



Central Indiana Regional Workforce Board

Request for Proposals
to Provide Adult Basic Education Services to
WIA Out of School Youth

RFP-5-00-ABE

Release RFP
October 22, 2010

Proposal Submission Deadline
November 22, 2010 4:00 PM

Selection of Provider
December 3, 2010

Contract Effective Date
January 1, 2011 (planned)

Central Indiana Regional Workforce Board
c/o Sara Gutting
2154 Intelliplex Drive, Suite 204
Shelbyville, IN 46176
(317) 398-6946

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Request for Proposals - Young Adult Education Initiative

The Indiana Region 5 Workforce Board, Inc. d.b.a. Central Indiana Regional Workforce Board (RWB) is a registered 501(c)(3) not-for-profit corporation which has oversight of employment and training programs in the following eight counties: Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Morgan, and Shelby counties. The RWB is governed by a 14 member volunteer board that initiates program directives and provide oversight and guidance on program operations. The RWB serves as a pass through entity providing employment and training programs in the Economic Growth Region 5 (Region 5), excluding Marion County, using a variety of state and federal grant resources, including those available through the Workforce Investment Act (WIA), and several other grants.

Part I - Statement of Purpose

The RWB is requesting proposals to provide adult basic education services for out of school youth. Services will be in located in Madison and Morgan counties, but open to all out of school youth in EGR-5. The funding for these services will primarily come from Federal Workforce Investment Act, Title I funds awarded to the Region. This solicitation is open to all education and training providers as well as any for profit, not-for-profit, community or faith based organization or government entity. Funding will be available January 1, 2011 through June 30, 2011.

Part II – Overview and Definition of Young Adults

Young adults who did not complete a high school diploma find it increasingly difficult to gain sustainable employment in careers that offer long-term opportunities. This RFP is a request for proposals to prepare young adults (age 18-21), who live in Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Morgan, and Shelby counties, for entry into the workforce and careers with long-term opportunities. Responses should include attainment of a General Educational Development (GED) certificate, occupational training and/or work experience, and work readiness preparation for Region 5 growth economic sectors.

Part III – Program Design

The program design is at the discretion of each bidder. We are seeking proposals that result in a GED and employment or entrance into postsecondary education or training as the foundation of the program. Bidders can bid on one or both service locations.

The GED program should assist young adults who have dropped out of school to obtain a GED and work readiness training or transition to postsecondary education or training. In addition, participants should complete, or be in a program to receive, at least one of the following:

Align ABE/GED curriculum to Region 5's Workforce needs

Incorporate career pathways that meet the needs of the workforce into the ABE/GED curriculum

Incorporate ABE/GED curriculum around transition to postsecondary or transition to work

Part IV - Procurement Timeline

RFP Release	Friday, October 22, 2010
Proposal Submission	Monday, November 22, 2010 4 p.m. est.
Proposal Selection (Planned)	Friday, December 3, 2010
Contract Start (Planned)	January 1, 2011

The RWB reserves the right to adjust the schedule when it is in the best interest of the RWB or to extend any published deadline in this RFP upon notification to those who have requested an RFP.

Potential Bidders are prohibited from making any contact related to this RFP with regional operator staff or the Board of Directors at any time during this procurement. Violations of this prohibition will result in the automatic disqualification of the offending Bidder.

The Central Indiana Regional Workforce Board reserves the right to reject any and all proposals it receives in response to this RFP. It is understood that submitted proposals will become part of RWB's official files without further obligation. The RWB will not pay for the development or preparation of proposals.

Disclosure

Respondents to this RFP should note that the contents of their response to this RFP or other information submitted to the RWB are subject to public release upon request, except those items specifically exempt from disclosure by law or regulation after the selection of the winning bidder. All such proprietary or confidential material should be so marked.

Proposal Format

Proposals must be prepared and sequenced in accordance with the instructions outlined in Part V of this Request for Proposal. All referenced attachments are included in this packet.

Period of Performance

The period of the contract will be effective no later than January 1, 2011 through June 30, 2011.

Part V - Proposal and Submission Information

1. Availability of RFP Packets

Request for Proposal packets will be available beginning on and after 4:00 PM EST Friday, October 22, 2010 at the Board's contact, 2154 Intelliplex Drive, Suite 204, Shelbyville, IN 46176. Packets may be picked up in person or requested in writing to the above address. The RFP will also be available for download in PDF format from the Central Indiana Regional Workforce Board website at <http://www.workonecentral.org> or the Department of Workforce Development website <http://www.in.gov/dwd/2329.htm>.

2. 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. It is encouraged for bidders to contact the Board Contact, Sara Gutting by facsimile transmission, email, or regular mail to request any additional clarification that may be needed to comply with instructions. **Phone calls will not be accepted.**

3. Proposal Submission Information

Responses to this RFP should be economically prepared, with emphasis on completeness and clarity of content. The proposal, as well as any reference materials presented, must be typed in English in at least 11 point font and must be written on standard 8 ½" by 11" paper with no less than one inch margins (although foldouts containing charts, spreadsheets, and oversize exhibits are permissible.) The proposal must be no longer than 30 pages, not counting the exhibits.

Starting after the cover page and the table of contents, number each page at the bottom center using the format "page x of x". The completed attachments B, C and D from this RFP must be included with your proposal. The cover page, table of contents and these required attachments do not count as part of the maximum 30 pages.

The Proposal should contain the RFP number, name and address of bidder, and primary contact information. Bidders are encouraged to clearly identify "Proprietary" information as such. All proposal pages must be sequentially numbered and either stapled or bound together.

All information in the proposal should be relevant to a specific requirement detailed in the RFP. Any information not meeting this guideline will be deemed extraneous and will in no way contribute to the evaluation process.

When completed, proposals are to be assembled in the following manner:

Proposal Cover Page (Attachment A)

Table of Contents

Organizational Section –

1. Organization name

2. Organization address
3. Organization telephone number(s)
4. Contact person
5. Length of time in business
6. Chief Executive Officer
7. A Statement indicating the intent of the organization to provide services described in this RFP
8. Legal status of the Bidding Entity
9. Mission or purpose of the Organization
10. Organization's website address

Bidders Background & Experience

1. Description of the purpose of the Organization
2. Description of the management and structure of the Organization
3. A listing of similar services provided, particularly those involving youth services– Names and Contacts (minimum 5, if applicable) and listing of success in meeting goals
4. Resumes for key personnel that will provide the services –key staff should be named. If key positions are not currently filled bidder should present the positions description, required qualifications and the bidder's plan for recruiting qualified staff.
5. Copies of monitoring reports and audit reports for the past two years for similar services

Proposal Narrative - The proposal narrative must clearly indicate the number of young adults to be served and provide details on the program track being proposed by the bidder. The narrative should describe the implementation of the bidder's proposed model in their school or organization. The quality and effectiveness of the implementation must be clearly conveyed. Details such as direct client service needs, curriculum and educational tools to be used, hours of instruction per day, hours of operation, educational goals and/or certifications to be provided and other details that are pertinent to the quality and effectiveness of your proposed program track. The narrative should also include your ability, or your partners ability, to provide case management if applicable. The bidder is allowed to propose case management be conducted by WorkOne. No case management

partnership agreement is necessary if WorkOne is designated as the case management provider.

Responding education/training providers should describe their needs in terms of staffing, activities, products, training, and the associated costs. A standard budget worksheet is provided and must be used to show all costs. The categories on the budget worksheet are described under Budget Worksheet below.

Narrative Summary

1. A statement identifying the number of young adults to be enrolled
2. An educator/teacher to young adults ratio must be provided (class size)
3. The expected educational gains and/or certifications to be achieved need to be specified
4. The methods that will be used to solicit participants for the program
5. Demonstrate your ability to case manage the participants utilizing the state's case management system (currently TrackOne) or the ability of your selected partner to do so, or your desire to use WorkOne for case management.
6. The locations of the facilities where the educational and work readiness component will be provided need to be identified and described
7. If focusing on the transition to employment track, address how employment skills will be addressed within the classroom curriculum.
8. If focusing on the transition to postsecondary education track address how transition to postsecondary education for the students will take place.
9. Address how the ABE/GED class will incorporate contextualized curriculum as it pertains to the workforce needs of Region 5.
10. Discuss how support services, tutoring, mentoring, guidance and counseling and follow up services will take place. This should include using WorkOne youth counselors so please describe this in the plan.
11. Other features of your proposed program that are pertinent to the quality and effectiveness of your program track should also be provided.

Budget/Cost – Bids will be evaluated based on respondents’ proposals to the RFP. Bidders must use the attached Budget Estimate Worksheet (Attachment D) to identify proposed costs.

Performance Measures - The Central Indiana Workforce Board is requesting the bidders provide their performance goals. Utilizing **attachment E**, bidders should indicate their expected performance outcomes. These performance goals can and may be used to evaluate the strength of the proposal. The RWB reserves the right to negotiate the performance measures.

Non-Collusion Affidavit (Attachment B)

Assurances and Certifications (Attachment C)

Required Insurances/Bonding: General Liability, Workers Compensation, Employee Fidelity Bonding

Exhibits

1. Budget Narrative and Budget Estimate Worksheet
2. Bidder’s Annual Report/Financial Statement
3. Resumes of the Key Staff to be involved
4. Organizational Charts
5. Recent Audits and Monitoring Reports from Similar Initiatives for the past five years

Each section and exhibit must be clearly labeled.

Submittals must include one (1) original, five (5) copies. The original must clearly be marked **“ORIGINAL”** on the cover sheet and contain original signatures, where applicable. No faxed or e-mail copies will be accepted. The original must have original signatures in **blue ink**.

All responses become the property of the Board.

6. Submission Dates and Times

The closing date for receipt of proposals under this request is **Friday, November 22, 2010**. Proposals must be received at the address below no later than 4:00 PM EST. Proposals sent by e-mail, telegram, or facsimile (fax) will not be honored. No exceptions to the mailing and delivery requirements set forth in this request will be granted. It is the responsibility of the bidders to ensure delivery of the proposal by the required time and date.

Proposals are to be addressed to:

Central Indiana Regional Workforce Board
c/o Sara Gutting
2154 Intelliplex Drive, Suite 204
Shelbyville, IN 46176
sgutting@indianaregion5.org

Any proposal not following these guidelines, or submitted after the deadline will not be accepted for consideration under this RFP.

7. Other Submission Requirements

Changes, Amendments, and/or Re-Issuance of this Proposal. Unless specifically requested by the Board, changes and/or amendments to the originally submitted proposal will not be considered. In addition, the Board reserves the right to: (1) Amend or withdraw this RFP at any time; (2) Reject any and all proposals; and (3) Re-issue this RFP.

Assurances and Certifications. The individual having Contract Signature Authority must sign the Assurances and Certification Document. **Note:** Do not re-type this document; use the copy provided with this RFP. **(Attachment C).**

Part VI – Specifications & Scope of Services

The Central Indiana Regional Workforce Board (RWB) for Region 5 is publishing this Request for Proposal (RFP) to seek responses for Adult Basic Education Initiative. The selected respondent from among the proposals will be a contractor for the Region 5 RWB.

A. Young Adult Eligibility

To be eligible to participate in the Young Adult Education Initiative, young adults must meet all eligibility requirements for the WIA out-of-school youth (**addendums 1 & 2**) programs and must also fall within any additional constraints set forth by Central Indiana Regional Workforce Board. Specifically, eligible participants for this initiative must:

- Be a resident of Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Morgan, or Shelby counties
- Must be at least 18 yrs of age and no older than 21 years of age at the time of enrollment
- Be a school dropout
- Be eligible to work in the United States
- Be, as appropriate, registered with the United States Selected Service
- Be able to commit to eight hour days, five days a week for the length of the appropriate program track

- Agree to participate in all components of the Young Adult Education Initiative – education, work readiness and work experience/post-secondary education or occupational certification

Part VII. Selection Process

Procurement will be conducted in a manner that provides for full and open competition. Award will be made only to individual(s) or organization(s) possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract and that is in line with the scope of services listed in this RFP.

The selection process will consist of:

- a. An initial review for responsiveness and compliance with the technical specifications and other criteria specified in the RFP;
- b. Only **responsive** proposals will be evaluated and scored by a proposal evaluation team. Responsive proposals will be evaluated on specific areas by all reviewers using the same standardized instrument;
- c. Proposals will be deemed non-responsive for:
 - 1) Failure to follow the prescribed format for submitting the proposal.
- d. Review and scoring by evaluators (see Part VIII below for details);
- e. Presentation of evaluations, scoring and recommendations of proposal review team to the Board;
- f. Discussion and appropriate action by the Board in selecting proposed contractor(s) for contract negotiations.
- g. Successful bidders may be subject to an on site visit to evaluate administrative and financial management systems. Additionally, they may be required to attend a contractor training session to ensure they are cognizant of Operator responsibilities, reporting requirements, payment methods and performance measures to ensure successful contract performance.

Part VIII. – Evaluation Process and Rating Criteria

There are 100 points available under this RFP.

The Board may, at its sole discretion, waive minor errors or omissions in a Technical Proposal and/or a Cost Proposal when those errors do not unreasonable obscure the meaning of the content. Further, the Board reserves the right to request clarifications from bidder of any

information in their proposals/forms, and may request such clarification as it deems necessary at any point in the proposal evaluation process.

Rating Criteria

The applicants' bids will be evaluated on 4 criteria each carrying a unique weighting:

<u>Evaluation Factors</u>	<u>Maximum Points</u>
Bidder's Background and Experience	25
Proposal narrative	40
Budget	15
Performance/Outcomes	<u>20</u>
Total Points	100

The Central Indiana Regional Workforce Board (RWB) reserves the right to reject any and all proposals it receives in response to this RFP. It is understood that submitted proposals will become part of RWB 5 official files without further obligation.

ATTACHMENTS

Attachment A

APPLICATION COVER SHEET

Organization's Legal Name:

Contact person:

Address:

Telephone:

E-mail:

Federal ID #:

_____ Authorized Signature
Date

Print Name: _____

Title: _____

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 Region 8 Workforce 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 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 of Type Name

Subscribed and sworn to me this day ____ of _____

Notary Public

County of

Commission Expiration Date

Attachment C

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

Attachment D

- Madison County
- Morgan County

Line Item	Total Budget
Salaries	
Fringe Benefits	
Staff Development and Travel	
Operating Expenses:	
Rent	
Utilities	
Maintenance	
Office Supplies	
Contract Services	
TOTAL	

BUDGET ESTIMATE WORKSHEET

Budget Narrative Criteria

The budget narrative must include:

1. List each person or position proposed, the hourly rate of pay or annual salary for each person (or position) assigned to this contract (or proposed to be hired) and the estimated percentage of each individual's time that he or she will perform work for the contract.
2. Indicate the number of hours or days of vacation, sick leave that each staff person is or will be permitted. Describe any other benefits to be provided to the staff. Indicate the benefit percentage and what benefits are included for staff.
3. How you arrived at the staff development and travel estimate, including purpose for travel (national conferences, seminars, statewide meetings, local meetings, staff development). For staff development, include what memberships and subscriptions are anticipated.
4. Operating expenses, your best estimate of rent, utilities, maintenance, furniture and other equipment and office supplies.
5. Breakdown your overhead estimates. Reasonable overhead includes costs for accounting, audit, legal, and organizational costs.

No more than 10% of total cost can go to administrative functions.

If bidding on both Madison and Morgan counties service locations please provide a separate budget worksheet for each county.

Attachment E

Central Indiana Regional Workforce Board

**Request for Proposal #
Young Adult Education Initiatives**

Performance Measures

Performance Measures	Projected Numbers
Participants served	
Participants beginning education/training activities	
Participants completing education/training activities	
Participants that complete education/training activities and receive a degree, certificate or other type of credential	
*Participants that complete education/training activities and are placed into unsubsidized employment	
*Participants that complete education/training activities and are placed into training-related unsubsidized employment	

*If your proposal does not include employment list the Projected Numbers as NA.

Certified by:

Signature of Authorized Official

Typed/Printed Name of Signatory

Signatory's Official Title

Proposer's Name

Date: ____/____/____ (mm/dd/yyyy)

Addendum 1

Economically Disadvantaged Criteria 2010

Reproduced from

Indiana Department of Workforce Development

Published 04/01/2010

Region 5 Family Size	Metropolitan Income Level
1	\$
2	\$ 14,570
3	\$ 19,370
4	\$ 23,913
5	\$ 28,217
6	\$ 33,006
7	\$ 37,795
8	\$ 42,584
9	\$ 47,373
10	\$ 52,162
Add for each add'l family member	\$ 4,789

Addendum 2

Workforce Investment Act (WIA) Youth Barriers

Participants must have one or more of the following barriers:

- Basic skills deficient
- High school dropout
- Homeless, runaway or foster child
- Pregnant or parenting
- Offender
- An individual (including young adults with a disability) who requires additional assistance to complete an education program or to secure and hold employment