

**REGION 10 WORKFORCEBOARD, INC.**

**REQUEST FOR QUOTE:  
FRONT-LINE CAREER COACH  
TRAINING/PROFESSIONAL DEVELOPMENT**

Date of Release: May 1, 2020  
**Proposals Due: May 20, 2020, COB-by 5 p.m. EST**

ALL RFQ Questions  
Due on or before: 12:00 Noon May 13, 2020

**Questions must be emailed:  
Attention: Tony Waterson  
Region 10 Workforce Board, Inc.  
twatson@workoneregion10.com**

## Introduction and Request for Quote (RFQ) Overview:

The Region 10 Workforce Board, Inc. (Board) is a non-profit, business and industry-led organization representing Clark, Crawford, Floyd, Harrison, Scott and Washington Counties, Indiana. Region 10 is an economic engine in both the Louisville MSA and Indiana overall, with significant growth in job and career opportunities across numerous business/industry sectors; thus, the critical need for continuous talent development and the key roles of Career Coaching.

The Board's Vision is *A workforce that empowers regional business to be competitive in the global economy*. To advance our vision forward the Board has adopted a mission *to lead a robust talent development system and cultivate a skilled workforce that advances our community, economy, and quality of life*. In order to be successful the Board has identified four priorities to focus their efforts:

1. Talent Development
2. Economic Development
3. Next-Gen Talent
4. Customer Centric System

Instituted under federal legislation, i.e. the Workforce Innovation and Opportunity Act (WIOA) of 2014 and state policy, the Board is dedicated to making regular contribution toward the building of an educated, skilled regional workforce.

The Board performs its scope of work through:

- a. Direct operations: The American Job Center (AJC) is branded the WORKONE or the career one-stop center
- b. The area's One-Stop Operator in conjunction with Board staff coordinate One-Stop Partner in the delivery of a customer centric system
  - i. The Core Partners include:
    - a. Ivy Tech/Sellersburg, IN campus
    - b. Adult Education (River Valley Resources)
    - c. Office of Vocational Rehabilitation;
    - d. New Albany Housing Authority;
    - e. Proteus (Migrant and Seasonal Farmworkers Program)
    - f. National ABE (Senior Employment Services);
    - g. Maximus (TANF/SNAP-related employment services);
    - h. WorkOne (representing WIOA services and state Workforce Development (IN DWD) personnel).Core partners operate through a Region 10 One-Stop Partner System Memorandum of Understanding (MOU), which meets federal and state policy. The MOU is available upon request.
  - ii. Affiliate Partners include, for example: Hispanic Connection; Excel Center/Goodwill (Clarksville, IN); Community Action of Southern Indiana (CASI).
  - iii. All partners have front-line Career Coaches, aka Case Managers, Career Advisors, Case Coordinators; Guidance Counselors, etc.

- c. Coordination, collaboration and a range of partnerships with economic development, education, other workforce development and local government entities.

The Board is responsible for oversight and continuous improvement of the WorkOne Career Service Centers and the One-Stop Partner system noted above, i.e. One Stop Career Centers, in the region. These centers constitute the regional publicly-funded employment, training, career development, and business services system in Region 10. There are six (6) centers:

- A comprehensive center (20+ staff and management), located at 2125 State Street, Suite 16; New Albany, Indiana 47150, with full-time hours
- Affiliate Centers (5) in Clark, Crawford, Harrison, Scott, and Washington Counties, open two days per week, with 1 staff person at each site.

**Scope of Work:**

This RFQ is to identify and procure a vendor for the purposes of providing a professional development training for staff who work in career coaching-related positions. Participants include, but are not limited to entities listed above.

The primary focus for this training is:

- Career Coaching in a team-based model – coordination and delivery of services among partners
- Utilizing technology to provide career services
- Developing persuasive techniques to engage and motivate customers
- Evidence based coaching – utilizing Labor Market Information and other data sources to provide direction and services.

The training’s aim is to foster new or re-affirm and fine-tune existing skills toward optimizing customer engagement the functionality and value of the coach-customer relationship. The training should provide career coaches and frontline staff the skills needed work together, provide services in a post covid-19 environment, and utilize data to that implements the boards four strategic priorities.

**The Board’s Specifications for Professional Development services, based on the Overview above:**

- a. Trainings will be conducted via Zoom or another video conferencing platform with at least one instructor that includes the ability for participant interaction.
- b. Training content is based on a particular model, per vendor’s choice. Preference is for a model that is: Proven, based on professional review, evidence-based research or other supportive information, regarding its application and usage; its strengths, relevance and rigor
- c. The session is both informing and knowledge-based, while being engaging and providing an interactive element
- d. Case study and role-playing are encouraged as part of the training format

- e. "Takeaways", such as handouts, tip sheets, etc. are provided in an electronic format.
- f. Trainings are scheduled to begin by the first week of June and completed by June 30, 2020.
- g. Length of individual sessions should not exceed two hours.
- h. Up to fifty (50) participants are expected but vendor may break up groups as appropriate.
- i. Preference for Continuing Education Credits (CEUs), if possible.

**RFQ response to the basic specifications listed above, please provide:**

- a. Cover Sheet containing your contact information, referencing this RFQ, date of Quote submission, and vendor signature
- b. Briefly describe your Professional Development Trainer Experience/Expertise, Capabilities and Qualifications. Relevant professional bio and indicate who will conduct the training sessions. (not to exceed 2 pages)
- c. Overview/general description of the coaching model your training model is based upon. Summary of curriculum, learning objectives, methodology, and expected outcomes. Include how the training supports the Board's priorities. (not to exceed 2 pages)
- d. Provide a draft schedule and outline of the trainings (not to exceed 1 page)
- e. Assurance statement regarding providing takeaways, handouts, etc. to participants, per Section II.
- f. Note if Continuing Education Credits are available, from what entity, and any related information.
- g. Indicate if there are next step or related training sessions available, consequent to the completion of this training.
- h. Provide a price quote for the training as specified, not to exceed \$6,000. Payment terms for this scope of work will be reimbursement upon satisfactory completion of scope of work under contract.

**Attachment B**

**Non-Collusion  
Affidavit**

State of \_\_\_\_\_

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 10 Workforce Board, Inc. 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 or Type Name

Subscribed and sworn to me this day \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of

Commission Expiration Date

## Attachment C

### Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Workforce Investment Board, and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal. A resolution, motion or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.

In addition, the authorized representative assures, certifies and understands that:

Workforce Innovation and Opportunity Act (WIOA) recipients are obligated to maintain the following assurance for the period during which WIOA Title I financial assistance is extended. Each request for proposal, proposal and application for financial assistance under WIOA Title I shall contain the following assurances.

"As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I- financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs."

The recipient also assures that it will comply with WIOA implementing regulations (due in January 2015) and all other regulations implementing the laws listed above. This assurance applies to the recipients operation of the WIOA Title I-financially assisted program or activity, and to all agreements the recipient makes to carry out the WIOA Title I-financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

<p><b>Debarment, Suspension, and Other Responsibility Matters:</b> This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and</p>
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**The undersigned applicant certifies that neither it nor its principals:**

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

**Nondiscrimination:** The undersigned applicant certifies that it shall

**Conflict of Interest:** The undersigned applicant certifies that:

- (1) No manager, employee or paid consultant of the Proposer is a member of the Board of Directors, or an employee of the Board;
- (2) No manager or paid consultant of the Proposer is married to a member of the Board of Directors, or an employee of the Board;
- (3) No member of the Board of Directors, or an employee of the Board owns or has any control in the Proposer's organization;
- (4) No spouse of a member of the Board of Directors, or employee of the Board receives compensation from Proposer for lobbying activities;
- (5) Proposer has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
- (6) Should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with the Board and shall immediately refund the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

**Lobbying:** This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture

The undersigned applicant certifies that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.
- (2) In connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (3) If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any officer or employee of Congress, an employee of a Member of Congress, or locally elected officials in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (4) The undersigned shall require that the language of this certification be included in the award for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and provide disclosure accordingly.

**Drug-Free Workplace:** This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7

The undersigned applicant certifies that it shall provide a drug-free workplace by:

- (a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (c) Providing each employee with a copy of the Contractor's policy statement;



- (d) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (e) Notifying the Commission within ten (10) days of Contractor's receipt of a notice of a conviction of an employee; and,
- (f) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

These certifications are material representations of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

**WIOA Sec. 184 (f): Discrimination Against Participants:** -- If the Secretary determines that any recipient under WIOA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIOA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIOA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

**WIOA Sec. 188 (a):**

- (1) Federal financial assistance.** -- For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- (2) Prohibition of discrimination regarding participation, benefits, and employment.** -- No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.
- (3) Prohibition on assistance for facilities for sectarian instruction or religious worship.** -- Participants shall not be employed under WIOA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian

instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).

**(4) Prohibition on discrimination on basis of participant status.** -- No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIOA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

**(5) Prohibition on discrimination against certain non-citizens.** -- Participation in programs and activities or receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

**Section 188 (3) WIOA Title I funds may not be spent on the employment or training of participants in sectarian activities.**

**Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).**

With regard to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the provider agrees to comply with the implementing regulations that require that each program of training services, when funded in all or in part with federal funds, shall be accessible to qualified individuals with disabilities. The provider further agrees to meet all applicable requirements regarding facility access.

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIOA Title I - financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIOA Title I-financially assisted program or activity. The applicant understands that the United States, Indiana Department of Workforce Development, and the Board have the right to seek judicial enforcement of this assurance. NOTE: WIOA non-discrimination regulations will be published in January 2015. WIOA Section 188 and WIA Section 188 are identical.

**Documentation of Financial Stability:** The undersigned applicant certifies that it shall comply with the Indiana Department of Workforce Development with regard to providing documentation of financial stability. As part of their local application requirements, the Board is to specify its local protocol for documentation and submission requirements.

**Reporting Requirements:** The undersigned applicant certifies that it shall comply with the provisions of Sec. 122 of the Workforce Innovation Act of 2014 and the reporting and procedural requirements issued by the Board or the Indiana Department of Workforce Development.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

