

REQUEST FOR PROPOSALS (RFP) FOR DELIVERY OF VETERANS EMPLOYMENT AND TRAINING SEMINARS

Issued by: Region 9 Workforce Development Board and Region 5 Workforce Development Board

Performance Period: February 1, 2016 through June 30, 2017

RFP Release Date: January 10, 2016

RFP Questions Deadline: January 13, 2016

Proposals Due: January 22, 2016

Award Notification: January 29, 2016

Contract Effective Date: February 1, 2016

RFP for delivery of Veterans Employment and Training Seminars

Section 1 – General Information

This RFP is jointly issued by the Region 9 Workforce Development Board and the Region 5 Workforce Development Board, which are established under the federal Workforce Innovation and Opportunity Act (WIOA). The Region 9 service area includes the 10 counties of Bartholomew, Dearborn, Decatur, Franklin, Jackson, Jefferson, Jennings, Ohio, Ripley and Switzerland. Additional information about Region 9 including WorkOne office locations may be found at www.workonesoutheast.org. The Region 5 service area includes the 8 counties of Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Morgan and Shelby. Additional information about Region 5 including WorkOne office locations may be found at www.workonecentral.org.

Purpose: Proposals are sought from training providers who can deliver a Veterans Employment and Training program to provide veterans with individualized education and employment services which consists of a five day seminar that walks participants through tools and strategies for re-employment. There will be multiple groups of veterans participating at various locations throughout each service area.

- WorkOne staff will refer clients to the seminars and coordinate with the training provider to schedule sessions.
- The training seminar must include at least 30 hours of instruction and be completed in 5 consecutive days.
- Generally, training will be delivered during regular business hours Monday-Friday, 8 am – 4:30 pm, but may also be delivered evenings or weekends as best suits the schedule of the expected participants.
- The planned contract period is February 1, 2016 through June 30, 2017.
- The approximate total funding for the contracts is \$ 125,000, consisting entirely of federal funds.
- Each Region will contract separately.
- Proposals should be constructed to allow flexibility in delivery and use of funds as needed locally.
- Entities that may submit proposals include individuals or organizations that are public or private nonprofit, for profit, public and private educational institutions, public agencies. All entities must be legally established to operate under the laws of the State of Indiana.

Section 2 – Proposal Narrative

- A. Describe your organization, legal status, length of existence and experience and qualifications to deliver the seminars. State if your organization is certified by the State as a MBE or WBE. Identify the persons who will deliver the seminar and their education and qualifications. Resumes may be attached.

- B. Seminar Content: The Regions will refer participants to the seminars after each has been through the WIOA assessment and enrollment process.
- Describe the topics that will be covered, and products and curriculum to be used and the corresponding time frames.
 - What is the total length of training in hours?
 - What is the minimum number of veterans required for a seminar?
 - What is the maximum number of veterans that can participate in a seminar?
 - How would the seminars be integrated into the flow of services in the WorkOne?
 - How soon after contract award could the seminars start?
- C. Proposed Fee: The Regions are requesting a cost per seminar which should include all costs for provider's compensation, including travel, preparation and participant materials. The Regions will provide the space and locations for the seminar at no cost to the training provider.

Section 3 – Proposal Submission

- A. Applications must be received by 12 noon EST, January 22, 2016 in person or by mail at the address indicated, or, by e-mail. If mailed, they must be received and not just postmarked by the due date. Applications received after that time and date will be rejected.
- B. Submit four copies of your application on 8 ½ " by 11 " white bond. You may single space your application but margins must be at least an inch and font size must be no less than 12. One copy should be submitted unfolded and unstapled. Paper copies are not needed if you email your proposal, however, the above format must be used.
- C. Attachment A, Proposal Cover Sheet, should be completed and used as the cover page for the application.
- D. Attachment B, Non-Collusion Affidavit needs to be signed and submitted.
- E. Attachment C, Assurances and Certifications should be signed and submitted.
- F. Your response to the narrative section of the application is limited to no more than 10 pages. This page limitation is imposed for the sake of the reviewers of your application. This limitation does not include other sections of your application such as: Attachments A, B, and C.
- G. Applications will be submitted "Return Receipt Requested." If hand delivered, the deliverer must have a prepared receipt for signature and time/date. The transmitting envelope will be clearly marked "application" and addressed to:

Patricia Griffin, Associate Director

Interlocal Association

Regional Operator, Region 5

836 S. State Street

Greenfield, IN 46140

317-467-0248, extension 315

Email: pgriffin@workonecentral.org

- H. Assemble your application using the following order. Use this as a checklist to ensure the proper order. Failure to follow RFP instructions could result in rejection of your application.

Proposal Cover Sheet (Attachment A)
Application Narrative
Attachment B (Non-Collusion Affidavit)
Attachment C (Assurances and Certifications)

- I. Written questions regarding this RFP may be submitted in writing to Patricia Griffin at pgriffin@workonecentral.org. All questions will be responded to, compiled and shared with all potential bidders submitting questions. Questions will be accepted up to 12:00 noon on January 13, 2016.
- J. Regional representatives will review applications. An award decision is expected by January 29, 2016. Contracts will be executed soon thereafter.
- K. Appeals/Complaints: Applicants have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated by the Regions. The decision of the Regions in such situations shall be final. Applicants wishing to make a formal appeal should do so in writing no later than February 1, 2016 to:

Kurt Kegerreis, Regional Operator
Region 9 Workforce Board
4555 Central Avenue, Suite 1300
Columbus, IN 47203

- L. The application evaluation weights are listed below.

45 % Experience and past performance
30 % Understanding of work to be performed
25 % Proposed cost per seminar

Section 4 - Further Conditions of Bid

1. The Regions reserve the right to accept or reject any or all proposals, negotiate with all qualified bidders, or to cancel in whole or in part this Request for Proposals if deemed in Regions' best interest to do so.
2. By submitting a proposal, bidder assures compliance with all applicable laws and regulations governing the operation of programs funded by federal or state legislation, and that Bidder is not disbarred from doing work for the State or Federal Government.
3. The Regions may change the provisions of this request at any time before the execution of a contract if the Regions decide that changes are in their best interest.

4. Bidder understands and agrees that the submitted proposals and reference materials will become part of the Regions' official solicitation file without obligation to Bidder.

5. Issuance of this Request for Proposals (RFP) does not commit the Regions to award a contract or to pay any costs associated with proposal preparation.

6. As a condition to the award of financial assistance from the Department of Labor under Title1 of the Workforce Innovation and Opportunity Act, the grant applicant assures that it will comply fully with the nondiscrimination and Equal Opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title1 financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin; and
- Title IX of the Education Amendments Act of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title1- financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

7. The Regions are Equal Opportunity Employers/Programs.

Attachment A

PROPOSAL COVER SHEET

Veterans Employment and Training Seminars

Entity's Legal Name:			
Contact Person:			
Address:			
Telephone:		Fax:	
Email:			
Federal ID Number:			

Number of years in business under above structure:	
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Funding Amount Requested	
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Planned number of participants to be served:	
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Signature:	Date:
Printed Name:	
Title:	

Mark all applicable items below			
For-Profit Corporation or LLC			Labor Organization
Non- Profit Corporation			Faith Based Organization
Partnership			State Agency
Educational Institution			Governmental Entity
Business Association			Community Based Organization
Sole Proprietorship			MBE
Other(specify)			WBE
Other(specify)			Other(specify)

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 Workforce Boards 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, to deliver, or to 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

Printed or Typed Name

Subscribed and sworn to me this _____ day of 2016.

Notary Public

County of Residence _____

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