

Economic Growth Region 7

Request for Proposals For Training Related to Demand Occupations

WorkOne Western Indiana Services

Service Delivery Period: July 15, 2009 – June 30, 2010

RFP Release Date:	May 20, 2009
Proposal Submission Deadline:	12:00 PM (Noon), local June 3, 2009
Award Notification:	No later than July 1, 2009
Contract Effective Date:	July 15, 2009

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	Section 2 – Proposal Statement of Work
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Section I: General Information and Purpose of this Proposal

Part A. - General Information

Workforce Network, Inc. is a 501(c)(3) corporation procured by the Economic Growth Region (hereafter referred to as EGR) 7 Regional Workforce Board, Inc., to serve as the Regional Operator. As Regional Operator, Workforce Network, Inc. is responsible for the administration and oversight of approximately 2.5 million dollars in federal Workforce Investment Act (WIA) funds, which flow through the Indiana Department of Workforce Development, that are used for workforce development and employment and training activities in EGR 7. The Region is composed of Clay, Parke, Putnam, Sullivan, Vermillion and Vigo counties in Indiana.

There is a WorkOne office in each county in the EGR. Within this group, there is one comprehensive center, located in Terre Haute. WorkOne has recently moved to an integrated service delivery system, providing all customers with seamless service, and a host of new skill development opportunities. The Indiana Department of Workforce Development has defined the WorkOne brand promise for all job seekers to be; “WorkOne will help Indiana citizens assess their skills, develop their skills, and find the best job possible with those skills.” Interested organizations are encouraged to go to the WorkOne Western Indiana website at www.456jobs.com to read more about current services and activities.

As defined by the Indiana Department of Workforce Development, the customer base can be divided into four primary groups:

1. **Employers:** Companies utilize the WorkOne system and other workforce development staff to post jobs and hire qualified candidates. Employers also utilize WorkOne centers for training assistance for their employees, and labor market information.
2. **Job Seeker, Emerging:** Students or returning workers who are entering the workforce and looking for work.
3. **Job Seekers, Incumbent /Assisted:** The “traditional” customer of WorkOne. Typically blue-collar, unemployed or underemployed, low skilled, low wage workers.
4. **Job Seeker, Incumbent/Independent:** A new set of customers that most likely have never used WorkOne services. Typically, white collar, already employed, highly skilled, high wage.

Specific business sectors have been identified as priority areas for the region. These sectors represent those business sectors in EGR 7 where there is a demand for jobs, jobs require a high skill level, and in turn, pay higher wages. As priority areas, these sectors will be presented as premier career paths to our customers, will be highlighted in local workforce development stories and career profiles, and will be the focus, as

possible, in the application for additional grant funding to the region. These sectors include:

- Advanced Manufacturing
- Healthcare
- Construction
- Logistics and Warehousing

Current services provided to customers include, but are not limited to:

Employer Services:

- Candidate screening
- Cost effective access to thousands of job seekers
- Job fairs and other recruitment services (customized and general).
- Workshops.
- Labor market information.
- Information to grants, such as Work Keys and tax credits.

Job Seeker Services

- Access to the State of Indiana's new job matching system: Indiana Career Connect.
- Assessment tools to identify skills and interests.
- Training programs and workshops; including but not limited to, digital literacy, GED, on-line resources, on-the-job training.
- Scholarship funding to attend occupational skills training.
- Special services for veterans and job seekers over 55 or people with disabilities.
- Registration for unemployment insurance.

Youth Services

- Career development services: work experience, job shadowing, mentoring.
- Training programs and workshops; including but not limited to, digital literacy, GED, on-line resources, internships.
- Scholarship funding to attend occupational skills training.

WorkOne is also focused on establishing itself as the premier job placement service for business and job seekers. In line with this goal, the Indiana Department of Workforce Development recently launched "Indiana Career Connect." Indiana Career Connect (ICC) allows employers to post job openings, search an extensive database of job seekers and find employees with the right qualifications. Conversely, ICC allows job seekers to find job openings, post their resume, explore careers, and research the job market. Additionally, all business and job seeker activities are supported by WorkOne staff that work with both customer bases to ensure effective use of the system and continuous placement of skilled job seekers into the right jobs for employers.

Part B. – Purpose of this Solicitation

The Workforce Network is seeking proposals for basic computer training and basic mathematics training related to applicant proficiency. Bidders are also encouraged to propose other types of training which they have available related to the high wage, high demand jobs of the region and tied to the afore mentioned priority business sectors of WorkOne Western Indiana. Training services which are being sought are shorter term, non-degreed courses. Training which may be proposed includes, but is not limited to, basic computer courses, basic math courses, medical certification classes (i.e. CNA, QMA), manufacturing classes (i.e. welding) and other courses or group of courses directly related to the high wage, high skill, high demand jobs of EGR 7 within the four identified priority business sectors. Courses proposed may or may not result in a recognized credential or certification or dual credit with an area educational institution(s). It is preferable that proposed training result in a recognized credential or certification or dual credit whenever possible.

- Individuals attending the proposed training are customers enrolled in WIA adult, dislocated worker, or youth programs, who have established career and employment goals which indicate they would benefit by participating in one or more training course. The skill levels of the people we anticipate enrolling in these classes will vary greatly. It has been our experience that people who enroll in basic computer training typically fall into two groups; those who have never used a computer before, and others who have limited knowledge. At the same time, it is also anticipated that a number of classes will be composed of dislocated workers who have worked for the same company many years, have strong basic skills and occupation-specific skills, need to return to work quickly, but are in need of enhanced, updated skills and knowledge in order to qualify for today's jobs. And, we hope to also serve the skilled working people of the area who wish to improve their skill level in order to increase their employability.
- It is expected that at least a portion of the short term training described in this RFP will be offered in all counties served by WorkOne Western Indiana. The specific amount of training offered in each county will be determined by customer demand, training availability, and funding. At a minimum, it is anticipated that basic computer and math training will be offered in all six counties within EGR 7.
- The successful bidder(s) must be responsible for their own travel and all expenses and obligations related to this activity.
- An amount of up to \$120,000.00 is available to provide the stated training.
- It is anticipated that the successful bidder(s) will be issued a contract for a period from July 15, 2009 through June 30, 2010.

- Training may take place at the WorkOne offices when appropriate and available, however, such space is not conducive to many vocational training offerings. In those cases when the WorkOne office is not conducive to training or not available, the successful bidder must provide an appropriate training location and related equipment.
- Priority will be given to evening training offerings, however day training sessions will also be considered.
- Proposers may bid to provide any training within the parameters of the RFP, and may bid to deliver said training in all six counties of EGR 7 or a select county or counties within EGR 7.
- A proposal must address achievement of the stated purpose.
- A proposal should be constructed in such a manner as to allow for flexibility of use as needed by the program.
- Individuals or organizations that may submit proposals include both private and public not-for-profits, for-profit entities, public and private educational institutions, and other such entities. All organizations must be legally incorporated (or organized as a Limited Liability Company) and must be able to operate a business under the laws of the State of Indiana.

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Section II: Proposal Statement of Work

The Workforce Network desires an eligible individual or organization to bid on the following work:

Implementation Phase

- Stay in regular communication with WorkOne management as training is established and enrollment occurs.
- Deliver contracted training .
- Provide training reports to WorkOne management as requested, which will include but not be limited to, regular attendance and individual achievement reports.
- If necessary, adjust training times, locations, and course offerings as directed by WorkOne management.

Interested organizations or businesses should submit a proposal that address the following key components:

- A. Understanding of Need
- B. Experience/Qualifications to Deliver Services
- C. Implementation Strategies, Product Development & Delivery
- D. Results and Outcomes
- F. Budget
 - Narrative
 - Numbers
 - Copies of audits for the past two years, including audit letters.
 - Identification of funding to repay disallowed costs, if necessary.

A summary of the overall scoring is as follows:

A. Understanding of Need	20% of overall rating
B. Experience/Qualifications to Deliver Services	20% of overall rating
C. Implementation Strategies, Product Development & Delivery	20% of overall rating
D. Results, Outcomes	20% of overall rating
E. Budget	20% of overall rating

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SECTION III: General Instructions

1. Proposal initially on most favorable terms.

Offerors are cautioned to submit their proposals initially on the most favorable basis since an award may be based on the price and terms of the proposal as initially submitted, although the Workforce Network, Inc. reserves the right to negotiate with an offeror(s).

2. No Disclosure

Except as to serve notice to unsuccessful offerors of the final awards by Workforce Network, Inc for the services covered by this RFP, no use or disclosure of the price, terms or techniques contained in the proposal shall be made, except on a “need to know” basis for evaluation purposes. In the event of an award, the proposal submitted pursuant to the requirements of this agreement by the sub-recipient receiving the award may be disclosed, reproduced, etc., at the Workforce Network, Inc. option.

3. Right to Reject

Workforce Network, Inc reserves the right to reject any or all proposals received through this RFP, and to readvertise for any or all of the listed services at its discretion, or cancel this RFP in part, or in its entirety, at any time. The Workforce Network, Inc will not pay for costs incurred in the preparation of bids.

4. Requirements

It is required that bidders not be on a debarment list. Additionally, successful bidders must have proof of insurance. All RFP's must contain a clear outline of all the following elements:

- A. Understanding of Need
- B. Experience/Qualifications to Deliver Services
- C. Implementation Strategies, Product Development & Delivery
- D. Results and Outcomes
- F. Budget

5. Questions and Answers

To be considered for funding, each bidder must submit an offer (proposal) and other supporting documentation in strict accordance with these instructions. When evaluating a proposal, the Board will consider how well the bidder complied with these instructions and provided the information outlined in the Request for Proposals. Therefore, the Board encourages bidders to contact the

Board contact by facsimile transmission, email, or regular mail during **the technical assistance period, which ends May 28, 2009 at 4:00 PM local time**, to request any additional clarification that may be needed to comply with these instructions. **Phone calls will not be accepted.** The Authorized Board Contact is Lisa Lee. Her email address is l.lee@workonewest.com and the fax number is (812) 238-2466

The official Board response to all questions pertaining to this RFP will be in writing and made available to all potential bidders. All written questions will be answered in a question and answer publication that will be posted at the Board's website at www.456jobs.com

Answers will be posted on an ongoing basis, within two (2) business days after receipt of the question. Therefore, bidders are encouraged to view the website frequently to ensure they are fully aware of the most current information, being any new questions and answers, changes to the RFP, or any additional information. All answers issued become part of the RFP and the RFP process. Should you wish to submit a question or encounter a problem with the website, contact the Authorized Board Contact immediately..

6. Contract Requirements

Specific requirements for conversion of the proposal into a contract will be discussed after the contract award decision. However, to be considered, proposals must include the following special assurances:

Special Assurances

1. If awarded a contract, the bidder assures that it will abide by the specifications and requirements of the RFP in the provision of its services, unless the specifications and requirements are amended in writing by a Workforce Network, Inc representative who is specifically authorized to do so.
2. If awarded a contract, the bidder will neither accept nor permit any of its staff to accept gratuities of any kind from any individual involved in any way with the services to be provided by the contractor.
3. The bidder assures that, if awarded a contract, it will not subcontract any of these services without the specific, written prior approval from the Workforce Network, Inc.
4. The bidder acknowledges that it will fully comply with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act; Title VI of the Civil Rights Act of 1964, as amended; affirmative action reporting requirements of 41CFR 60-1.7; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended;

the Title IX of the Education Amendments of 1972, as amended. The bidder also assures that it will comply with 29CFR part 37 and all other regulations implementing the laws listed above. The bidder understands that the United States government has the right to seek judicial enforcement of this assurance. This program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities.

5. The bidder assures that it will comply with the Americans with Disabilities Act (ADA) in serving individuals with disabilities. The bidder agrees to make the necessary arrangements, as appropriate, to provide services to individuals with a disability at the expense of the bidder, not Workforce Network, Inc.
6. In accordance with P.L. 101-333, Section 508, the bidder is hereby notified that all projects that are funded as a result of this RFP will be 100% funded by federal funds. There will be no non-government funds available to finance these proposed services. All commitments made by the Workforce Network, Inc. are contingent upon the availability of funds and the Workforce Network, Inc. reserves the right to award an amount less than the total funds available for bid.
7. The bidder assures that it will procure an audit and will provide an audit report of all funds contracted with the Workforce Network, Inc if requested by the Workforce Network, Inc.

2. Cost Reimbursement Contracting

Workforce Network, Inc management of the contract(s) will be on a cost-reimbursement basis. Specifically, the line item budget as required by this RFP will be negotiated and will identify the specific cost categories, and allowable costs to be reimbursed by Workforce Network, Inc.

3. Subcontracting

Bidders may subcontract part of the services to be provided by the Service Provider, but the intention to subcontract must be clearly stated in the response to this RFP and approved by the Regional Operator.

4. Contract Negotiations

Successful respondent(s) to this RFP will be expected to participate in contract negotiations to establish exact services to be provided and payment and terms of those services. Cost and services will be based on

information contained in this RFP and in the proposal selected for negotiations.

5. Authorized Contact

The authorized contact person for this procurement is:
Lisa Lee
630 Wabash Avenue, Suite 205
Terre Haute, IN 47807
Email l.lee@workonewest.com
Fax (812) 238-2466

7. Late Proposals

- A. Proposals and modifications received at the Workforce Network, Inc office designated in the RFP after 12:00 NOON, local time, on the date specified therein shall not be considered unless:
1. They are received before award is made; and either,
 2. They are sent by registered mail, or be certified mail for which an official dated post office stamp (postmark) on the original Receipt for Certified Mail has been obtained, and it is determined by Workforce Network, Inc. that the late receipt was due solely to delay in the mail, for which offeror was not responsible; or,
 3. It is determined by Workforce Network, Inc. that the late receipt was due solely to mishandling by Workforce Network, Inc. after receipt as the Administrative Office: Provided, that timely receipt at such office is established upon examination of an appropriate date or time stamp (if any) of such office or other documenting evidence or receipt (if readily available) with the control of such office serving it. However, a modification of a proposal, which makes the terms of an otherwise successful proposal more favorable to, Workforce Network, Inc shall be considered at any time it is received and may thereafter be accepted.
- B. Offerors using certified mail are cautioned to obtain a Receipt for Certified Mail showing a legible, dated postmark and to retain such receipt against the chance that it shall be required as evidence that a late proposal was mailed in a timely fashion.
- C. The time of mailing late proposals submitted by registered or certified mail shall be deemed to be the last minute of the date shown on the postmark on the registered mail receipt or registered mail wrapper or on the Receipt of Certified Mail unless the offeror furnished evidence from the post office station of mailing which established an earlier time. In the case of Certified Mail, the only acceptable evidence is as follows:

1. Where the Receipt of Certified Mail identifies the post office station of mailing, evidence furnished by the offeror which establishes that the business day of that station ended at an earlier time in which case the time of mailing shall be deemed to be the last minute of the business day of that station; or,
2. An entry in ink on the Receipt for Certified Mail showing the time of mailing and the initials of the postal employee receiving the item and making the entry, with appropriate written verification of such entry from the post office station of mailing, in which case the time of mailing shall be the time shown in the entry. If the postmark on the original Receipt for Certified Mail does not show a date, the offeror shall not be considered.

8. Envelope for Proposals

It is important that the proposal be mailed in an envelope clearly marked in the lower left corner with the following information:

PROPOSAL RFP: Region 7 WorkOne Training

9. Alternate Proposals

Alternate proposals may be submitted provided that all deviations are clearly specified. The offeror should be prepared to discuss such deviations to ascertain the general acceptability by Workforce Network, Inc.

10. Time Period of Contract

Proposals should address a period from July 15, 2009 through June 30, 2010. An extension of this contract may be authorized at the discretion of Workforce Network, Inc.

11. Procedures

Complaint, grievance, mediation procedures of Workforce Network, Inc are available to bidders from the office at 630 Wabash Avenue, Suite 205, Terre Haute, IN 47807, upon request.

12. Proposals Received

Proposals should be received in a "ready to copy" format and, therefore, should not, in any way, be bound, stapled, three-hole punched, or in any manner that prevents ease of copy.

Three (3) hard copies of the proposal(s), with one (1) copy designated as an original with original signatures, along with one (1) electronic copy of the proposal(s) are to be submitted by certified mail, return receipt requested, or by hand-delivery with a signed receipt. All proposals must be received by no later than 12:00 PM (Noon) local time on Wednesday, June 3, 2009.

Proposals should be mailed to:

Workforce Network, Inc.
ATTN: Region 7 WorkOne Training
630 Wabash Avenue, Suite 205
Terre Haute, IN 47807

Proposals sent by email, telegram, and facsimile (fax) will not be honored.

Proposals received by the deadline specified herein and meeting the requirements as stated shall be acted upon by the Board of Directors of the Workforce Network, Inc. It is the responsibility of the bidder to ensure delivery of the proposal by the required time and date.

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SECTION IV: Proposal Package

1. **Proposal Cover Sheet (Attachment A)** includes the following areas which must be completed in the entirety:

- **Organization** – the legal entity submitting the proposal must be identified here.
- **Address** – the legal mailing address must be identified on this line.
- **Contact Person** – the individual who has authority to commit the organization to provide the proposed services should be recorded on this line. If other individuals will have responsibility for this project, they may be included here, but should be asterisked (*) as a secondary contact.
- **Phone Number** – the phone number of the contact person should be recorded on this line.
- **Fax** – please identify the facsimile number where communications can be sent.
- **E-mail Address** – an e-mail address for the contact person should be included on this line.
- **Authorized Signature** – the signature of the primary contact person must be provided in ink. Secondary contacts need not sign the proposal.

2. Proposal Statement of Work

- A. Understanding of Need
- B. Experience/Qualifications to Deliver Services
- C. Implementation Strategies, Product Development & Delivery
- D. Results and Outcomes
- E. Budget
 - Narrative
 - Numbers
 - Copies of audits for the past year, including audit letters.
 - Identification of funding to repay disallowed costs, if necessary.

3. Attachment B – Non-Collusion Affidavit

4. Attachment C - Assurances and Certifications

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Attachment B

Non-Collusion Affidavit

State of Indiana

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 Workforce Network, Inc. whereby it has paid or will pay to such other respondent or officer of 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 or 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 Investment Act, Workforce Investment Board, Regional Workforce Board, Regional Operator and any other applicable laws and regulations.

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

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached proposal.
3. 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.
4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, if requested.

Signature of Authorized Representative

Print or Type Name

Date

