



STATE OF INDIANA

Request for Information

0119

On Behalf of the:
Indiana Governor's Workforce Cabinet

Solicitation For:
**Facilitation, Communications, and Strategy Development
For WIOA State Combined Plan**

Response Due Date:

March 15, 2019 at Noon EST

Rebecca McCuaig, General Counsel
Governor's Workforce Cabinet
302 W. Washington St., Rm E012
Indianapolis, Indiana 46204

REQUEST FOR INFORMATION

INTRODUCTION

This Request for Information (RFI) is issued by the Governor's Workforce Cabinet (Cabinet) regarding the transition of the State WIOA plan from a Unified plan to a newly developed Combined plan by adding partner programs. This RFI requests responses from potential contractors/consultants interested in developing a facilitation, communications, and strategy for efficient implementation of the State Combined plan the Cabinet will be undertaking.

It is the intent of the Cabinet to solicit responses to this Request for Information in accordance with the specifications contained in this document and associated attachments. Neither this RFI nor any response (proposal) submitted hereto is to be construed as a legal offer.

BACKGROUND AND OBJECTIVE OF THE RFI

Under the Workforce Innovation and Opportunity Act (WIOA), the Governor of each State must submit a Unified or Combined State Plan to the Secretary of the U.S. Department of Labor that outlines a four-year strategy for the State's workforce development system. The publicly-funded workforce development system is a national network of Federal, State, regional, and local agencies and organizations that provide a range of employment, education, training, and related services and supports to help all job-seekers secure good jobs while providing businesses with the skilled workers they need to compete in the global economy. WIOA reforms planning requirements, previously governed by the Workforce Investment Act of 1998 (WIA), to foster better alignment of Federal investments in job training, to integrate service delivery across programs and improve efficiency in service delivery, and to ensure that the workforce system is job-driven and matches employers with skilled individuals. One of WIOA's principal areas of reform is to require States to plan across core programs and include this planning process in the Unified or Combined State Plans. This reform promotes a shared understanding of the workforce needs within each State and fosters development of more comprehensive and integrated approaches, such as career pathways and sector strategies, for addressing the needs of workers and businesses. Successful implementation of many of these approaches called for within WIOA requires robust relationships across programs. WIOA requires States and local areas to enhance coordination and partnerships with local entities and supportive service agencies for strengthened service delivery, including through Unified or Combined State Plans. WIOA encourages new opportunities for collaboration across the federal and state agencies, indicates a shared commitment to improve training and employment opportunities for individuals, strengthens partnerships, emphasizes accountability in program outcomes, and promotes connections to employers, businesses, and regional and community needs.

PURPOSE OF THE REQUEST FOR INFORMATION

The purpose of this RFI is to gain information on an innovative, interactive, targeted approach to facilitation, communications, and strategy for efficient implementation of the State Combined Plan. The process should acquaint participants with the background leading to reauthorization of WIOA and create a general understanding of the structure of the entire Act to lay a firm foundation for understanding partnership roles. It will also provide information on what the Act says about how a WIOA Combined plan can create a more efficient system from the customer (individual and employer) perspective, and will help participants to know what to expect in the coming year.

The Cabinet is requesting respondents who will conduct a minimum of three and a maximum of 10 facilitation sessions with a variety of different stakeholders including State, regional, and local agencies and organizations that provide a range of employment, education, training, and related services and develop a communication plan, as well as strategic process for the Combined Plan. The sessions may begin as early as March 2019 and conclude December 2019. This information may be used to formalize a scope of work, and a potential RFP, for the planning process for stakeholder sessions for the WIOA combined plan.

The information gained from this RFI may be used in the development of a competitive solicitation process, leading to the selection of a contractor/consultant that is best suited to provide the solution(s) that meets the Cabinet's requirements. Respondents should provide full details surrounding their qualifications, including similar work with WIOA and statewide strategic alignment, in order for the Cabinet to gain a clear understanding of the complete process being proposed.

RESPONSE FORMAT AND ATTACHMENTS

Respondents should submit responses to the RFI describing how they will meet the specific requirements of this RFI. All narrative responses must be provided to the State in Microsoft Word format. Respondents must structure their response according to the sections outlined below to facilitate the State's review of the responses.

- *THE PROCESS*: description of the process to satisfy the requirements established in the RFI;
- *APPROACH AND DELIVERABLES*: Describe how your organizational capabilities, experience, resources, and approach can be leveraged to ensure a successful outcome;
- *PROJECT TIMELINE*: Summarize your proposed project schedule and timeline for implementing the process and conducting sessions consistent with goals as described in this RFI;
- *BACKGROUND AND EXPERIENCE*: qualifications related to implementation;
- *COMPANY STRUCTURE*: legal form of the respondent's business organization, types of business ventures in which the organization is involved, and a chart of the organization;
- *REFERENCES*: comparable project references of similar scope and size including a list

of at least (3) three clients for whom the respondent has provided services that are the same or similar to the services requested in this RFI. Information provided should include the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information;

- **SECURITY:** Describe your security policy and disaster recovery or business continuity plans and explain how they conform to the State’s security policy (i.e. http://www.in.gov/iot/files/Information_Security_Framework.pdf);
- **COSTS:** estimated and all-inclusive costs to create environment as described in this RFI, which lists the one-time and recurring costs for the proposed process.

RFI TIMELINE

The following timeline is only an illustration of this RFI process. The dates associated with each step are not to be considered binding.

Anticipated RFI Dates:

Activity	Date
Issuance of RFI	Tuesday, February 5, 2019
Deadline to Submit Written Questions (3:00PM Eastern Time)	Thursday, February 14, 2019
Response to Written Questions/RFI Amendments	Wednesday, February 20, 2019
Due Date for Submissions	Friday, March 15, 2019

QUESTION AND INQUIRY PROCESS

All initial questions/inquiries regarding this RFI must be submitted in writing by the deadline of **Thursday, February 14, 2019 by 3:00PM ET** to rmccuaig@cct.in.gov. The email subject line should contain the following phrase:

“REQUEST FOR INFORMATION, QUESTION AND INQUIRIES.”

Following the question/inquiry due date, the Cabinet will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the Cabinet website as soon as possible. Only answers posted on the Cabinet website will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employee.

Please note that Rebecca McCuaig is the State's single point of contact for this RFI. **Inquiries are not to be directed to any other staff member of the Cabinet.** Such action may disqualify respondent from further consideration in this RFI and any subsequent RFP process. If it becomes necessary to revise any part of this RFI, or if additional information is necessary for a clearer interpretation of provisions of this RFI prior to the due date for submissions, an addendum will be posted on the Cabinet website.

CLARIFICATIONS AND DISCUSSIONS

The State reserves the right to request clarifications on information submitted to the State. The State also reserves the right to conduct discussions, either oral or written, with the Respondents. These discussions could include requests for additional information, requests for cost information or technical requirements response attachment revision, etc. Additionally, in conducting discussions, the State may use information derived from the responses submitted by competing Respondents only if the identity of the Respondent providing the information is not disclosed to others. The State will provide equivalent information to all Respondents which have been chosen for discussions.

Rebecca McCuaig, General Counsel, will schedule discussions. Any information gathered through oral discussions must be confirmed in writing.

CONFIDENTIALITY

It is important to note that all information submitted in Respondent's proposals to this RFI will be kept confidential and will not be made available to the public unless this RFI does not result in the release of a solicitation at a later date. If a solicitation results from this RFI, then the information contained in the proposal submissions for this RFI must be made available to the public once the resulting solicitation has been awarded and the protest period has ended. However, any proprietary information can be kept confidential as long as it is marked clearly in your proposal submission as "CONFIDENTIAL MATERIAL". Confidential Information must be clearly marked in a separate folder/file. It is the responsibility of the Respondent to ensure that all confidential information is easily identifiable to ensure it is not released as non-confidential material.

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 *et seq.* (see above).

Provide the following information:

- List all documents where claiming a statutory exemption to the APRA;
- Specify which statutory exception of APRA that applies for each document;
- Provide a description explaining the manner in which the statutory exception to the APRA applies for each document.

RESPONSE SUBMISSION INSTRUCTIONS

Firms interested in providing information to the Cabinet should submit responses via email to rmccuaig@cct.in.gov. All responses must be received no later than **Friday, March 15, 2019 by 3:00PM ET**. The subject line of the email submission must clearly state the following:

“RESPONSE TO REQUEST FOR INFORMATION”

Any information received after the due date and time may not be considered.

No more than one proposal per Respondent may be submitted.

The State accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.