



**Indianapolis Private Industry Council, Inc.
d/b/a EmployIndy**

**Request for Proposals
#2013-001**

**Provision of
Workforce Investment Act
Out-of-School Youth Services**

RFP Issue Date:	January 17, 2013
Proposal Due Date:	February 20, 2013

**Services to be provided between:
July 1, 2013 and June 30, 2015**

EmployIndy, its programs and contract service providers are Equal Opportunity employers/programs.
Auxiliary aids and services are available upon request to individuals with disabilities.

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A downloadable PDF version of this request for proposals is available at
<https://www.employindy.org/OneFlow/EmpPartnersContractors.aspx>.

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<https://www.employindy.org/OneFlow/EmpPartnersContractors.aspx>.

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I. EmployIndy Overview

EmployIndy, the Workforce Investment Board for Marion County, is a not-for-profit corporation. EmployIndy convenes community leaders to address workforce development issues; and strategically coordinates funding from federal, state, local and private sources to develop a diverse, prepared workforce that meets the needs of existing and potential employers. EmployIndy oversees and implements federal, state and local workforce development activities that are delivered through our WorkOne system throughout Marion County.

II. RFP Introduction

EmployIndy contracts for Workforce Investment Act (WIA) youth services in Marion County, Indiana. One component of these contracts involves the provision of out-of-school youth¹ services. The overall objective of EmployIndy's out-of school youth program is to provide services to youth that prepare them for employment in jobs that meet or exceed the subsistence level in wages.

Our primary goals for this initiative are to provide youth with educational experiences that will help them obtain and retain self-sufficient employment. At a minimum service providers will be measured on the WIA Common Measurement requirements:

- Enter employment or postsecondary education
- Attain a degree or credential
- Obtain literacy and numeracy gains

As an entity whose primary objective is to develop the workforce of Marion County, EmployIndy believes that the development of our youth is a key element in meeting that objective. As such, we are pleased to be issuing this request for proposal to provide out-of-school youth services.

III. Statement of Purpose

The purpose of this RFP is to solicit and contract with one or more youth service providers to implement and operate a WIA funded out-of-school youth program(s). The exact number of programs that EmployIndy will operate will be dependent on the quality of proposals submitted and the amount of funding available. We are looking for programs that stress the importance of education, work readiness, life skills and work experiences/career exploration that result in self-sufficient employment for the youth.

This solicitation is open to all education and training providers, youth service providers including for-profit, not-for-profit, community or faith-based organizations and government entities.

¹ WIA definitions for out-of-school youth will be used.

IV. Specifications & Scope of Work

A. Out-of-School Youth Eligibility

To be eligible to participate in the out-of school youth program, youth must meet all WIA Youth eligibility requirements and must also meet any additional conditions specified by EmployIndy including:

- Be a resident of Marion County;
- Be at least 18 years of age and no older than 21 years of age at the time of enrollment;
- Not be in high school or postsecondary education or other advanced training at time of enrollment;
- Be able to commit to the time requirements for the proposed program;
- Agree to participate in all phases of the program.

B. Strategic Objectives

- Increase the youth's educational level through increases in basic education, post-secondary education and workforce skills
- Increase the marketability of the youth through the development and practicing of work readiness and life skills
- Increase knowledge about the labor market through the use of work experiences, job shadowing, internships, career exploration and mentoring
- Increase the number of youth in post-secondary training that result in employment
- Increase the number of youth employed
- As appropriate, migrate youth to WorkOne Indianapolis for additional assistance and as a resource for lifelong workforce services

C. Governing Authority

EmployIndy has the responsibility for developing the workforce of Marion County. EmployIndy in consultation with its Youth Council establishes policy and operating processes for its youth programs as mandated by WIA.

Applicants to this RFP are expected to be familiar with the contents of the WIA and Federal Regulations guiding the WIA youth program and must be capable of operating the out-of-school program within WIA, federal/state and EmployIndy regulations, policies and guidance. The federal guidance can be found at the U. S. Department of Labor's site at <http://www.doleta.gov>. State policy and guidance can be found at <http://www.in.gov/dwd/2482.htm>. The terms and conditions of this RFP and resulting contracts may change based on any Federal or State legislative changes.

D. Program Period

The program period will be from July 1st through June 30th for each year of the contract years. It is EmployIndy's intent to select a service provider(s) for a two year period with an EmployIndy option for a third year.

It is expected that youth currently enrolled in EmployIndy's out-of-school youth programs will be migrated to the new program for continuation of services including the WIA required follow-up services.

E. Performance Goals

WIA Participant Performance Goals

Service providers will be responsible for tracking all enrolled participants in the TrackOne case management system or other system approved by the Indiana Department of Workforce Development (DWD). Service provider staff must enter data into this system in compliance with appropriate EmployIndy and DWD policy and guidance. The TrackOne system and associated DWD programs will generate official WIA performance reports. WIA out-of-school youth will have three WIA Youth performance measurements:

- **Placement in Employment or Postsecondary Education** **72%**
Of those who are not in post-secondary education, employment, or the military at the date of participation:

Calculation: (A) the number of youth who are in employment or the military or enrolled in postsecondary education and/or advance training/occupational skills training in the first quarter after the exit quarter

Divided by

(B) the number of youth who exit during the quarter

- **Attainment of a Degree or Certificate** **63%**
Of those enrolled in education (at the date of participation or at any point during the program):

Calculation: (A) the number of youth who attained a diploma, GED, or certificate by the end of the third quarter after the exit quarter

Divided by

(B) the number of youth who exit during the quarter

- **Literacy/Numeracy Gains** **48%**
Of those out-of-school youth who are basic skills deficient:

Calculation: (A) the number of youth participants who increase one or more educational functioning levels

Divided by

(B) the number of youth participants who have completed a year in the program (i.e. one year from the date of first youth program service) plus the number of youth participants who exit before completing a year in the youth program

The common measurement goals are subject to change based on directions from DWD or the EmployIndy Board.

Other Performance Goals

EmployIndy reserves the right to negotiate other performance goals based on the specific nature of the out-of-school program being proposed. Such goals may be incorporated into a pay-for-performance metrics.

V. Proposal Submission Requirements

Technical Qualifications

To be eligible for consideration, individuals or organizations submitting proposals may not have a financial or policy interest in EmployIndy and must demonstrate:

- Experienced staff or subcontractors to provide the services described in this proposal or must show the ability to acquire such staff. That includes, but is not limited to, understanding of WIA as it relates to services, performance and financial reporting.
- At least three years of experience in providing youth or similar types of services.
- Ability to contract with EmployIndy for the delivery of services to at-risk youth in a timely manner for the delivery of such services.
- Ability to deliver employment and other training opportunities and other services to at-risk youth who select to enroll in the program.
- Knowledge and understanding of PL 105-220 Workforce Investment Act of 1998 and its implementing regulations 20 CFR Parts 660-671, 20 CFR Par 652, and 29 CFR Part 37.
- 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 Investment Act programs issued by the Indiana Department of Workforce Development.
- Knowledge and understanding of OMB Circulars A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*, A-122, *Cost Principles for Non-Profit Organizations*, A-87, *Cost Principles for States, Local Governments and Indian Tribes* and A-102, *Administrative Requirements for States, Local Governments and Indian Tribes*, A-21 *Cost Principles for Educational Institutions*, and 48 CFR, Chapter 1, Part 31.

Proposal Components

To be considered for funding, all applications submitted must adhere to the following requirements:

Proposal Summary Page

A one-page summary of the proposal using the template furnished – Attachment A

Organization and Staffing

A description of the organization and staff experiences, capacity and qualifications including details on successful projects similar in nature and scope

- Maximum three-page narrative covering the organization and their staff – Attachment B
- Copy of the organization’s most recent audit
- An organizational chart for the organization which highlights the organizational structure for this initiative
- Resumes, job descriptions and/or profiles for the staff to be assigned to this initiative
- Listing of three (3) professional letters of reference using the template furnished – Attachment C

Proposal Narrative

The Proposal Narrative will consist of the responses to statements/questions. There are eight (8) statements. Each must be answered. The answers must be limited in length as specified. Each answer must be clearly numbered to reflect the statement/question being asked.

1. Please provide an overview of your proposed out-of-school youth program including enrollment, services and outcomes. Maximum 3 pages.
2. Please describe your recruitment strategy including referral partners, outreach, eligibility determination and enrollment. Maximum 1 page.
3. All youth in the program must have an individual service strategy (ISS) developed. This must be based in part on assessments including a Test for Adult Basic Education (TABE) assessment. In addition the ISS must be continuously updated based on changes to the youth. Please explain your experience with the TABE assessment and describe the process for development and updating of the ISS. Maximum 2 pages.

4. We are specifically interested in the following five areas of services. Please describe if and how your program will address these five specific service areas: Maximum 2 pages.
 - Education (basic, postsecondary and advanced training)
 - Work readiness and life skill development
 - Labor market knowledge and experience
 - Placement in employment
 - Retention in employment
5. Please describe your quality control processes that will ensure proper enrollment of youth into the program, proper servicing of them during the program and proper exiting and follow-up. Why will your process work? Maximum 1 page.
6. Describe your location(s) and how it will help to maximize the delivery of out-of-school services to youth in Marion County. Maximum 1 page.
7. EmployIndy wants all of its programs to be recognized as “best practices”. What aspects of your program are envisioned as innovative and potential best practices? Why are they envisioned as such? Maximum 1 page.
8. Please address any other important aspects of your program that provide insights as to why your proposal is deserving of funding. Maximum 1 page.

Budget and Budget Narrative

This consists of the proposed costs for providing the services requested along with a narrative describing and justifying the costs.

The budget and budget narrative will be documented on the following forms:

- The budget worksheets –Operational Costs and Leverage Resources – Attachment D

- Maximum two-page budget narrative justifications for each of the two budget worksheets – Attachment E

Proposal Format

- All bidders must provide one original and five copies of their proposal.
- The proposal must be written in Microsoft Word for Windows and submitted in hard copy along with a copy of the response on a CD or USB Drive. (Please do not “write protect” the CD).
- Proposals must be typed in 12 point font and on letter size paper (8 ½ x 11).
- Pages must be numbered at the bottom center of each page.
- The bidder’s name must be in the bottom right of each page.
- Applications may not be faxed or transmitted by email.
- Applications can be submitted by regular mail, express courier delivery, or hand delivery.

Proposal Submission and Deadlines

A letter of intent to bid must be submitted in writing or by e-mail to vdavis@employindy.org by 4:00 PM EST on January 30, 2013. The letter does not require an entity to bid, but failure to submit one by the deadline will disqualify the bidder. Letters may be hand delivered or mailed to the same address as the proposals.

Any questions regarding this request for proposal must be submitted in writing, by fax (317) 639-0103 or e-mail to vdavis@employindy.org by 4:00 PM on January 30, 2013. Questions and answers will be posted on the EmployIndy website at <https://www.employindy.org/OneFlow/Contracts.aspx>. Bidders should check the EmployIndy web site regularly for posted correspondence.

The deadline for submission of the proposal is February 20, 2013 by 4:00 PM EST. Proposals are to be submitted to following:

Veronica Davis
EmployIndy
PNC Center
115 W. Washington Street, Suite 450S
Indianapolis, IN 46204

Key Dates

Provision of WIA Out-of-School Youth Services – RFP 2013-001

RFP Issuance	January 17, 2013	
Mandatory Letter of Intent to Bid	January 30, 2013	4:00 PM EST
Question Close Date	January 30, 2013	4:00 PM EST
Proposal Due Date	February 20, 2013	4:00 PM EST
Expected Award Date	April 1, 2013	

VI. Selection Criteria

All bidders 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 rated based on the selection criteria and in rank order from the highest to lowest. Selections will normally be made in rank order. However, to ensure availability for services, EmployIndy reserves the right to select lower ranked proposals when warranted. Such selection of proposals shall be made at the sole discretion of EmployIndy.

Evaluation Factors	Maximum Points
Organization and Staffing	20
Proposal Narrative	30
Budget	25
Presentations	25
Total Points	100

Organization and Staffing scores will be based on the experience and perceived capabilities of both the organization and their staff to successfully operate the program.

Proposal Narrative scores will be based on the quality and insightfulness of the answers and information provided in this section of the proposal.

Budget scores will be based on the overall cost proposed by the bidder including an evaluation of what services are being received for the cost. If leveraged funding is proposed, the budget score can be impacted in a positive manner.

Presentations will be scored only for the “finalists” who will be asked to present their proposal to selected EmployIndy staff and evaluators. The number of proposals that are selected as finalists will be at the discretion of EmployIndy, but will be based on total scores for Organization and Staffing, Proposal Narrative and Budget.

VII. Terms and Conditions

A. Contract Period

The contract will specify a two year contract period beginning on July 1, 2013 and ending on June 30, 2015. The budgets for each year will be negotiated separately and will be dependent on performance and available funding. Furthermore, it is the intent to allow up to one, one-year extension at the discretion of EmployIndy.

EmployIndy does reserve the right to expand or reduce the size of the program based on funding, performance and other factors.

B. Funding Available

Funding availability may vary based on federal WIA allocations, the availability of non-WIA funding and other variables. The following is EmployIndy's estimated funding level for the terms of the contract(s) resulting from this RFP. The actual funding levels to the specific service provider(s) will be specified in contract(s) that are executed as a result of this RFP.

Out-of-School Program

July 1, 2013 – June 30, 2014	\$495,000
July 1, 2014 – June 30, 2015	\$470,000

Contracts may include funding for the transition of existing youth either through the follow-up period or to the new program if new provider(s) are selected.

C. Pay for Performance

EmployIndy believes in pay for performance. As such, this contract will have a pay for performance section to the contract whereby part of the available funding for the contract will be paid based on performance.

The pay for performance will pay incentive funding based on specific performance criteria specific to the program. The specifics of such pay for performance will be specified in the contract.

D. Contracting Terms

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. EmployIndy 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 Request for Proposal does not commit EmployIndy 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. EmployIndy reserves the right to reject any and all proposals if it is in the best interest of EmployIndy to do so and waive any minor informalities or irregularities in the RFP process. EmployIndy 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. EmployIndy 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. EmployIndy 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 due date will be considered non-responsive and will not be reviewed or evaluated.
10. Other issues, grievances, hearing resolutions and authority shall be addressed prior to the award of contract and relevant issues may be stated within the contract. EmployIndy 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 scope of work described, or where conflict(s) of interest may exist; such potential conflicts must be clearly disclosed in the proposal.

Summary Page

Request for Proposal #2013-001

Provision of Out-of-School Youth Services

Organization:

Address:

Phone Number:

Fax Number:

Contact Person:

Provide a Brief Description of Your Organization:

Total Cost from Budget \$ _____

Authorizing Official: _____

Signature/Date

Typed Name/Title

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Organization and Staffing Narrative **Organization Name** _____

Please provide a maximum three-page narrative that addresses the respondent's ability to provide the services outlined in this RFP including information on similar initiatives and experience with WIA and/or youth initiatives. Include those elements that make your organization and staff uniquely positioned to provide the high quality of services we are seeking.

Professional References

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Respondent Name

Reference 1

Organization Name
Organization Street Address

Organization City/State/Zip Code

Contact Name
Contact Name Title
Contact Work Telephone
Contact Alternate Telephone (optional)
Contact e-mail (optional)

Reference 2

Organization Name
Organization Street Address

Organization City/State/Zip Code

Contact Name
Contact Name Title
Contact Work Telephone
Contact Alternate Telephone (optional)
Contact e-mail (optional)

Reference 3

Organization Name
Organization Street Address

Organization City/State/Zip Code

Contact Name
Contact Name Title
Contact Work Telephone
Contact Alternate Telephone (optional)
Contact e-mail (optional)

Attachment D



**Request for Proposal #2013-001
Provision of Out-of-School Youth Services**

Budget Narrative – Worksheet 1, Operational Costs
(See instructions on corresponding Budget Excel Worksheet)



**Request for Proposal #2013-001
Provision of Out-of-School Youth Services**

Budget Narrative – Worksheet 2, Leverage Resources
(See instructions on corresponding Budget Excel Worksheet)

Cost Principles

Applicable Cost Principles	
For the cost of a:	Use the principles in:
State, local or Indian tribal government	2 C.F.R Part 225 (formerly OMB Circular A-87)
Private nonprofit organizations, as defined by OMB Circular A-122	2 C.F.R Part 230 (formerly OMB Circular A-122)
Universities	2 C.F.R Part 220 (formerly OMB Circular A-21)
Hospitals	45 C.F.R Part 74, App. E
Commercial organizations	48 C.F.R. Part 31