



***The Workforce Investment
Board for Marion County***

Indianapolis Private Industry Council, Inc.

**Request for Proposals
#2010-008**

Shadowing / Externship Coordinator

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| RFP Issue Date: | July 23, 2010 |
| Proposal Due Date: | August 20, 2010 |

IPIC, IPIC programs and contracted providers are Equal Opportunity Employers/Programs.
Auxiliary aids and services are available upon request to individuals with disabilities.

Request for Proposals – Shadowing / Externship Coordinator

The Indianapolis Private Industry Council, Inc. (IPIC), the Workforce Investment Board for Marion County, is a not-for-profit corporation responsible for the development of the Marion County workforce. IPIC convenes community leaders to address workforce development issues and strategically coordinates funding from federal, state and private sources to develop a diverse, prepared workforce that meets the needs of existing and potential employers.

I. Statement of Purpose

IPIC is soliciting proposals for the design, development, implementation and management of a shadowing program for individuals seeking training dollars through our WorkOne offices, as well as developing externship sites and/or clinical placements for healthcare students in need of such assistance. The objective of this initiative is to enhance an already detailed exploration process which individuals seeking training assistance through Marion County WorkOne are required to complete. Additionally, through conversations with several healthcare students, we have discovered a need to assist them in securing externships for various training programs in order to complete their training. For example, Patient Access, Medical Assisting, Nursing and many others require externships or clinical rotations in order to graduate. Many individuals are expected to secure these experiences on their own; therefore IPIC desires to assist in this process.

IPIC expects that 7 – 10 new shadowing, externship and clinical placement sites will be negotiated and developed within Marion County which may be utilized repetitively. However, IPIC has partnered with the eight (8) surrounding counties (Region 5) to enhance their healthcare workforce as well; therefore IPIC expects that, at minimum, three (3) such sites will be developed in this region also.

As part of a USDOL grant IPIC received to train individuals in healthcare, IPIC has up to \$300,000 available for the development of these programs through February 2013. Therefore, proposal amounts should not exceed this dollar amount. Any proposal exceeding \$300,000 will not be considered.

Additionally, because our Healthcare Program is housed at our College Park WorkOne location, IPIC expects that the Shadowing and Externship Coordinator and program will be housed at this location as well.

II. Shadowing Experience

IPIC has procured two (2) career development tools to assist individuals in searching for the healthcare field which is the best fit for them prior to investing time and resources into training. IPIC utilized FOCUS to assist individuals with general career exploration but has added additional curriculum to this workshop in order to make this process healthcare specific. Within this workshop individuals are asked to complete assessments, evaluate career opportunities and identify a training program suited for them.

Promoveo is a healthcare specific discovery tool which IPIC has also procured and should begin to utilize within the next month. Promoveo is a facilitated course which IPIC will modify to fit the needs of our clients. Through this course, individuals are exposed to a variety of interest assessments, healthcare careers, labor market information and career pathways. Individuals are required to create a detailed action plan in order to complete the course.

In an effort to customize both exploration tools, IPIC would like to tie in a shadowing component to these workshops. This would allow the individual some first-hand experience in a career prior to committing to a training program.

IPIC expects that the Coordinator will propose a robust plan for approaching and negotiating shadowing programs with healthcare organizations which will include, at minimum, the following:

- Develop shadowing programs with surrounding hospitals and healthcare organizations
- Coordinate shadowing opportunities in a variety of healthcare occupations, including but not limited to, Nursing, Surgical Technology, Pharmacy Technicians, and Medical Assisting
- Coordinate placement of individuals in shadowing sites
- Ensure all individuals placed in shadowing sites have received the appropriate HIPAA and privacy trainings as they relate to each location prior to arrival
- Establish a shadowing handbook to be retained by IPIC, which includes all policies and procedures related to the shadowing program
- Work closely with the Healthcare Program Manager to eliminate duplicate efforts with employers
- Work directly with the Promoveo and FOCUS facilitator to incorporate the shadowing experience into the curriculum

III. Externship Coordinator

As IPIC strives to impact the healthcare industry with trained, qualified candidates, we continue to have detailed conversations with the industry's employers. Based on these conversations, IPIC has learned that there are several barriers to employment for individuals within some training programs. Specifically:

1. Several training programs do not offer externships
2. Some students are required to secure their own externships
3. The number of externship sites are limited, therefore limiting the number of individuals which are accepted
4. Externships are not designed to meet the needs of industry employers

IPIC expects that the Coordinator will propose a robust plan for approaching and negotiating externship programs and sites with healthcare organizations which will include, at minimum, the following:

- Contact surrounding hospitals and healthcare organizations to understand externships which are currently being offered
- Contact healthcare providers to understand their needs as they related to individuals graduating from a variety of programs
- Facilitate regular meetings to improve current externship programs based on the needs of other healthcare providers
- Facilitate regular meetings in order to understand requirements to establish additional externship locations/sites/placements
- Work closely with individuals being served through WorkOne to assist in externship placement when individuals are required to secure such training on their own

IV. Proposal

A. Submission Requirements

Technical Qualifications

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

- Have experienced staff or subcontractors to provide the services described in this proposal or must show the ability to acquire such staff.
- Have experience in performing similar types of services in the public or private sector.
- Be able to contract with IPIC for the timely delivery of the services.
- Demonstrate that it can deliver the specific services specified in this RFP for which it bids.
- 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:

| Components | Evaluation Criteria | Maximum Pages |
|---|---|---------------|
| Proposal Summary Page (Attachment A) | Summary document | 1 |
| Organizational and Staffing | <p>Description of organizational experience, capacity, and qualifications including details on all successful projects that are similar in scope</p> <p>Profiles of the organization’s staff to provide requested services and identification of the roles of specified personnel.</p> <p>Organizational chart (as an attachment) with key personnel identified</p> <p>Most recent audit report (as an attachment)</p> | 3 |
| Proposal Narrative | <p>A proposal narrative will be required <u>for both the Shadowing Coordinator and Externship Coordinator</u> for which the applicant is bidding. The page limit designated in the right column.</p> <p>Narrative should include: Methods to insure coordination with the current service providers within the WorkOne system Innovative ideas that will be implemented in support of the overall concepts, strategies and objectives stated in this RFP.</p> | 8 |
| Budget (Attachments B) | <p>A budget will be required for this proposal. The page limit designated in the right column is the <u>number of pages</u> for the budget narrative</p> <p>A budget narrative explains and supports the detail contained in the budget worksheet. Budget Worksheets (Attachments B) (as attachments) Budget details as appropriate</p> | 2 |
| Attachments* | <p>Organizational Chart Staff Resumes or Qualifications (if personnel is not on staff –a job description) Budget Worksheets List of three (3) professional references with names, addresses, and current telephone numbers of contact persons for whom similar work has been performed.</p> <p>*Letters of Reference, resumes or staff</p> | |

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| | qualifications can be included as attachments and will not count against the page limit. | |
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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. (Please do not “write protect” the CD).

Proposals must be typed in 12 point font, double-spaced with one inch margins and on letter size paper (8 ½ x 11).

Pages must be numbered in the footer at the bottom center of each page in “Page X of Y” format.

The applicants name must also be listed in the footer at 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 Deadline

The deadline for submission is Aug 20, 2010 by 4:00pm. EST. Faxed or emailed submissions will not be accepted. Proposals are to be submitted to following:

Veronica Davis
Indianapolis Private Industry Council, Inc.
Market Square Center
151 North Delaware Street, Suite 1600
Indianapolis, IN 46204

Any questions regarding this request for proposal must be submitted in writing by fax (317) 639-0139 or e-mail to vdavis@ipic.org no later than August 6, 2010. All questions and answers will be posted on IPIC’s website at www.ipic.org.

Request for Proposal Timeline

| | |
|----------------------|-------------------|
| Issue RFP | July 23, 2010 |
| Bidder Questions Due | August 6, 2010 |
| Proposal Due Date | August 20, 2010 |
| Target Contract Date | September 1, 2010 |

Attachment A
Request for Proposal
To Establish Shadowing / Externship Programs
Proposal Summary

Organization:

Address:

Phone Number:

Fax Number:

Contact Person:

Provide a Brief Description of Organization:

| Cost by Program Year | Year 1 (prorated) | Year 2 | Year 3 |
|----------------------|-------------------|---------|---------|
| | \$_____ | \$_____ | \$_____ |

Authorizing Official: _____
Signature/Date

Typed Name/Title

Attachment B

Request for Proposal
To Establish Shadowing / Externship Programs

Budget Worksheet

Respondent Name: _____

Instructions: The budget worksheet should clearly identify the respondent's cost for operating the specified shadowing and externship programs from a period of September 1, 2010 to February 28, 2013. The first year will be prorated and will start on September 1, 2010 and will run through February 28, 2011. The second program year will start on March 1, 2011 and end on February 29, 2012. The third program year will begin March 1, 2012 and end on February 28, 2013.

Budget

| Line Item Categories | Year 1 (prorated) | Year 2 | Year 3 |
|---|--------------------------|---------------|---------------|
| Staff Salaries and Benefits | | | |
| Occupancy | | | |
| Equipment and Furniture | | | |
| Supplies | | | |
| Training and Travel | | | |
| Direct Participant Cost | | | |
| Overhead (Limited to 5% of the total budget per Program Year) | | | |
| Total Costs | | | |