____

____________________________________________________
Name of Organization

____________________________________________________
Printed name and title of signing individual

____________________________________________________
Signature of bidder’s representative