



*The Workforce Investment
Board for Marion County*

Indianapolis Private Industry Council Inc.

**Request for Proposals
#2010-005**

Workforce Job Training Projects

RFP Issue Date: April 23, 2010

**Proposal Due Date: May 25, 2010
4:00 PM EDT**

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

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Request for Proposals –Workforce Job Training Projects

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

The Indianapolis Private Industry Council is soliciting proposals from qualified organizations to operate occupational skills education and training projects for people living in Marion County Indiana. We are looking for organizations that can:

- Provide occupational skills education and training that meets the needs of employers in our region’s key industries by preparing people for well-paying, high-skill, high-growth jobs
- Operate classroom-sized education and training projects or tuition-based programs, and place successful graduates in good jobs
- Provide services such as intensive mentoring, counseling and coaching, in conjunction with training, to help engage and promote success for participants

II. Overview

IPIC may award contracts to selected bidders who prepare individuals for jobs in Marion County, Indiana. We expect to be able to award up to \$500,000 to underwrite these projects.

In general, the people eligible for training will be dislocated workers including displaced homemakers who must now find employment, and incumbent workers or other adults. For incumbent workers or other adults to be eligible they must be in need of skill improvement and have a family income in relation to family size that fall below 250% of the Economically Disadvantaged Criteria Guidelines applicable for Marion County.

In support of the IPIC’s mission and vision, we will employ a strategy that helps people find and keep good jobs, and also targets resources to Marion County’s key industries – those that are providing significant numbers of jobs, will persist in the current economic situation, and are in a good position to add jobs when the economy strengthens. However, we also want to provide opportunities to train workers in emerging sectors of the economy, including new or existing green activities which will provide lasting, well-paying employment opportunities for residents.

- We will continue to focus on preparing people to work in —good jobs that were labor-short prior to the recession, our growth sectors, such as: Life Sciences, Information Technology, Advanced Manufacturing, Logistics, Motor Sports, Energy and Green Construction &/or Weatherization. We will entertain project proposals from employers, employer associations, community colleges, universities, licensed career schools, community-based organizations, and consortia of organizations.
- We can contract for classroom-sized training projects or tuition-based programs. Projects can include classes held at non-traditional times (e.g., weekends and evenings), and training provided in non-traditional ways (e.g., distance or blended learning).

- We can pay for curriculum development (if it is proposed as part of a project that will then deliver training), such as:
 - Converting existing occupational skills education and training programs to an eLearning or Blended Learning platform
 - Condensing existing programs to shorten the length of time it takes to successfully deliver the training
 - Creating new occupational skills training programs
- We will pay for education and training that is high-quality, relevant and leads to industry-recognized credentials.
- We will pay for project staff that will work with IPIC's WorkOne office staff to coordinate services for students, track their progress through the project, and place students in jobs.
- Proposals submitted by educational institutions (non-industry organizations) must include a partnership with an employer(s). The proposer must come to the table with employers, not just letters of support, so that we provide customers with the best opportunities – good jobs for individuals and good workers for employers. We expect employers to be involved in the development of projects, increasing the likelihood they will hire people who successfully complete the proposed training.
- Proposals can include an adult basic education component, as part of an occupational skills training project, including preparation for a GED and work-based language skills, as long as the project includes earning an occupational credential.
- Proposals can include a component that provides intensive mentoring, counseling, coaching and other support services to help engage and promote success for people with little work experience and few job skills.

III. Objectives for Projects

We are looking for projects that prepare people to work in good jobs that are labor-short and that support the needs of employers in large industries critical to Marion County.

Organizations can propose a project that prepares people to work in high demand occupations. Those occupations must be clearly identified.

- Projects submitted by educational institutions (non-industry organizations) must include a partnership with an employer(s). The proposer must come to the table with employers, not just letters of support, so that we provide customers with the best opportunities for good jobs for individuals and good workers for employers. We expect employers to be involved in the development of projects, increasing the likelihood they will hire people who successfully complete the proposed training.
- Proposals offering a project that prepares people to work in demand occupations and in a high growth industry will receive additional consideration in the review and evaluation process.
- Projects that include matching funds provided by employers for tools, equipment, stipends, safety cards, testing, or other costs will receive additional consideration in the review and evaluation process.
- Proposals offering an education and training project that prepares people to work in green jobs will receive additional consideration in the review and evaluation process.

Organizations can propose a project that supports a high growth industry.

- Proposals must be for jobs in a high-growth industry in Marion County, but need not be for high-growth occupations. This approach lends itself for education and training projects that prepare people for entry-level jobs.
- Projects submitted by educational institutions (non-industry organizations) must include a partnership with an employer(s). The proposer must come to the table with employers, not just letters of support, so that we provide customers with the best opportunities for good jobs for individuals and good workers for employers. We expect employers to be involved in the development of projects, increasing the likelihood they will hire people who successfully complete the proposed training.
- Projects that include matching funds provided by employers for tools, equipment, stipends, safety cards, testing, or other costs will receive additional consideration in the review and evaluation process.
- Proposals offering an education and training project that prepares people to work in green jobs will receive additional consideration in the review and evaluation process.

IV. Proposal Requirements

A. Submission & Format

Technical Qualifications

To be eligible for consideration, individuals or organizations submitting proposals may not have a financial or policy interest in the Indianapolis Private Industry Council, Inc. and must demonstrate:

1. Having experienced staff or subcontractors to provide the services described in this proposal or must show the ability to acquire such staff.
2. Ability to contract with the Indianapolis Private Industry Council, Inc. for the timely delivery of the services.
3. Capability to deliver the workforce development services as specified in the RFP.
4. Knowledge and understanding of the Office of Management and Budget (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)	<ul style="list-style-type: none"> ◆ Summary document 	1
Organization and Staffing	<ul style="list-style-type: none"> ◆ Description of organization capacity and qualification to accomplish the tasks and objectives set forth in this RFP ◆ Description of experience, capability and understanding of accounting requirements for contracts involving federal and State of Indiana funding ◆ If your proposal includes a consortium, tell us who all the member organizations are and what role each will play. Who is the lead contractor? ◆ A strategy for providing trained and effective case managers for this initiative including knowledge with the case management system (TrackOne) and knowledge concerning Workforce Investment Act/America's Recovery and Reinvestment Act and associated eligibility requirements ◆ Profiles of the organization's staff to provide the requested services and identification of the roles of specified personnel ◆ Organizational chart (as an attachment) for the project with key personnel identified ◆ Most recent audit report (as an attachment) 	2
Proposal Narrative	<ul style="list-style-type: none"> ◆ Tell us about your employer partners. How you have worked together on other projects? How will they be involved in this project? How are they involved in designing and/or developing the proposed training? Describe any matching contributions, such as stipends, tools, equipment, or other contributions, that employers are committing to the project. What commitments are they making for successful graduates? Please note that proposals without significant employer involvement will be deemed non-responsive and will not be considered for funding. ◆ Tell us when and how you plan to recruit individuals for your education and training project. Tell us who (the characteristics of successful participants) you would like to enroll 	10

	<p>in your project? How would you recruit participants? How will you work with WorkOne offices to make sure people are eligible for financial assistance before they start training?</p> <ul style="list-style-type: none"> ◆ Participants must be Workforce Investment Act eligible as dislocated, incumbent or adult workers and case management must occur and be documented in the statewide case management system. Describe the process you envision for identifying, enrolling and case managing the participants. ◆ Tell us about your project. Describe the education and training that you plan to offer. <ul style="list-style-type: none"> a. In what occupation(s) will it prepare people to work? b. What is the median wage they will earn if employed on the project? c. What are the prerequisites for participants entering training? How will you assess potential participants to ensure that they are able to succeed in the training and able to become employed on this project or an occupation for which they will be trained? d. How long is the training? e. When will training begin? How does the training timetable relate to the overall project timeline? f. How many people will be in each class and how many classes are you proposing to provide? Please provide the minimum number of people required for a class, the anticipated number of students, and the maximum number of students who can be accommodated in each class. g. How and where will training be delivered? h. Who are the instructors? What are their qualifications? i. What (if any) related services do you propose to provide through this project? Describe how these services contribute to the success of project participants. j. What credential(s) or certifications will successful graduates earn through your project? k. How does the proposed training prepare a person to enter or advance on a career ladder? What if any, career paths does the proposed training open for successful graduates? l. What outcome measures will you use to 	
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	<p>measure the success of the project? Please provide both a description of measures used and targets to be achieved. At a minimum, state the planned number of students who will complete training; the planned percentage of students who will complete training; and the planned percentage that will be employed on the project.</p> <p>m. Provide a timeline for development and delivery of the training.</p> <ul style="list-style-type: none"> ◆ Tell us how your project supports green jobs or green activities, if appropriate. ◆ A proposal that commits the organization to meet the project objectives outlined in section III of this RFP ◆ A strategy that shows the effective use of staff in meeting the objectives set forth ◆ Information documenting employer partnering ◆ A description of the match or leverage funds or in-kind services that will be dedicated to the program. ◆ Other features that are pertinent to the quality and effectiveness of the proposed program should also be provided. 	
Budget (Attachments B)	<ul style="list-style-type: none"> ◆ A budget narrative that explains and supports the detail contained in the budget worksheet ◆ Budget Worksheet (Attachment B) (as attachment) ◆ Budget details as appropriate 	2
Attachments*	<ul style="list-style-type: none"> ◆ Project Organizational Chart ◆ Organization audit report including audit reports for all partners – the most recent reports should be provided ◆ Staff resumes or qualifications (if personnel is not on staff, job or position descriptions) ◆ Budget worksheets <p>*Attachments identified will not count against the page limit</p>	
	TOTAL PAGES (without attachments)	15

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. Font size for the required footer may be 10 point.

- Proposals may not be faxed or transmitted by email.
- Proposals can be submitted by regular mail, express courier delivery, or hand delivery.

B. Proposal Due Dates/Timeline

Proposal Deadline

The deadline for submission is May 25, 2010 by 4:00 P.M., EDT. Faxed or emailed submissions will not be accepted. Proposals are to be submitted to the following:

Veronica Davis, Contract Services Specialist
 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 letter, fax (317) 684-2542 or e-mail to vdavis@ipic.org by 4:00 PM EDT on May 6, 2010.

Questions and responses will be posted on the IPIC web site at www.ipic.org. Potential bidders should attend the optional bidder’s conference and should check the IPIC web site regularly for posted correspondence.

Request for Proposal Timeline

Issue RFP		April 23, 2010
Bidders Conference		May 4, 2010
Submission of Questions	4:00 PM EDT	May 6, 2010
Proposal Due Date	4:00 PM EDT	May 25, 2010
Bidder Presentation	Week ending	June 5, 2010
Target Contract Date		July 1, 2010

V. Evaluation Requirements

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 for contract negotiations will normally be made in rank order. However, to ensure availability of services, IPIC reserves the right to select lower ranked proposals when warranted. Such selection of proposals shall be made at the sole discretion of IPIC.

A. Evaluation Factors

Each proposal will be worth a maximum of 125 points. The available points by evaluation factor are shown in the following chart:

Evaluation Factors	Maximum Points
Organization and staffing	30
Proposal narrative/proposal content	35
Budget	35
Presentation (optional)	25
Total Points	100 - 125

The Presentation is an oral presentation to IPIC on the bidder's proposal. This optional evaluation category will be used at the discretion of IPIC. It may be requested of some bidders as a second level of evaluation for "finalists" or simply for promising proposals for which IPIC needs clarification.

B. Organization and Staffing

This portion of the proposal is to provide information about the responding organization and its staff. The objective is to measure the stability of the organization and the experience and quality of the staff that will be utilized in this engagement. In short, that the respondent has the ability, resources, and expertise to be successful.

The respondent is to present a narrative that addresses their ability to provide the services as outlined in this RFP. The organization and staffing aspects that make the respondent highly qualified for consideration should be addressed in this section. In addition, experience with similar, successful projects should be provided.

C. Proposal Narrative

The proposal narrative must clearly describe the project, depicting the full scope of the project and the specific workforce development features that are being addressed with this initiative. A timeline showing the start, end, and major milestones should be provided. The narrative must identify the number of job seekers that will be engaged, how many will be trained, what the training will be, what methodologies will be used to provide the training, and what industry recognized credentials will be available from the training. In addition, proposals must provide clearly outlined performance metrics by occupational category, as follows:

- How many participants will be selected to participate in the program?
- How many will be trained?
- How many will successfully complete the training?
- How many will obtain a credential?
- How many will obtain full time, unsubsidized, employment in the occupation for which they received training?

The narrative must show:

- That the employment is in demand
- What the median wage is in central Indiana or Marion County

- What growth industries employ individuals in those occupations
- What the forecast is for long-term employment in the industry/occupation

The narrative must show the employer partnering, if the bidder is not a potential employer for the trained participants.

D. Budget

Responding providers should describe their needs in terms of the budget categories provided. 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.

Budget Narrative

Each proposal must include a budget narrative and budget worksheet. The narrative must support the expenditures outlined in the budget worksheet.

Budget Worksheet

Each proposal must include a budget using Attachment B. The primary categories for the budget include:

- Personnel– This category includes the staffing costs including salary and benefits. The position types, levels and numbers of positions should be specified in the narrative.
- Occupancy – This category includes rent, utilities, etc. Occupancy costs must be justified.
- Furniture and Equipment – This category includes all furniture and equipment costs necessary to operate the project. Furniture and equipment costs must be justified.
- Staff Development – This category includes all travel and training costs.
- Direct Participant – This includes funding spent to provide direct services to participants. Examples include, but are not limited to training, supplies and supportive services.
- Non Direct – This includes supplies and consumables not included elsewhere.
- Overhead – Overhead costs include the basic overhead costs for operating the program. The cap is ten percent of the total program budget.
- Total – This is the total proposed cost for the proposed project.

VI. 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 and women owned businesses are encouraged to respond and shall not be discriminated against during proposal review.
3. IPIC 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 IPIC to award a contract, to pay costs associated with proposal development or to procure or contract for goods and/or services. Payment for services will be negotiated.
6. IPIC reserves the right to reject any and all proposals if it is in the best interest of IPIC to do so and waive any minor informalities or irregularities in the RFP process. IPIC 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. IPIC 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. IPIC 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 and time 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. IPIC reserves the right to negotiate proposed outcomes, budget, and other matters prior to execution of the contract.

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.

Attachment A

Indianapolis Private Industry Council Inc.

Summary Page

**Request for Proposal #2010-005
Workforce Job Training Projects**

Organization Name:

Address:

Contact Person:

Phone Number:

Fax Number:

Contact Email:

Provide a Brief Description of Organization:

Cost \$ _____

Authorizing Official: _____
Signature/Date

Typed Name/Title

Attachment B

Indianapolis Private Industry Council Inc.

**Request for Proposal #2010-005
Workforce Job Training Projects**

Budget Worksheet

Respondent Name: _____

Line Item Categories	Cost
Personnel	
Occupancy	
Furniture and Equipment	
Staff Development	
Direct Participant	
Non Direct	
Overhead (limited to 10% of total budget for each program year)	
Total	