

Economic Growth Region 7

Request for Proposals for Delivery of Services under the Sector Partnership project Veterans Employment Training Seminar Program

Western Indiana Workforce Development Board, Inc.

Service Delivery Period: January 1, 2016 – June 30, 2017

RFP Release Date:	December 2, 2015
Bidders Questions Deadline:	December 8, 2015
Proposal Submission Deadline:	12:00 PM (Noon), local time December 14, 2015
Award Notification:	No later than December 18, 2015
Contract Effective Date:	January 1, 2016

Package Contents:	Section 1 – General Information and Purpose
	Section 2 – Proposal Statement of Work
	Section 3 – General Instructions
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Section I: General Information and Purpose of this Proposal

Part A. - General Information

Western Indiana Workforce Development Board, Inc. is a 501(c)(3) corporation authorized by the Indiana Department of Workforce Development to provide administration and oversight of WorkOne Western Indiana services including the Workforce Innovation and Opportunity Act (WIOA) and other workforce development services in Economic Growth Region 7 (hereinafter referred to as EGR 7) which includes the counties of Clay, Parke, Putnam, Sullivan, Vermillion and Vigo Counties in Indiana. Western Indiana Workforce Development Board, Inc. (hereinafter referred to as WIWDB) also serves as the fiscal agent for Workforce Innovation and Opportunity Act funds for EGR 7.

There is a WorkOne office in each county in the EGR. Within this group, there is one comprehensive center, located in Terre Haute. The vision of the Indiana Department of Workforce Development is “A highly skilled and educated Hoosier workforce that can compete in the global economy.” WIWDB is actively promoting this vision by offering relevant in demand training opportunities to the citizens of EGR 7 that will result in a certification in a high demand high wage occupation.

Information on office locations, current services and offerings may be found at the WorkOne Western Indiana website at www.workonewest.com.

A goal of the Indiana Department of Workforce Development is to provide relevant, reliable and visible career development for Indiana adults, dislocated workers and youth that includes career development, adult remedial education, occupational training, workplace-skill development, and (re)employment assistance, with a focus on high-wage or high-demand jobs. WIWDB is seeking to promote this goal through local short term training opportunities made available in our communities.

Specific business sectors have been identified as priority areas for the region. These sectors represent those business sectors in EGR 7 where there is a demand for jobs that require a high skill level, and in turn, pay higher wages. As priority areas, these sectors will be presented as premier career paths to our customers, will be highlighted in local workforce development stories and career profiles, and will be the focus, as possible, in the application for additional grant funding to the region. These sectors include:

- Advanced Manufacturing
- Healthcare
- Construction
- Logistics
- Information Technology and Business Services

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

Employer Services:

- Candidate screening
- Access to thousands of job seekers through Indiana Career Connect.
- Job fairs and other recruitment services (customized and general).
- Workshops.
- Labor market information.
- Information on grants, WorkKeys, and tax credits.

Job Seeker Services

- Access to the State of Indiana's job matching system: Indiana Career Connect.
- Assessment tools to identify skills and interests.
- Training programs and workshops; including but not limited to, digital literacy, HSE (formerly GED), on-line resources, on-the-job training.
- Scholarship funding to attend occupational skills training.
- Special services for veterans and job seekers over 55 or people with disabilities.
- Registration for unemployment insurance.

Youth Services

- Career development services: work experience, job shadowing, mentoring.
- Jobs for America's Graduates in-school programs.
- Training programs and workshops; including but not limited to, digital literacy, HSE (formerly GED), on-line resources, on-the-job training.
- Scholarship funding to attend occupational skills training.

Part B. – Purpose of this Solicitation

The Western Indiana Workforce Development Board, Inc., is seeking proposals from training providers for the Veterans Employment Training Seminar program. This training program is intended to expand the existing VETS program to provide Veterans with individualized education and employment services as related to the high wage, high demand jobs of the region and tied to the aforementioned priority business sectors of WorkOne Western Indiana. EGR7 will conduct multiple groups of five (5) day seminars that walk participants through tools and strategies for reemployment.

- WorkOne will refer clients to the seminars and coordinate with the training provider to schedule training sessions.
- The approved trainings must include a minimum of 40 (forty) hours of instruction and be completed in 5 (five) days.

- Individuals attending the proposed training are customers enrolled in WIOA adult, dislocated worker, or youth programs, who have established career and employment goals which indicate they would benefit by participating in the training seminar.
- It is expected that training may be delivered during regular business hours (8:00 AM – 4:30 PM), evenings, or possibly weekends as needed.
- It is anticipated that the successful bidder(s) will be issued a contract for a period from January 1, 2016 through June 30, 2017.
- The specific amount available for bid is \$75,000. All projects funded as a result of this RFP will be 100% funded by 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.

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Section II: Proposal Statement of Work

The purpose is to expand the existing Veterans Employment Training Seminar program to provide veterans with individualized education and employment services. This expanded program shall consist of a five (5) day seminar that walks participants through tools and strategies for reemployment. This program shall take place at the Terre Haute WorkOne Center, and may, with prior approval from the WIWDB Chief Operating Officer, also be held at WorkOne Express offices in Region 7.

As part of implementation, the following activities will occur:

- Prior to attending the expanded five day program, appropriate participants will be enrolled in WIOA and assigned a case manager. Participants will become actively integrated into the WorkOne center and receive supportive services and access to programs as they are determined eligible and services and programs are available. Seminar participants, as with all WorkOne Veteran customers, shall receive priority of service.
- WIOA staff will be fully integrated into the seminars, creating a sense of partnership and cooperation between WorkOne staff, dislocated workers/veterans, and seminar presenters and trainers.
- The Region 7 System Manager will oversee and direct the coordination of all activities between WIOA and WorkOne staff and staff delivering the seminars.
- The LVER, DVOP, case managers and other appropriate WorkOne staff will be engaged in the seminar, as appropriate, to provide presentations on topics such as WorkOne services, job search, and labor market information.
- The Region 7 Business Services Team shall take the lead on providing job placement services to veterans attending the seminar. Seminar staff shall coordinate any similar activities with the Business Services Manager.

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 State of Indiana's grant award for this project (EM-27352-15-60-A-18) and federal policy related to the Sector Partnership, including TEGL 31-14.

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

- A. Understanding of Need
- B. Experience/Qualifications to Deliver Services
- C. Description of Training offered:
 - 1. Topics covered.
 - 2. Products and/or curriculum to be used.
 - 3. Projected outcomes
 - 4. Projected number of completers
- D. Course Logistics:
 - 1. Location of class.
 - 2. Times and dates to be offered.
 - 3. Detailed information on other sites/locations that participants may access.
 - 4. Minimum and maximum number of participants per course offering.
 - 5. Number of times and proposed date ranges to be offered during the contract period.
- E. Budget
 - 1. Budget narrative
 - 2. Total cost per participant.
 - 3. Staff/Instructor costs.
 - 4. Mileage costs
 - 5. Building/facility and other overhead costs.
 - 6. Supply costs per participant (books, equipment, consumables, etc.)
 - 7. Identification of funding to repay disallowed costs if necessary.
 - 8. Copies of audits for the past two years, including audit letters.

A scoring system based on 100 possible points will be applied, with the breakdown of scoring as follows:

- | | |
|--|-----------------------|
| A. Understanding of Need | 10% of overall points |
| B. Experience/Qualifications to Deliver Services | 20% of overall points |
| C. Description of Training Offered | 30% of overall points |
| D. Course Logistics | 20% of overall points |
| E. Budget | 20% of overall points |

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SECTION III: General Instructions

1. Proposal initially on most favorable terms.

Offerors are cautioned to submit their proposals initially on the most favorable basis since an award may be based on the price and terms of the proposal as initially submitted, although Western Indiana Workforce Development Board, Inc. reserves the right to negotiate with an offeror(s).

2. No Disclosure

Except as to serve notice to unsuccessful offerors of the final awards by Western Indiana Workforce Development Board, Inc for the services covered by this RFP, no use or disclosure of the price, terms or techniques contained in the proposal shall be made, except on a "need to know" basis for evaluation purposes. In the event of an award, the proposal submitted pursuant to the requirements of this agreement by the sub-recipient receiving the award may be disclosed, reproduced, etc., at the Western Indiana Workforce Development Board, Inc. option.

3. Right to Reject

Western Indiana Workforce Development Board, Inc reserves the right to reject any or all proposals received through this RFP, and to readvertise for any or all of the listed services at its discretion, or cancel this RFP in part, or in its entirety, at any time Western Indiana Workforce Development Board, Inc will not pay for costs incurred in the preparation of bids.

4. Requirements

It is required that bidders not be on a debarment list. Additionally, successful bidders must have proof of insurance. All RFP's must contain a clear outline of all the following elements:

1. A statement that describes the training services to be provided, the goals sought to be achieved; and,
2. A line item budget of the services to be provided.

5. Questions and Answers

To be considered for funding, each bidder must submit an offer (proposal) and other supporting documentation in strict accordance with these instructions. When evaluating a proposal, the WIWDB will consider how well the bidder complied with these instructions and provided the information outlined in the

Request for Proposals. Therefore, the Board encourages bidders to contact the Board by facsimile transmission, email, or regular mail during **the technical assistance period, which ends December 8, 2015 at 4:00 PM local time**, to request any additional clarification that may be needed to comply with these instructions. **Phone calls will not be accepted.** The official Board response to all questions pertaining to this RFP will be in writing and made available to all potential bidders. All written questions will be answered in a question and answer publication that will be posted at the Board's website at www.workonewest.com.

Answers will be posted on an ongoing basis, within three (3) business days after receipt of the question. Therefore, bidders are encouraged to view the website frequently to ensure they are fully aware of the most current information, including any new questions and answers, changes to the RFP, or any additional information. All answers issued become part of the RFP and the RFP process. Should you wish to submit a question or encounter a problem with the website, contact the Authorized Board Contact immediately. The Authorized Board Contact is Lisa Lee. Her email address is lisalee@workforcenet.org and the fax number is (812) 238-2466.

6. Contract Requirements

Specific requirements for conversion of the proposal into a contract will be discussed after the contract award decision. However, to be considered, proposals must include the following special assurances:

A. Special Assurances

- If awarded a contract, the bidder assures that it will abide by the specifications and requirements of the RFP in the provision of its services, unless the specifications and requirements are amended in writing by a Western Indiana Workforce Development Board, Inc representative who is specifically authorized to do so.
- If awarded a contract, the bidder will neither accept nor permit any of its staff to accept gratuities of any kind from any individual involved in any way with the services to be provided by the contractor.
- The bidder assures that, if awarded a contract, it will not subcontract any of these services without the specific, written prior approval from the Western Indiana Workforce Development Board, Inc.
- The bidder acknowledges that it will fully comply with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act; Title VI of the Civil Rights Act of 1964, as amended; affirmative action reporting requirements of 41CFR 60-1.7; Section 504 of the Rehabilitation Act of 1973, as amended; The Age

Discrimination Act of 1975, as amended; the Title IX of the Education Amendments of 1972, as amended. The bidder also assures that it will comply with 29CFR part 37 and all other regulations implementing the laws listed above. The bidder understands that the United States government has the right to seek judicial enforcement of this assurance. This program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities.

- The bidder assures that it will comply with the Americans with Disabilities Act (ADA) in serving individuals with disabilities. The bidder agrees to make the necessary arrangements, as appropriate, to provide services to individuals with a disability at the expense of the bidder, not Western Indiana Workforce Development Board, Inc.
- In accordance with P.L. 101-333, Section 508, the bidder is hereby notified that all projects that are funded as a result of this RFP will be 100% funded by federal funds. There will be no non-government funds available to finance these proposed services. The specific amount available for bid is \$75,000. All commitments made by the Western Indiana Workforce Development Board, Inc. are contingent upon the availability of funds and the WIWDB reserves the right to award an amount less than the total funds available for bid.
- The bidder assures that it will procure an audit and will provide an audit report of all funds contracted with the Western Indiana Workforce Development Board, Inc if requested by the WIWDB.

B. Cost Reimbursement Contracting

Western Indiana Workforce Development Board, Inc management of the contract(s) will be on a cost-reimbursement basis. Specifically, the line item budget as required by this RFP will be negotiated and will identify the specific cost categories, and allowable costs to be reimbursed by Western Indiana Workforce Development Board, Inc.

C. Subcontracting

Bidders may subcontract part of the services to be provided by the Service Provider, but the intention to subcontract must be clearly stated in the response to this RFP and approved by the WIWDB.

D. Contract Negotiations

Successful respondent to this RFP will be expected to participate in contract negotiations to establish exact services to be provided and payment and terms of those services. Cost and services will be based on information contained in this RFP and in the proposal selected for negotiations.

E. Authorized Contact

The authorized contact person for this procurement is:

Lisa Lee, Executive Director
630 Wabash Avenue, Suite 205
Terre Haute, IN 47807
lisalee@workforcenet.org
Fax (812) 238-2466

7. Late Proposals

- A. Proposals and modifications received at the Western Indiana Workforce Development Board, Inc office designated in the RFP after 12:00 NOON, local time, on the date specified therein shall not be considered unless:
1. They are received before award is made; and either,
 2. They are sent by registered mail, or be certified mail for which an official dated post office stamp (postmark) on the original Receipt for Certified Mail has been obtained, and it is determined by Western Indiana Workforce Development Board, Inc. that the late receipt was due solely to delay in the mail, for which offeror was not responsible; or,
 3. It is determined by Western Indiana Workforce Development Board, Inc. that the late receipt was due solely to mishandling by Western Indiana Workforce Development Board, Inc. after receipt at the Administrative Office: Provided, that timely receipt at such office is established upon examination of an appropriate date or time stamp (if any) of such office or other documenting evidence or receipt (if readily available) with the control of such office serving it. However, a modification of a proposal, which makes the terms of an otherwise successful proposal more favorable to, Western Indiana Workforce Development Board, Inc shall be considered at any time it is received and may thereafter be accepted.
- B. Offerors using certified mail are cautioned to obtain a Receipt for Certified Mail showing a legible, dated postmark and to retain such receipt against the chance that it shall be required as evidence that a late proposal was mailed in a timely fashion.
- C. The time of mailing late proposals submitted by registered or certified mail shall be deemed to be the last minute of the date shown on the postmark on the registered mail receipt or registered mail wrapper or on the Receipt of Certified Mail unless the offeror furnished evidence from the post office station of mailing which established an earlier time. In the case of Certified Mail, the only acceptable evidence is as follows:

1. Where the Receipt of Certified Mail identifies the post office station of mailing, evidence furnished by the offeror which establishes that the business day of that station ended at an earlier time in which case the time of mailing shall be deemed to be the last minute of the business day of that station; or,
2. An entry in ink on the Receipt for Certified Mail showing the time of mailing and the initials of the postal employee receiving the item and making the entry, with appropriate written verification of such entry from the post office station of mailing, in which case the time of mailing shall be the time shown in the entry. If the postmark on the original Receipt for Certified Mail does not show a date, the offeror shall not be considered.

8. Envelope for Proposals

It is important that the proposal be mailed in an envelope clearly marked in the lower left corner with the following information:

PROPOSAL RFP: Region 7 Veterans Employment Training Seminar

9. Alternate Proposals

Alternate proposals may be submitted, provided that all deviations are clearly specified. The offeror should be prepared to discuss such deviations to ascertain the general acceptability by Western Indiana Workforce Development Board, Inc.

10. Time Period of Contract

Proposals should address a period from January 1, 2016 through June 30, 2017.

11. Procedures

Complaint, grievance, mediation procedures of Western Indiana Workforce Development Board, Inc are available to bidders from the office at 630 Wabash Avenue, Suite 205, Terre Haute, IN 47807, upon request.

12. Proposals Received

Proposals should be received in a "ready to copy" format and, therefore, should not, in any way, be bound, stapled, three-hole punched, or in any manner that prevents ease of copy.

Three (3) copies of the proposal(s), with one (1) copy designated as an original with original signatures, are to be submitted by certified mail, return receipt requested, or by hand-delivery with a signed receipt. All proposals must be received by no later than 12:00 PM (Noon) local time on Monday, December 14, 2015.

Proposals should be mailed to:

Western Indiana Workforce Development Board, Inc.
ATTN: Region 7 Veterans Employment Training Seminar
630 Wabash Avenue, Suite 205
Terre Haute, IN 47807

Proposals sent by email, telegram, and facsimile (fax) will not be honored.

Proposals received by the deadline specified herein and meeting the requirements as stated shall be acted upon by the Board of Directors of the Western Indiana Workforce Development Board, Inc. It is the responsibility of the bidder to ensure delivery of the proposal by the required time and date.

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SECTION IV: Proposal Package

1. **Proposal Cover Sheet (Attachment A)** includes the following areas which must be completed in the entirety:

- **Organization** – the legal entity submitting the proposal must be identified here.
- **Address** – the legal mailing address must be identified on this line.
- **Contact Person** – the individual who has authority to commit the organization to provide the proposed services should be recorded on this line. If other individuals will have responsibility for this project, they may be included here, but should be asterisked (*) as a secondary contact.
- **Phone Number** – the phone number of the contact person should be recorded on this line.
- **Fax** – please identify the facsimile number where communications can be sent.
- **E-mail Address** – an e-mail address for the contact person should be included on this line.
- **Authorized Signature** – the signature of the primary contact person must be provided in ink. Secondary contacts need not sign the proposal.

2. **Proposal Statement of Work**

- A. Understanding of Need
- B. Experience/Qualifications to Deliver Services
- C. Description of Training offered
- D. Course Logistics
- E. Budget

3. **Attachment B – Non-Collusion Affidavit**

4. **Attachment C - Assurances and Certifications**

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Attachment A

PROPOSAL COVER SHEET

Organization's Legal Name:			
Contact Person:			
Address:			
Telephone:			Fax:
Email:			Cell:
Federal ID#:			
Number of years potential bidder has been in business under the corporate/business structure submitting the response to this Request for Proposals:			
Total Amount of Funds Requested:			PY 2015
			PY 2016
			Jan 1, 2016 - Jun 30, 2016
		Jul 1, 2016 - Jun 30, 2017	
TOTAL FUNDS REQUESTED:		\$	\$
Grand Total (PY 15 and PY 16):		\$	
Total Number of Participants to be Served:	Plan Year 2015		January 1, 2016 - June 30, 2016
	Planned # of Participants		Cost per Participant
			\$
	Plan Year 2016		July 1, 2016 - June 30, 2017
Planned # of Participants		Cost per Participant	
		\$	
Signature: _____ Date: _____			
Printed Name: _____			
Check all applicable boxes:			
For Profit Corporation:		Sole Proprietorship:	
Not-for-Profit Corporation:		Faith-Based Organization:	
Partnership:		State Agency:	
Educational Institution:		Labor Organization:	
Business Association:		Community Based Organization:	
Other Public Agency (Specify):		Other:	

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 Western Indiana Workforce Development Board, Inc. 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 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

Subscribed and sworn to me this day _____ day of _____

Notary Public

County of

Commission Expiration Date

Attachment C

Assurances and Certifications

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

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

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, if requested.

Signature of Authorized Representative

Print or Type Name

Date

Western Indiana Workforce Development Board, Inc.

Veterans Employment Training Seminar Proposal Scoring

Organization _____

1. Understanding of Need Possible 10 points _____

2. Experience/Qualifications Possible 20 points _____

3. Description of Training Possible 30 points _____

4. Course Logistics Possible 20 points _____

5. Budget Possible 20 points _____

TOTAL _____