



SOUTHERN INDIANA WORKS

REQUEST FOR PROPOSALS: SIW STRATEGIC PLAN DEVELOPMENT

Date of Release: May 27 2021
Proposals Due – EXTENDED TO: June 21, 2021 COB-by 4 p.m. EST

ALL RFP Questions
Due on or before: 12:00 Noon June 18, 2021

**Questions must be emailed:
Attention: Jackie James
SOUTHERN INDIANA WORKS
jjames@workoneregion10.com**

Letter of Intent to Bid - WAIVED

**Proposals must be delivered to
Jacqueline James, Director of Operations
Southern Indiana Works
PO Box 6712, 2125 State Street #16
New Albany, IN 47150 or via email
jjames@workoneregion10.com**

Introduction and Request for Proposal (RFP) Overview:

Southern Indiana Works is a non-profit community-based organization that serves as the areas Local Workforce Development Board. SIW convenes, facilitates, and organizes the regional talent development system by serving as an intermediary linking regional business and industry to talent.

We strengthen our community by serving as an economic development resource to our business partners for talent attraction, retention and expansion. SIW provides career, training, and business services to enhance the skills of individual jobseekers to meet the current and future demand of business. We accomplish this by designing, coordinating, and implementing innovative regional workforce initiatives and programs.

In summary, we are:

- The regional talent development leader/authority
- A Community Based Non-profit Organization
- A Workforce Innovation and Opportunity Act (WIOA) Local Workforce Development Board, (organized under the US Dept. of Labor and the State of Indiana)
- A direct link to connect Business and Jobseekers
- An Economic development resource
- A Community developer
- A Convener, facilitator, and intermediary
- An Implementer of talent development programs (Career Services, Business Services, and Training Services through WorkOne Southern Indiana - American Job Center).

The Board's Vision

A workforce that empowers regional business to be competitive in the global economy. To advance our vision forward the Board has adopted a mission to lead a robust talent development system and cultivate a skilled workforce that advances our community, economy, and quality of life. In order to be successful the Board has identified four priorities to focus their efforts:

1. Talent Development
2. Economic Development
3. Next-Gen Talent
4. Customer Centric System

SIW operates the local American Job Centers (WorkOne Southern Indiana). There are six (6) centers:

- A comprehensive center (28 staff), located at 2125 State Street, Suite 16; New Albany, Indiana 47150, with full-time hours
- Affiliate Centers (5) in Clark, Crawford, Harrison, Scott, and Washington Counties, open two days per week, with 1 staff person at each site.

Scope of Work:

1. Document Review: SIW Strategic Priorities, Kentuckiana WIOA Regional Plan, Bi-State Plan for Advancing the Regional Workforce, Kentuckiana 21st Century Talent Dashboard, Our Region Our Plan, and other relevant background Material – *SIW will provide contractor with relevant material.*
2. Stakeholder Engagement: It is anticipated that the plan will be developed by gaining significant input from engagement (interviews, surveys, input session, etc.) with SIW Board of Directors, local elected official, partners, community members, and staff.
Possible themes for engagement:
 - a. Current funding resources and options for funding diversification
 - b. Potential areas of growth and opportunities for greater community impact
 - c. Organizational Structure – staffing, service delivery model, areas of responsibility, etc.
 - d. Infrastructure – technology, facilities, use of virtual tools, etc.
3. Facilitated Planning Session (minimum one)
 - a. Present
 - i. Analysis of desktop review
 - ii. Present LMI (*SIW will Provide Data Analysis*)
 - iii. Present common themes from input session
 - b. Priority Discussion
 - c. Goal and Strategy Development
4. Plan Development
5. Present Final Plan

Expected Deliverables

1. Finalized Scope of Work complete with timeline and deliverable schedule – once contract is awarded SIW staff will work with contractor to finalize scope of work.
2. Stakeholder Analysis – Stakeholder engagement activities and summary of findings with key themes, challenges, recommendations, etc.
3. Facilitated Planning session – In person robust discussion organized and led by contractor. Development of Goals and Strategies to be included in the final plan.
4. SIW Strategic Plan – A 3-5 year strategic plan that provides a roadmap for future development and growth of the organization.
 - a. Goals
 - b. Strategies
 - c. Action Steps
 - d. Timeline
 - e. Benchmarks/Metrics
5. Plan Launch – Presentation of the plan to the SIW Board of Directors and strategies for communication of rollout

Timeline: Plan should be finalized by October 15, 2021 to be presented at the November 9, 2021 SIW Board of Directors Meeting.

Evaluation Criteria

Experience

Points 30

Applicant profile

- 1) What is the legal status of your organization/business? Is your organization/business certified by the State of Indiana and/or State of Kentucky, as a Minority Owned Business or Woman Owned Business? [TW1]
- 2) Describe your organization, the governance structure, length of existence, mission, goals and major services currently offered.
- 3) If an independent contractor, describe the status of your business, and its length of existence, mission, or goals, and major services currently offered.
- 4) Provide a brief resume (Attachment E) of the individuals available for this project. We prefer one key individual to be the lead assigned to this work. The individual should perform the key functions required for the Interstate Planning process and product. Resume does not count toward the 10 page limit.
- 5) As applies, provide an organizational chart or listing of individuals within your organization. (Does not count toward 10 page limit) This information is part of Attachment E.
- 6) Provide three references of individuals outside of your business/organization familiar with the quality of prior planning services you have provided.

History and Success with Similar Work

- 1) Applications must include information to demonstrate that the applicant has a record of success in delivering similar services or projects. Describe your knowledge and experience with similar planning initiatives. To exemplify related work, please list the title of planning projects, for whom the project was done, and the year date. Recommend to provide links to previous strategic plan completed.

Understanding of Work to be Performed; Strategy and Design Points 50

1. Provide a summary of your understanding of the project, the role and responsibilities of a Local Workforce Development Board, and how the strategic plan will help SIW advance our mission and realize our vision.
2. Describe how you will implement the proposed Scope of Work contained in this application. Detail your strategy, design and steps in promoting and conducting this planning process, from its inception through plan product.
3. Describe topics and content you generally see being covered in the stakeholder engagement activities and planning session.
4. Describe how the plan will be developed and finalized.
5. Provide recommend plan elements and structure.
6. Describe how your organization will be prepared to start the planning contract, based on the agreed final scope of work, estimated to begin no later than June 21.
7. Provide an estimated project timeline.

Proposed Fee

Points 20

- 1) ***Up to \$20,000 is available for this Planning Process and Deliverables. Proposal budgets are not to exceed \$20,000.***
 - a. The proposed funds request should be an all-inclusive fee that includes your cost for compensation, travel, supplies and other costs.
 - b. Contractor will provide an activity and status report no later than the 30th of each month on the project progress, to accompany any invoice submitted.
 - c. Contractor will be compensated based on cost-reimbursement and must submit an invoice monthly.

Proposal Format

Each respondent is requested to submit its proposal in a format suitable for ease of review with minimum repetitious material. To maintain comparability of proposals, please prepare proposals using Microsoft Word and typed in 12-point font, double-spaced, with numbered pages at the bottom of each page. The narrative of your application is limited to 10 pages. This limitation does not include any of the required attachments. The page limitation does not include the Proposal Cover Sheet or the requested attachments.

Proposal Cover Sheet

The Proposal Cover Sheet should not exceed a single page and shall include:

- Title of the proposal;
- The respondent's organization name, address, phone number and web address;
- The name of the person authorized to negotiate contracts and make decisions for the organization their direct phone number and email address;
- The total funds requested;
- A proposal summary briefly describing the services to be provided; and
- The authorized signature and submittal date.

Experience

The respondent must provide an overview of its organization and staff, capability and qualifications to successfully carry out the services described herein. This description must include:

- A company history including the organization's mission, vision, governance structure, and legal status;
- The number of employees, including an organizational chart specific to the proposed service delivery plan as an attachment;
- The qualifications of all key staff conducting the proposed services. Include resumes, job descriptions and/or profiles for all key staff as attachments; and
- The experience and or prior work that demonstrates expertise in executing and delivering the services described in this solicitation.

Technical Qualification

To be eligible for consideration, individuals or organizations submitting proposals must demonstrate:

- No financial or policy interest in Southern Indiana Works;
- Experienced staff or subcontractors to provide the services described herein or must show the ability to acquire such staff;
- Demonstrated experience in effectively performing similar types of services in the public or private sector;

- Ability to contract with Southern Indiana Works in a timely manner for the delivery of these services;
- Ability to fulfill contract requirements, including the indemnification and insurance requirements;
- Satisfactory performance under a current or previous contract with Southern Indiana Works for similar services, if applicable.
- Capability to fiscally and administratively provide and manage the proposed services on a cost-reimbursement basis, to ensure adequate audit trail, to maintain audit ready files, and to monitor its own organization files (internal audit function);
- Knowledge and understanding of Federal Fair Labor Standard Act and Indiana Department of Employment and Training Act (IC 22-4 et seq.) and accompanying rules, regulations and policy directives regarding the Workforce Innovation Opportunity Act programs issued by the Indiana Department of Workforce Development; and
- Knowledge and understanding of OMB's Uniform Guidance at 2 C.F.R. part 200. More information can be found at:
<https://www.gpo.gov/fdsys/granule/C.F.R.-2014-title2-vol1/C.F.R.-2014-title2-vol1-part200/content-detail.html>;
www.federalregister.gov/documents/2016/02/16/2016-02473/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards; or
cfo.gov/wp-content/uploads/2015/09/9.9.15-Frequently-Asked-Questions.pdf

Budget

Each proposal must include an all-inclusive operational budget using budget sheet provided. For the purpose of this RFP, cost categories must include:

- Wages –Includes the staffing cost, and position type
- Fringe Benefits –Includes FICA unemployment insurance, worker's compensation, disability, life insurance, retirement costs and medical coverage as per your policies.
- Staff Travel – Includes all travel and training costs.
- Other – Non-direct please describe
- Total – This is the total proposed cost for the scope of work during the specified time period covered.

RFP Timeline

A letter of intent to respond to the RFP HAS BEEN WAIVED.

The letter, if provided, should contain the following contact information: Name of contact, street address, email address, and phone number. The letter of intent does not require an entity to respond. The letter of intent to respond may be sent to jjames@workoneregion10.com, or it may be hand delivered or mailed to:

ATTN: Jacqueline James
 Region 10 Operations Manager
 Southern Indiana Works
 PO Box 6712
 2125 State St. #16
 New Albany, IN 47150

The proposal must be received by Southern Indiana Works no later than 4:00PM (ET) on **EXTENDED TO: Monday June 21, 2021**. Please submit an electronic copy to:

ATTN: Jacqueline James
 Region 10 Operations Manager
 Southern Indiana Works
 PO Box 6712
 2125 State St. #16
 New Albany, IN 47150

Selection Criteria

All respondents are advised that each proposal will be evaluated based on responsiveness to this RFP. Proposals will be reviewed for completeness, clarity and adherence to stated requirements. Proposals will be evaluated based on the criteria described below and points will be applied for scoring in rank order from the highest to lowest. However, Southern Indiana Works reserves the right to select lower ranked proposals when warranted. Such selection of proposals shall be made at the sole discretion of Southern Indiana Works

Evaluation Criteria	Maximum Points
Experience Points will be applied based on the experience and perceived capabilities of the organization and/or their staff to successfully complete the proposed scope of work.	30
Understanding of Work to be Performed; Strategy and Design Points will be applied based on the quality and strength of the proposal.	50
Budget Points will be applied based on the overall cost and justification proposed by the respondent, including an evaluation of the respondent’s ability to appropriately manage and account for the contract funds.	20
Total Points	100

General Terms and Conditions

1. 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 of federal or state funds.
2. Local, small, minority owned businesses are encouraged to respond and shall not be discriminated against during proposal review.
3. Southern Indiana Works is an equal opportunity employer. All bidders shall certify the same.
4. The bidder certifies and agrees that it will provide and maintain a drug-free workplace.
5. Issuance of the RFP does not commit Southern Indiana Works to award a contract, to pay cost associated with proposal development, or to procure or contract for goods and/or services. Payment for services will be negotiated.
6. Southern Indiana Works reserves the right to reject any and all proposals if it is in the best interest of the Board to do so and waive any minor informalities or irregularities in the RFP process. Southern Indiana Works shall be the sole judge of these irregularities.
7. 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. Southern Indiana Works 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.
8. Southern Indiana Works will consider non-responsive any submittal for which critical information is omitted, lacking or represents a major deviation from the RFP.
9. Proposals received after the issued due date will be considered non-responsive and will not be reviewed or evaluated.
10. Other issues of grievances, hearing resolutions and authority shall be addressed prior to award of contract and relevant issues may be stated within contract. Southern Indiana Works reserves the right to negotiate proposed outcomes, budget, and other matters prior to actual execution of the contract.
11. Bidders shall certify either no real or apparent conflict of interest exists in carrying out the proposed scope of work, or where conflict(s) of interest may exist; such potential conflicts must be clearly disclosed in the proposal.
12. All submitted proposals and any work resulting from a contract are considered the property of Southern Indiana Works.
13. Bidders have the right to submit an appeal upon finalization of this RFP to: Board Chair, Southern Indiana Works P.O. Box 6712, New Albany, IN 47150. Any decisions made by the Board Chair upon final review will be considered final.

**Strategic Plan Proposal
Budget Worksheet**

Respondent Name: _____

Instructions: The budget worksheet should clearly identify the respondent’s cost for operating the proposed program.

Line Item Categories	Total Cost
Salaries and Wages	
Fringe Benefits	
Staff Travel	
Other -Non Direct: (Describe)	
Total	

Attachment A

Non-Collusion Affidavit

State of _____

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 SOUTHERN INDIANA WORKS 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 Representative

Printed Name and Title

Attachment B

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 Investment Board, and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal. 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.

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

Workforce Innovation and Opportunity Act (WIOA) recipients are obligated to maintain the following assurance for the period during which WIOA Title I financial assistance is extended. Each request for proposal, proposal and application for financial assistance under WIOA Title I shall contain the following assurances.

"As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the 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 Title I-financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs."

The recipient also assures that it will comply with WIOA implementing regulations (due in January 2015) and all other regulations implementing the laws listed above. This assurance applies to the recipients operation of the WIOA Title I-financially assisted program or activity, and to all agreements the recipient makes to carry out the WIOA Title I-financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

<p>Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and</p>

The undersigned applicant certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or

contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

Nondiscrimination: The undersigned applicant certifies that it shall comply with the nondiscrimination provisions outlined in the WIOA of 2014 including Title I, Sec. 188.

Conflict of Interest: The undersigned applicant certifies that:

- (1) No manager, employee or paid consultant of the Proposer is a member of the Board of Directors, or an employee of the Board;
- (2) No manager or paid consultant of the Proposer is married to a member of the Board of Directors, or an employee of the Board;
- (3) No member of the Board of Directors, or an employee of the Board owns or has any control in the Proposer's organization;
- (4) No spouse of a member of the Board of Directors, or employee of the Board receives compensation from Proposer for lobbying activities;
- (5) Proposer has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
- (6) Should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with the Board and shall immediately refund the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

Lobbying: This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned applicant certifies that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.
- (2) In connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (3) If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any officer or employee of Congress, an employee of a Member of Congress, or locally elected officials in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (4) The undersigned shall require that the language of this certification be included in the award for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and provide disclosure accordingly.

<p>Drug-Free Workplace: This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7</p>
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The undersigned applicant certifies that it shall provide a drug-free workplace by:

- (a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (c) Providing each employee with a copy of the Contractor's policy statement; Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (d) Notifying the Commission within ten (10) days of Contractor's receipt of a notice of a conviction of an employee; and,
- (e) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

These certifications are material representations of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

WIOA Sec. 184 (f): Discrimination Against Participants: -- If the Secretary determines that any recipient under WIOA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIOA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIOA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

WIOA Sec. 188 (a):

- (1) Federal financial assistance.** -- For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- (2) Prohibition of discrimination regarding participation, benefits, and employment.** -- No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.
- (3) Prohibition on assistance for facilities for sectarian instruction or religious worship.** -- Participants shall not be employed under WIOA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).
- (4) Prohibition on discrimination on basis of participant status.** -- No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIOA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- (5) Prohibition on discrimination against certain non-citizens.** -- Participation in programs and activities or receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

Section 188 (3) WIOA Title I funds may not be spent on the employment or training of participants in sectarian activities.

