



*The Workforce Investment  
Board for Marion County*

**Indianapolis Private Industry Council Inc.**

**Request for Proposals  
#2010-011**

**Train-the-Trainer Tryout “Bootcamp”**

**RFP Issue Date: September 17, 2010**

**Proposal Due Date: October 1, 2010  
3:00 PM EST**

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 – Train-the-Trainer Tryout “Bootcamp”**

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 is a 501(c)(3) nonprofit corporation and operates the one-stop system for Marion County and 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.

In June 2010, IPIC was awarded \$2.95 million by the U.S. Department of Labor (DOL) to develop career opportunities in information technology through a partnership of education and training providers, employers, and other workforce development entities. Investment in the information technology sector is an articulated economic development priority in both Indianapolis and Indiana, and IPIC is committed to enhancing workforce supply to meet local demand for skilled information technology workers. Toward that end and through this recent DOL award, IPIC and its grant partners will train individuals for employment in one of three primary career pathways: computer support specialists, security systems technicians, and health information technologists. In order to choose candidates for this job training, IPIC will employ a best practice in candidate assessment – the use of an intensive tryout “bootcamp” that offers a robust opportunity to evaluate candidates’ communication, analytical, technical, and work readiness skills.

## **I. Statement of Purpose**

IPIC seeks to build capacity in Indianapolis to deliver intensive, tryout bootcamps that are designed to choose candidates for a range of training programs offered through IPIC and its affiliates, including the training referenced directly above. IPIC has studied tryout bootcamp models that represent national best practices in the workforce development field and wishes to develop this capacity in Indianapolis, as these bootcamps have been demonstrated to improve training program and placement outcomes. As such, IPIC is seeking a vendor who can provide technical assistance to an Indianapolis-based team for the purpose of training this local team in the skillful delivery of robust, outcome-focused tryout bootcamps. This technical assistance must be designed to result in the independence of the local team to deliver these bootcamps ongoing.

## **II. Bootcamp Requirements**

### **A. Bootcamp Guidelines**

IPIC has identified guidelines for effective tryout bootcamps of this sort and requests that, at minimum, the following requirements are met by the vendor:

1. Train on a bootcamp structure that can accommodate up to 60 candidates and will result in the selection of approximately 20 program participants per bootcamp.
2. Include training on what should be included in an evaluator orientation prior to the bootcamp.

3. The bootcamp should encompass at least the mornings of two days and should be no longer than two days.
4. All candidates are expected to be present for the entire bootcamp, so the program should be developed to meet this requirement.
5. IPIC expects that the bootcamp will include individual and team-based challenges that are useful in identifying the communication, analytical, technical, and work readiness skills of candidates and some challenges that have functional relevance to employment in the identified occupations and industries. These evaluative elements should include, at least the following:

| ELEMENT                  | SPECIFICS  |
|--------------------------|--|
| Individual Challenges    | Math test relevant to industry.<br>Essay question to reveal candidates' self-awareness & understanding of the information technology field.<br>Computer skills test. |
| Team Challenges          | 9 team challenges.<br>At least 3 challenges are industry-specific (i.e., have functional relevance to the identified careers).                                       |
| Group Interviews         | Interview each team as a group.  |
| Introduction to Industry | Provided by employer or training program representative.<br>Includes at least one team challenge.  |
| Physical Fitness         | At least 20 minutes of exercise each day. Make ADA accommodations, as necessary and as required by law.  |
| Motivational Element     | Design the bootcamp to not only test but also encourage.   |

6. Bootcamps should be structured so that evaluators have exposure to as many possible candidates in as many environments (i.e., evaluative elements above) as possible.
7. Provide training on all written materials necessary for conduct of and evaluation of bootcamp.

### **III. Program Period and Funding**

#### **A. Proposal Period**

The intent of this RFP is to contract with a vendor that will provide technical assistance for these tryout bootcamps for Marion County and the surrounding counties located within Region 5. The intent is to have a contract period that begins no later than October 15, 2010.

#### **B. Funding Available**

Funding available for this proposal is \$80,000 to be utilized over the life of the contract. The budget narrative should include a reasonable number of bootcamps

designed to ensure full delivery of the local team by at least the end of this contract period, if not sooner.

#### IV. Proposal Requirements

Responses to this RFP must include:

- Respondent’s organizational history and capacity;
- Respondent’s history of providing tryout bootcamps – length of time during which respondent has delivered bootcamps, number of bootcamps delivered, and average number of candidates per bootcamp;
- Description of respondent’s experience, if any, providing technical assistance to other organizations in order to build their capacity to deliver tryout bootcamps;
- Description of bootcamp model provided and/or taught;
- Quantitative and qualitative outcomes associated with use of this bootcamp model;
- Detailed description of the technical assistance to be provided and expectations of IPIC and the Indianapolis-based team during the technical assistance process;
- Timeline for delivery of this technical assistance, assuming a first bootcamp needs to be delivered no later than mid November 2010;
- Fees and costs associated with the technical assistance.

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

| COMPONENTS                           | EVALUATION CRITERIA   | PAGES (MAX) |
|--------------------------------------|---|-------------|
| Proposal Summary Page (Attachment A) | ♦ Summary document (Attachment A)   | 1           |
| Organizational and Staffing          | <ul style="list-style-type: none"> <li>♦ Description of organizational experience, capacity, and qualifications including details on all successful projects that are similar in scope</li> <li>♦ Profiles of the organization’s staff to provide requested services and identification of the roles of specified personnel.</li> <li>♦ Organizational chart (as an attachment) with key personnel identified</li> <li>♦ Most recent audit report (as an attachment)</li> </ul> | 2           |
| Proposal Narrative                   | <p>A proposal narrative will be required and must address all requirements detailed above. Additionally, the narrative shall include:</p> <ul style="list-style-type: none"> <li>♦ Methods to insure coordination with IPIC and the Region 5 Workforce Investment Board which has oversight of the surrounding counties</li> <li>♦ Innovative ideas that will be implemented in support of the overall concepts, strategies and objectives stated in this RFP.</li> </ul>       | 5           |
| Budget                               | A budget will be required for this proposal. It   |             |

|                |   |    |
|----------------|---|----|
| (Attachment B) | <p>must:</p> <ul style="list-style-type: none"> <li>◆ Explain and supports the detail contained in the budget worksheet.</li> <li>◆ Budget Worksheet (Attachment B) (as an attachment)</li> <li>◆ Budget details as appropriate</li> </ul>  | 2  |
| Attachments*   | <ul style="list-style-type: none"> <li>◆ Organizational Chart</li> <li>◆ Organization Audit Report</li> <li>◆ Staff Resumes or Qualifications (if personnel is not on staff – job description)</li> <li>◆ Budget Worksheets</li> <li>◆ List of three (3) professional references with names, addresses, and current telephone numbers of contact persons for whom similar work has been performed.</li> </ul> <p>*Letters of Reference, resumes or staff qualifications can be included as attachments and will not count against the page limit.</p> |    |
|                | Total Pages (without attachments)   | 10 |

### A. Proposal Format

- 1) All bidders must provide one original and five copies of their proposal.
- 2) 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).
- 3) Proposals must be typed in 12 point font, double-spaced with one inch margins and on letter size paper (8 ½ x 11).
- 4) 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.
- 5) Applications may not be faxed or transmitted by email.
- 6) Applications can be submitted by regular mail, express courier delivery, or hand delivery.

### B. Proposal Deadline

The deadline for submission is October 1, 2010 by 3:00 p.m. 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) 639-0103 or e-mail to [vdavis@ipic.org](mailto:vdavis@ipic.org) by 5:00 p.m. on September 23, 2010. Questions and answers will be posted on the IPIC web site at [www.ipic.org](http://www.ipic.org). Potential bidders should check the IPIC web site regularly for posted correspondence.

### C. Proposal Timeline

Key dates and information with regard to responses to this RFP are as directly below:

| COMPONENT          | DATE  | DETAILS   |
|--------------------|---|---|
| RFP Released       | Friday, September 17, 2010                          | <a href="http://www.ipic.org">www.ipic.org</a>  |
| Questions Received | Until 5:00 p.m. EST on Thursday, September 23, 2010 | Directed by e-mail to Veronica Davis at <a href="mailto:vdavis@ipic.org">vdavis@ipic.org</a>  |
| RFP Responses Due  | By 3:00 p.m. EST on Friday, October 1, 2010         | Delivered to Veronica Davis at Indianapolis Private Industry Council<br>151 N. Delaware St.<br>Suite 1600<br>Indianapolis, IN 46204 |

**Attachment A**

**Indianapolis Private Industry Council Inc.**

**Proposal Summary**

**Request for Proposal #2010-011  
Train-the-Trainer Tryout "Bootcamp"**

Respondent Name:

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**

**Indianapolis Private Industry Council Inc.**

**Budget Worksheet**

**Request for Proposal #2010-011  
Train-the-Trainer Tryout “Bootcamp”**

Respondent Name: \_\_\_\_\_

Instructions: The budget worksheet should clearly identify the respondent’s cost for training of tryout bootcamps from a period of October 15, 2010 to June 30, 2013. The first year will be prorated and will start on October 15, 2010 and will run through June 30, 2011. The second program year will start on July 1, 2011 and end on June 30, 2012. The third program year will be prorated and will begin July 1, 2012 and end on December 31, 2012.

**Budget**

| <b>Line Item Categories</b>                                   | <b>Year 1<br/>(prorated)</b> | <b>Year 2</b> | <b>Year 3</b> |
|---|------------------------------|---------------|---------------|
| 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   |                              |               |               |