

Workforce Investment Act Competitive Proposal Youth Workforce Investment Training Request for Proposal

Executive Summary

- Total amount available to be contracted: \$60,000.
- Area to be served: eligible youth participants (ages 16 – 21) from the 10-county Workforce Service Area of Southeast Minnesota (Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, and Wabasha)
- Workforce Development, Inc. – the management entity representing the SE MN WIB – is soliciting proposals for unique and value-added classroom training opportunities, utilizing funds at its disposal from the WIA Youth Programs; a minimum of 2 proposals will be funded.
- There are several kinds of training that are needed: 1) occupational classroom training that is currently needed but not offered in SE MN, 2) occupational classroom training that currently exists and is in great demand by students and employers, but there is a substantial obstacle to creating increased capacity, or reaching a specific demographic, or 3) training that may be a unique grouping of essential, core vocational skills that would provide a base of competencies for students entering an emerging industry, but not necessarily a single occupation.

Graduates of the training/course need to prepare to acquire skills that are understood to be in high demand by emerging industries in the area. Some examples of possible training/courses include:

- Reading Enhancement Programs
- Service Learning Opportunities
- Literacy/Numeracy Enrichment Programs
- Independent Living Skills Development
- Leadership Development Programs

Goals: More training opportunities for area students; more extensive partner agency collaboration; the development of a core skills platform upon which area businesses can build the local economy.

Timeline:

September 01, 2013:	Issue Notice of RFP Availability
September 01–September 30 September 19, 2013	Free exchange of information regarding the RFP Bidder’s Conference
September 30, 2013 C.O.B.	Proposals are due
October 04, 2013	Review Committees Complete Rankings
October 11, 2013	Winning Bids are disclosed
November 1, 2013:	Deadline for contracts to be signed; training projects may begin
June 30,, 2014:	Last day for all funded training to conclude
July 31, 2014:	All training invoices must be received by Workforce Development, Inc.

Youth Workforce Investment Training Request for Proposal

Workforce Development, Inc.

A. General Introduction

The SE MN Workforce Investment Board (WIB) has provided significant resources to be able to help the unemployed and economically disadvantaged youth of Southeast Minnesota gain marketable skills. In an effort to close the well-documented skills gap, we are seeking projects that will improve outcomes for youth adults throughout the region.

B. Guiding Principles

Even though conditions seem to be unusual at the time, some things remain the same:

- As the economy is starting to show signs of life, we see economic recovery being the strongest in a select few industrial sectors.
- No matter the economic conditions, the most secure worker is the one with the best marketable skills and the most well-adjusted, flexible nature.
- Targeted, rigorous education that yields high completion rates and involves employers in the development of the curriculum - remains the best workforce investment.
- No matter what our individualized strategy or intervention, the end goal for our participants is always to get and keep a living wage job.
- As the accountability agent, we remain committed to serving as many people as possible in the most efficient and effective manner possible; return-on-investment remains a critical management measure.
- As a change agent, the SE MN WIB wishes to create unique program offerings that could blaze trails for continued creative initiatives in the future.

The SE MN WIB has decided to seek proposals for innovative, value-added training opportunities for young adults in our area in order for them prepare to get and keep a living wage job in the new economy.

C. Authority and Purpose

Workforce Development, Inc., the management entity representing the SE MN WIB, is soliciting proposals for unique and value-added classroom training opportunities. **\$60,000 in total is to be offered to seek proposals to provide short-term training for young adults; a minimum of two (2) proposals are sought.**

- There are several kinds of training that are needed: 1) occupational classroom training that is currently needed but not offered in SE MN, 2) occupational classroom training that currently exists and is in great demand by students and employers, but there is a substantial obstacle to creating increased capacity, or reaching a specific demographic, or 3) training that may be a

unique grouping of essential, core vocational skills that would provide a base of competencies for students entering an emerging industry, but not necessarily a single occupation.

D. Eligible Applicants

Eligible applicants for these funds are organizations that are recognized institutions of higher education, certified by the MN HESO Board, who operate educational and training activities in southeastern Minnesota. Such organizations must have adequate administrative controls and personnel to implement the training services for WIA eligible participants, the goals and objectives outlined in their proposal, and to meet the conditions of the contract. Eligible organizations may include public institutions of higher learning, and incorporated public and non-profit organizations whose principle activity is training.

E. Time Line

The following dates are critical deadlines for the RFP:

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F. Proposal Requirements

1. Proposals must be consistent with federal and State law and applicable regulations relating to procurement.
2. Proposals must be kept as concise as possible. Use the format outlined in the RFP. Do **not** attach annual reports, brochures or similar attachments.
3. One hard copy and one electronic copy (in Microsoft Word) of the proposal **must be received no later than 4 p.m. on September 30, 2013**
4. **Proposals not meeting all the requirements, not conforming to the application format, or missing the submission deadline will be eliminated from consideration.**
5. Workforce Development, Inc. retains the right to accept or reject any or all proposals, to negotiate with the selected proposers and require revisions to the application as agreed to during negotiations. The **Emerging Workforce Taskforce Sub-Committees** of the SE MN WIB will act as the RFP review committees for submissions that target their sector.
6. **Not use more than 5%** of the total proposed project funds for **administrative costs**.

7. Not use subcontractors for delivery of the proposed services, unless they are shown separately in the original proposal. Proposers are required to follow State Policy Letters and Procurement Procedures with respect to selecting subcontractors. All subcontracts require Workforce Development, Inc. approval. All State Policies and Procurement Procedures are available for review at the administrative office (1302 7th St. NW, Rochester, MN 55901).
8. Training providers are encouraged to develop partnerships with other Community Based Organizations in order to better serve the participants.
9. Serve program-eligible youth adults, as certified by Workforce Development, Inc.
10. The training providers selected must be willing to assist Workforce Development, Inc. in completing necessary reporting requirements to the funding sources, and act as an adjunct agency in helping track participant activities and outcomes.
11. The training provider selected for funding must comply with State financial management procedures.
12. The training provider selected for funding must comply with Workforce Development, Inc. monitoring and oversight requests.
- 13.** The training provider selected for funding must initiate actual classroom training activities before **November 1, 2013**, and they must conclude and fulfill all service commitments to students/participants served by **June 30, 2014**; final invoices must be received by Workforce Development by close-of-business on **July 31, 2014**.

G. Other Requirements for the RFP as per Direction from the Department of Labor and DEED

1. Any remedial or ESL education that is required by the students must be provided by the local Adult Basic Education (ABE) provider – A letter of understanding with the local ABE provider must be attached to the RFP; **RFP funds will not be allowed to be paid for remedial or ESL education.**
2. Any **curriculum** that is developed for new coursework, and is paid for by this RFP, **will be made public** and available - at no cost - to other training providers at the end of this project (**July 2014**).

H. Allowable Training Activities and Expenses to be Provided by the Proposing Organization

1. Accuplacer testing
2. Face-to-face instruction
3. Distance learning – ITV
4. Distance learning – web-based instruction
5. Simulation and/or modeling
6. Worksite visits
7. Necessary classroom supplies
8. **Leased costs (only)** of required instructional equipment or computers
9. Special clothing, glasses, gloves etc. required in the classroom

I. Other Services to be Provided by Workforce Development, Inc.

1. Emergency Supportive Services
 - Child care assistance
 - Transportation
 - Personal financial counseling
2. Career Planning Services
 - Interest Inventory Assessment
 - Individualized Service Strategy/Employment Plan development
3. Job Placement Services
 - Job Placement Assistance
 - Job Development
 - Job Search Assistance
 - Job Club Support Groups
 - Follow-up activities

J. Proposal Format

Applicants are instructed to use the following format in preparing all proposals. Failure to do so may result in a reduced rating by the Proposal Review Committee. The *Proposal Format Section* of the application should be complete but RESPONSES MAY NOT EXCEED ten (10) single spaced pages in length and should be prepared using a standard 12 point font. *The Abstract does not count toward the ten pages format section.* The Attachments and Appendices are also restricted to ten (10) pages. Pages in excess of the 10 page maximum will be removed from the application prior to distribution to Proposal Review Committee members.

An original hard copy plus one electronic copy (in MS Word) should be submitted. Both copies of the proposal should include all the pages of narrative and all the pages of attachments.

No cover letter is required. The proposal abstract replaces the cover letter.

ABSTRACT

1. Background, Project Information Name, Location and Telephone Number of Proposer:

Contact Person:

Proposed Program Cost:

Number of Participants Served:

Dates of Project Operation:

2. Statement of Need – Provide a paragraph to describe the needs being met by the proposed project.

3. Community-based Partnerships. List the community-based and other educational organizations that will be partner resources for this project. Describe your relationship to the local Adult Basic Education (ABE) provider. In your words, summarize how you see the outreach and placement connection working with Workforce Development, Inc.

4. Content. Briefly summarize the course syllabus for this educational project.

5. Outcomes. Provide a list of the major program outcomes that will be achieved by this grant.

6. Signature of Applicant and Essential Partners.

K. Evaluation Criteria

Programs that meet all program requirements will be evaluated based upon the following criteria. Proposers should develop their proposals with these criteria in mind.

Proposals will be evaluated on a 100 point scale and weighed as follows:

1. Need Statement (10 points)

Identify the target industry and the skills most in need. Report any recognized credentials that are respected by the industry. Present a brief training gap analysis. Identify your target population and the needs/barriers to employment experience by your target population. Specify if there is a particular ethnic, cultural, or neighborhood group to be served.

2. Organization History/Statement of Demonstrated Effectiveness (10 points)

Provide a current description of your organization's efforts to train/educate students for this targeted industry and targeted population. Include a discussion of the history of your organization as well as a description of any recent activities similar to or relevant to your proposed program design. Applicants should be as specific as possible when describing services previously provided and outcomes previously achieved. If the applicant plans to subcontract services/activities, an organization history and a Statement of Demonstrated Effectiveness must be provided for the subcontractor as well. If this application is for the Healthcare or Green Jobs industries, tell us how you intend to incorporate these funds with other competitive funds for the same purpose.

3. Concept Statement/Key Strategies/Innovations (25 points)

Describe how this proposal is innovative, and how it provides a service or activity not currently available through the existing training options. The readers will want to know what specific barriers in the job market will be addressed. How will this project supplement standard employment and training programs? Applications that do not offer a value-added strategy will not be funded.

Outline the concept and program design that you will implement. Following the concept statement, include a description of the activities that will be available to project participants.

The narrative should describe an innovative, training/educational program not currently available (or sufficiently available) through current higher education offerings and the larger social service/employment network. Discuss how activities are intended to prepare participants for unsubsidized employment, and in helping participants to keep living wage employment. If there is an occupation or industry from which you believe dislocated workers may make the best

referral candidates, tell us why and how this project will enhance their current skills. Identify the transferable skills that will be taught that may be value-added in the event of non-training related placements.

4. Community Involvement (15 points)

Provide a list of community-based organizations and their representative(s) who will act as a curriculum advisory panel for this project and tell us in what manner and for how long you're been connected. Discuss any other ways this advisory group will assist this project, including dedicated time and/or in-kind contributions. Identify the local Adult Basic Education (ABE) provider you intend to utilize for any required remediation (as applicable to your project).

5. Project Outcomes (20 points)

Provide a list of estimated, quantifiable outcomes that your project will achieve. Possible outcomes could include:

- A. Number of referrals necessary to start the class
- B. Number of students at mid-term
- C. Number of students to complete the course
- D. Number of students able to pass any certification or competencies
- E. Number of students to be placed within 90 days of course completion
- F. Percent of placements that will be training related
- G. Projected wage at placement
- H. Projected average hours/week at placement
- I. Percent employed with a health benefit package at six months

6. Project Funding Plan (5 points)

WIA funding should be considered a *demonstration program* to implement projects consistent with the stated purpose of the Workforce Investment Act. Workforce Development, Inc. does not intend to use WIA funds as a long term funding base for successful applicants. To this end, proposal applicants are required to describe a funding plan, if any, that describes the alternate funding sources that will be used to extend project activities beyond this WIA contract period.

7. Program Administration/Management Capability (10 points)

Proposers will describe their organization's administrative structure and systems. Materials such as charts, job descriptions, resumes, or letters from auditors may be included as Attachments to this Proposal.

- A. Organization and Staffing. Attach an organization chart, job descriptions of administrators, resumes of key staff who will work with project participants, including the fiscal agents, and a listing of the Board of Directors/Owners.
- B. Accounting and Fiscal. Provide a description of the applicant's accounting and financial reporting system, including a copy of the most recent audit management letter, and the letter from the President/Executive Director that accepts the audit report.
- C. Reporting Requirements. The applicants must discuss organizational structures and experience in providing timely and accurate financial and programmatic reports. Required reports include, but are not limited to:
 - 1. Monthly report of accrued expenses
 - 2. Monthly reimbursement request
 - 3. Reports and forms required by the Management Information System

8. Budget (5 points)

Applicants must complete a Budget Form. Place your budget items in the category(ies) that is most appropriate to your project. Provide a one page budget narrative to describe and support the Budget Form. Give some details of the different cost items, such as staff or office.

L. Review Process

All proposals will be evaluated by a proposal review committee comprised of local elected officials, Workforce Development, Inc. members and Workforce Development, Inc. staff. The committee will rate the proposals. From this group of applicants providers will be recommended to Workforce Development, Inc. All applicants will be notified of the results of the review process. Reviewer ratings and any comments will be provided upon request. A contract will be negotiated at the completion of the review process.

WIA Youth Workforce Investment Training Grants Budget Justification

Please provide a brief justification for the budget items requested. Include an explanation of how costs were determined. Please describe any other additional sources of funds or in-kind support used to support this project. Attach additional pages, if necessary.

APPLICANT AGENCY:		
PROJECT NAME:		
SALARY	Position Title	Percent of Time on Project
		Total Salary Cost
TOTAL SALARY		
FRINGE BENEFITS (Itemize)		
		TOTAL
CONSULTANT & PROFESSIONAL SERVICES (Itemize)		
		TOTAL
TRAVEL (mileage may not exceed .50 per mile)		
		TOTAL

SPACE COSTS AND RENTAL (Itemize)	TOTAL
CONSUMABLE SUPPLIES (Itemize)	TOTAL
LEASE AND PURCHASE EQUIPMENT (Itemize)	TOTAL
INDIRECT/ADMINISTRATIVE COST (Itemize)	
Approved Rate: 5% of total budget cost	TOTAL
DIRECT CLIENT COST (Wage Subsidy, OJT)	TOTAL
SUPPORT SERVICES	TOTAL

SUBCONTRACT	
	TOTAL
OTHER COSTS (Itemize)	
	TOTAL
GRAND TOTAL	TOTAL

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<p>EVALUATION CRITERIA:</p> <p>Proposals will be evaluated on a 100 point scale and weighted as follows:</p> <p>1. Need Statement</p> <ul style="list-style-type: none"> • Target population identified • Description of Need 	<p>AARA-WIA Project Name _____</p> <p>Comments:</p> <p>10 points _____</p>
<p>2. Organization History/Statement of Demonstrated Effectiveness</p> <ul style="list-style-type: none"> • Documentation of previous success • Experience with providing activities similar to those proposed • Capability to develop and operate the program at a reasonable cost • History of obtaining financial resources to operate similar programs • Record of business ethics, integrity, fiscal accountability and operational and organizational controls 	<p>Comments:</p> <p>10 points _____</p>
<p>3. Concept Statement/Key Strategies/Innovation</p> <ul style="list-style-type: none"> • Proposed service or activity not currently available statewide or within SE MN • Application describes a strategy that supplements the current WIA Youth Worker programs 	<p>Comments:</p> <p>25 points _____</p>
<p>4. Community Involvement</p> <ul style="list-style-type: none"> • Coordination with community-based organizations described 	<p>Comments:</p> <p>15 points _____</p>
<p>5. Project Outcomes</p> <ul style="list-style-type: none"> • Quantifiable outcomes • Proposed outcomes competitive with other proposers 	<p>Comments:</p> <p>20 points _____</p>
<p>6. Project Funding Plan</p> <ul style="list-style-type: none"> • Other funds identified for supplementation of this project • Alternate funding sources identified and described that will be used to continue the project after the contract ends 	<p>Comments:</p> <p>5 points _____</p>
<p>7. Management Capability</p> <ul style="list-style-type: none"> • Adequate accounting procedures exist in the organization • Payroll capability • Management information capability • Current audit letter provided • Qualifications of personnel to supervise and operate the program • Electronic modems and other computer capabilities 	<p>Comments:</p> <p>10 points _____</p>
<p>8. Budget</p> <ul style="list-style-type: none"> • Budget narrative relates costs to program design and proposed outcomes • Budget narrative reflects capacity to allocate costs properly in support of program activities • Administrative costs are reasonable in relation to participant expenditures 	<p>Comments:</p> <p>5 points _____</p>

TOTAL POINTS _____