



THE MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT

ON BEHALF OF THE
BALTIMORE WORKFORCE INVESTMENT BOARD

REQUEST FOR EXPRESSIONS OF INTEREST FOR OCCUPATIONAL SKILLS TRAINING

Release Date: May 1, 2009



TABLE OF CONTENTS

PART I	INTRODUCTION	3
PART II	IMPORTANT INFORMATION	4
PART III	PROGRAM SUMMARY	6
	A. Eligibility Requirements	7
	B. Data Collection Requirements	8
	C. Reporting Requirements	8
	D. Frequently Asked Questions	8
	E. Governing Authority	11
	F. Terms of Agreement	11
	G. Compliance with OMB	11
	H. Questions	12
PART IV	PROPOSED PROCUREMENT TIMETABLE	13
PART V	EXPRESSION OF INTEREST (EI) PREPARATION INSTRUCTIONS	14
	A. Responsiveness	14
	B. Format for Completing EI	14
PART VI	ORGANIZATIONAL QUALIFICATIONS AND CAPACITY	18
PART VII	PROPOSED PROJECT BUDGET	19
ATTACHMENTS		
	A: EXPRESSIONS OF INTEREST COVER PAGE	20
	B: ACKNOWLEDGMENTS	21
	C: PRIOR TRAINING ACTIVITIES	22
	D: PROGRAM SUMMARY FORM	23
	E: BUDGET INFORMATION	24
	E-1: BUDGET INFORMATION WORKSHEETS	25
	F: Baltimore City Residents First Certification (BCRF)	26

PART I: INTRODUCTION

The Mayor's Office of Employment Development (MOED) is Baltimore's workforce development agency and One-Stop Career Center operator. As such, the agency serves as the City's primary agent of workforce development services for employers, new workers, older workers, disabled, career changers, ex-offenders, laid-off workers and youth. More information on MOED is available at www.oedworks.com.

The cornerstone of Baltimore's workforce development system is the MOED's One-Stop Career Center Network, where information about and access to a wide array of employment resources, career development, job training, education, and employment opportunities are available to City residents. Baltimore's One-Stop Career Center system is comprised of three strategically located One-Stop Career Centers and 2 satellite locations within easy access to public transportation.

This request seeks occupational skills training services for unemployed and underemployed adults and dislocated workers registered through the Career Center Network to assist them in acquiring 21st century skills resulting in jobs in high demand, high growth industries with livable wages.

The funds supporting this training initiative will come from the American Recovery and Reinvestment Act of 2009 (ARRA). The intent of ARRA is to create and retain jobs; to retool the skills of American workers and re-establish them in viable career pathways; and to increase services and training for workers in need and promote the effectiveness of the public workforce system.

Closely affiliated with the MOED is the Baltimore Workforce Investment Board (BWIB), a business-led, mayoral appointed volunteer board established in September 2000. The BWIB is responsible for creating local workforce policy and, through strategic planning, guiding the development of a coordinated and responsive citywide workforce development system. More information on the BWIB is available at www.baltoworkforce.com.

PART II: IMPORTANT INFORMATION

REQUEST FOR EXPRESSION OF INTEREST (REI)

The Mayor's Office of Employment Development (MOED), in coordination with the Baltimore Workforce Investment Board (BWIB), is pleased to release this Request for Expressions of Interest (REI) for Occupational Skills Training for targeted populations such as adults who are: disabled, ex-offenders, low-income, or recipients of TANF (Temporary Assistance to Needy Families) through the Department of Social Services, and dislocated workers. We seek submissions from organizations that will address **all** of the following as part of a comprehensive skills training initiative:

- Provide a supportive highly motivating environment that will stimulate achievement and growth and the realization of individual potential;
- Integrate the development of work readiness and job search skills leading to unsubsidized employment and retention of employment;
- Provide occupational skills training in a demand driven industry sector and occupation that has high employment potential in the current local labor market or the sectors of the economy that have a high potential for employment and job retention;
- Deliver employment services to participants leading to unsubsidized employment at a livable wage
- Work in partnership with the Career Center Network; and
- Improve employment prospects and outcomes for participants.

Expressions of Interest (EIs) will be accepted on or before June 3, 2009, 11:00 am EST.

Because of the emphasis of the President and the United States Congress to invest these funds in workforce development efforts and initiatives as soon as possible, MOED and the BWIB are committed to ongoing reviews and awards.

Following the June deadline, proposals will continue to be accepted and reviewed until funds are no longer available, or there is insufficient time to carry out a program of services, or the proposed services are considered by the BWIB, at its sole discretion, to not be the best match for outstanding needs at that time.

TRAINING FORUM

A Training Forum was held to discuss the details of the REI on April 16, 2009 at the Eastside Career Center located at 3001 E. Madison Street, Baltimore, Maryland 21205.

Information from this session is available on the Mayor's Office of Employment Development's web site at www.oedworks.com and the Baltimore Workforce Investment Board's web site at www.baltoworkforce.com.

EI SUBMISSION

An original and six (6) additional sets, all signed in blue ink; and an electronic copy of the EI must be mailed via U.S. Postal Service or hand delivered to:

Board of Estimates of the Mayor and City Council of Baltimore
MOED's Expressions of Interest for Occupational Skills Training
Office of the Comptroller, Room 204,
City Hall,
100 N. Holliday Street
Baltimore MD, 21202

An electronic copy of the REI will be posted on the MOED and BWIB websites. A copy may also be requested by emailing ARRAtrains@oedworks.com.

COST OF PREPARING EI

Costs for developing the EI in response to this request are solely the responsibility of the organization. The MOED will not provide reimbursement for such costs.

WITHDRAWAL

A submitted EI may be withdrawn at any time. A written request to withdraw the EI must be submitted electronically to: ARRAtrains@oedworks.com.

SELECTION CRITERIA

The review team, consisting of members from the Baltimore Workforce Investment Board, will select proposals based upon a uniform set of criteria in the following areas:

- The Training Services to be Provided as outlined in Part VI, 1 of this REI will be worth a maximum of 60 points.
- Coordination Strategy and Leveraging of Funds as outlined in Part VI, 2 of this REI will be worth a maximum of 20 points.
- Proposed Project Budget as outlined in Part VII of this REI and related attachments will be worth a maximum of 20 points.
 - The cost per slot must be commensurate with the projected salary and benefits upon placement and opportunity for career advancement.

Up to five (5) additional bonus points may be awarded in each the following areas:

- The training proposal targets adults who are low-income, disabled, ex-offenders, or currently receiving public assistance grants (Temporary Assistance to Needy Families- TANF).
- The proposal includes a plan to serve multiple customers (at least 10) over the life of the contract.
- The proposal includes a commitment letter from one or more employers willing to hire successful completers of the training curriculum.
- The respondent is able to demonstrate a proven track record of success, including placing trainees in career path job opportunities with long term retention.

Note: The review team reserves the right to use labor market demands to select a balanced training menu for job seekers. Additionally, high ranking numerical scores do not assure funding recommendations. Other factors which may be considered include but are not limited to: duplication of services; array of services; likelihood to result in self sufficient employment; relevant experience and qualifications; or financial viability and stability of the agency.

PART III: PROGRAM SUMMARY

MOED and BWIB seek to offer occupational skills training with a priority focus on specific targeted populations who register through the Career Center Network and are assessed by Career Development Facilitators as having a need for training as part of their Individual Employment Plan (IEP). Selected training provider(s) will deliver occupational skills training that fosters positive outcomes leading to employment and job retention.

Training will be targeted to Baltimore City residents with an emphasis on serving low-income, displaced and under-skilled adults; and dislocated workers eligible under the Workforce Investment Act.

Organizations selected as training providers as a result of the REI will enter into a written agreement with MOED to provide the following training services to participants:

- Work readiness training (e.g. soft skills, life skills, and/or basic skills training) **and**
- Class size occupational skills training; **or**
- Customized training; **or**
- On-the-job training; **or**
- A combination of any training models above; **or**
- Pre-apprenticeship training leading to apprenticeships; **and**
- Employment/job placement.

In addition to goals related to enrollments, attendance, completions and certifications; the skills training provided must also include a job placement and a job retention component.

It is expected that all training participants will obtain full-time employment (defined as 32 or more hours per week); that the starting wage will be at least \$10.00 per hour; and that the employer will provide benefits (e.g. medical) within one (1) year of employment.

The scope of work shall include:

- A training curriculum relevant to employment opportunities in the Baltimore Metropolitan region's emerging industry sectors;
- A description of how the program model is based on best practices and focused on skills training leading directly to employment/job placement;
- A description of the process to be used for coordinating recruitment with MOED's Career Center Network;
- A description of the system for monitoring attendance, punctuality, and the measurable skills training competencies achieved (e.g. minimum grade point average on tests, quizzes) by program participants;
- A description of the process for meeting pre-established performance expectations for enrollment, completion, job placement and job retention in a timely manner;
- A description of any special linkages that exist between organization(s) and private employers; a written commitment of prospective employers to hire trainees upon successful completion of training is encouraged.

A. Eligibility Requirements

Not-for-profit and for-profit organizations that are properly registered to do business with the City of Baltimore and in the State of Maryland; and are currently in good standing as reflected in the records of the Maryland State Department of Assessments and Taxations; and have at least one year of experience in providing soft skills, life skills, and or basic skills, career counseling, and occupational skills and/or customized training; and have the ability and willingness to work collaboratively with MOED may submit a request for funding. Local education agencies, governmental units, and public agencies may also submit a request for funding. A consortia of the above named organizations may submit a request for funding. In the event of consortia, one entity must be clearly identified as the fiduciary agent for the proposed project. Minority and women-owned and operated businesses are encouraged to apply.

Priority for contract award will be given to organizations whose programs: provide occupational training to multiple participants leading to a pre-identified job opportunity in the area of training; include an employer commitment to hire successful trainees upon the completion of training; include partnerships that leverage support/resources; training opportunities to special populations included but not limited to adults who are disabled, ex-offenders, low-income, or recipients of social services, incumbent workers, or dislocated workers; and accept the following performance expectations:

1. At least 85% of enrolled customers will complete training.
2. At least 80% of enrolled customers will be placed in unsubsidized jobs at or above the minimum hourly wage rate specified in this REI.
3. At least 85% of the customers placed in unsubsidized employment shall retain employment for a minimum of six (6) consecutive calendar months.
4. At least 90% of customers placed in unsubsidized jobs are eligible for benefits (e.g. medical) within one (1) year of the date of employment.
5. All customers completing training shall obtain an industry-recognized credential or a certificate of completion.

All decisions to fund requests will be based upon the BWIB's review of each request and the reviewers' determination that one or more requests meet the objectives and requirements outlined in the REI.

Organizations are totally responsible for effectively and efficiently managing and delivering the services and activities described herein and for achieving the contracted performance expectations within designated timeframes. The prime contractor may subcontract with other entities with prior written approval of the MOED. An organization that includes subcontracting all activities and services in this EI to other agencies will not be considered for funding.

No entity may receive a grant award if: (1) the entity is currently debarred or suspended or otherwise determined to be ineligible to receive Federal, State or local government funds by an action of any governmental agency; or (2) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of

program or services; or (3) the entity has an outstanding debt to Baltimore City government which has been deemed uncollectable.

In March 2007, the Mayor and City Council of Baltimore established the **Baltimore City Residents First** program: to create opportunities for businesses that receive City contracts to meet their workforce needs; to access qualified City job seekers; and to ensure that City dollars contribute to the local economy. All contractors awarded City contracts are encouraged to employ skilled and qualified Baltimore City residents who meet the contractor's employment needs created as a result of the award of a City contract. Respondents on all City contracts, except professional services contracts, emergency contracts and contracts for \$24,999.00 or less shall complete the **Baltimore City Residents First Certification (BCRF) Statement** and agree to comply with BCRF. A copy of the certification must be submitted with the EI (attachment F). Further information is available on the MOED's website: www.oedworks.com.

B. Data Collection Requirements

The training service providers selected as a result of this request shall be responsible for tracking outcomes on all participants served, including the totality of services provided, completion of services, job placement, job retention, and earnings. Service providers shall ensure that their customer information is properly recorded within timeframes to be determined by the MOED. MOED will provide technical guidance related to data collection, recording, and reporting to the service providers during the term of the contract.

The MOED will conduct regular programmatic monitoring to ensure that activities of its service providers are on target to meet contractual goals.

C. Reporting Requirements

Service providers shall submit monthly financial and narrative program progress reports to the MOED. Templates for these reports will be provided by the MOED as an attachment to the formal contract agreement. Reports are due by the **fifteenth** (15th) day of each month following the month of service during the grant period. The chief executive officer of the service provider(s) organization(s) or his/her authorized senior level designee must sign the monthly financial and narrative program progress reports.

D. Frequently Asked Questions

- ***Are there any systems or qualifications that must be in place within our organization in order for us to have the capacity to perform all the services and requirements of this grant?***

Service providers, as contractors, will be bound to the provisions of a contractual agreement. Service providers must maintain insurance coverage as set forth in the

agreement. Additionally, accounting and data collection systems are integral to keeping accurate records on required information.

Insurance

The subcontractor, at its sole expense, shall procure and maintain during the life of the contract the following required insurance coverages:

- Professional Liability, Errors and Omissions
- Commercial General Liability Insurance, including contractual liability insurance
- Business Automobile Liability
- Worker's Compensation coverage
- Employee Dishonesty Insurance

The subcontractor shall name the City of Baltimore as an additional insured on all policies.

Accounting Systems

The subcontractor shall maintain records under Generally Accepted Accounting Principles (GAAP) which support all expenses, revenues, and program income under the contract. All such records must be retained at least three (3) years after submission of final expenditure report or until all audit questions are resolved; these records are subject to review, monitoring and audit and must be retained in accordance with the MOED's record retention requirements.

- ***How much money will be awarded and for what period of time?***

Awards will be based on project model and available funds. Awards are expected to be made in time for contracts to start on or about September 6, 2009. Contracts are expected to be no more than one (1) year in length. Continued service is based on performance and availability of funds.

- ***How will Training Service Providers be selected?***

Representatives of the BWIB will read and evaluate all submissions by eligible service providers and will select proposals based upon a uniform set of criteria in the following areas: The Training Services to be Provided will be worth a maximum of 60 points; Coordination Strategy and Leveraging of Funds will be worth a maximum of 20 points; and the Proposed Project Budget will be worth a maximum of 20 points (measured by projected return on investment, and the cost per slot must be commensurate with the projected salary and benefits upon placement and opportunity for career advancement.)

The review team will also factor in the following priority criteria:

- The training opportunity emphasizes serving low-income, displaced and under-skilled adults heavily impacted by the recession who have particular challenges in regaining employment and adults who are disabled, ex-offenders, or recipients of public assistance.
- The training opportunity intends to train multiple participants leading to a pre-identified job opportunity in the area of training.

- The respondent is able to demonstrate a proven track record of success including placing trainees in career path job opportunities with long term retention.
- The respondent is able to demonstrate special linkages that exist between their organization(s) and private employers who may be willing to hire trainees upon successful completion of training. Falsified employers will lead to disqualification.
- The service delivery model clearly defines the relevant services being offered including demonstrated labor market need for training, type and diversity of training, number of enrollees, length of training, cost per training slot, etc.

In addition:

- The respondent is able to demonstrate partnerships with other organizations, in-kind contributions, or matching funds for this project.
- The respondent is able to demonstrate the organizational capacity and management structure capable to fulfill the requirements of the REI.
- The respondent has completed the EI in its entirety, including an appropriate budget and all required attachments; and the required number of sets of EI's were submitted by the closing date and time.

• ***What type of training will be considered by MOED and the BWIB?***

The American Recovery and Reinvestment Act allows for a variety of training types; Occupational Skills Training (OST) with Higher Education & Training Providers in High Demand Industries, Customized Training, Individual Training Accounts, On-the Job Training, Job Readiness Training, Class Sized Training for special populations, Registered Apprenticeships, Entrepreneurship Training, Coupled OST and Adult Education/ Literacy Training, and Coupled OST and English as a Second Language. While all training types will be considered, four training types are preferred:

- Customized Training defined as an employer-driven program that helps businesses train and hire people to fit their specific needs. The employer must provide at least fifty percent (50%) matching funds for the cost of the training and provide a commitment letter to hire successful trainees. Training can be provided by a third party vendor.
- On-the-job Training (OJT) defined as employer based training at the job location for new employees where businesses can be reimbursed up to 50% of the wages during a specified training period.
- Class size occupational training defined as training being conducted in a group setting leading to an employer recognized certification or certificate. There must be a documented industry need in the Baltimore area for the training type being delivered. May be coupled with educational or English as a Second Language classes.
- Incumbent Worker Training defined as training for currently employed individuals in need of additional skills upgrade training to stay competitive in their job and/or successfully move up to the next step within their career path.

- **Please define a ‘dislocated worker’ and ‘low income adult’?**

- The term “dislocated worker” means a worker who has been totally or partially separated, or is threatened with total or partial separation, from employment in an industry or sector in a community impacted by trade.
- WIA defines the term “low income individual” as one who qualifies under various criteria, including an individual who’s calculated annualized family income does not exceed the higher of the poverty line or 70 percent of the lower living standard income level as determined by the Federal Department of Health and Human Services. Workforce Investment Field Instruction 8-08 located on the Department of Labor Licensing and Regulation website (<http://www.dllr.state.md.us/employment/wifi/index.shtml>) explains the income guidelines in more detail. Other eligibility criteria include receipt of public assistance (TANF, food stamps, etc.), social security supplemental insurance or other excludable income sources; or income calculated as a family of one with a documented disability.

E. GOVERNING AUTHORITY

Acceptable Expressions of Interest will meet the specifications contained in this REI, the MOED’s Two Year Plan and all applicable policies and regulations. It is incumbent upon respondents to familiarize themselves with these documents. Reference copies are available for review at www.oedworks.com.

F. TERMS OF THE AGREEMENT

Respondent(s) recommended for award as result of this REI will enter into a written agreement with MOED. The initial contract period will be for a maximum of one year in length.

G. COMPLIANCE WITH OMB

The selected training provider in receiving federal funds is required to comply with the requirements of the Federal Office of Management and Budget (OMB) Circular A-133. The training provider is responsible for having an audit performed in accordance with and when required by OMB Circular A-133 and for sending a copy of the report issued as a result of the audit to the City within thirty (30) days of the audit report’s issuance. Baltimore City reserves the right to engage an auditor, and the Baltimore City Department of Audits reserves the right to perform an OMB Circular A-133 audit. The Baltimore City Department of Audits reserves the right to perform quality control review procedures with regard to the independent auditor engaged, to assure that the auditor is qualified and meets Government Accounting Office standards, as well as to evaluate the scope of the audit engagement to assure it complies with OMB requirements.

H. QUESTIONS

All questions regarding completion of the EI should be sent to ARRAtrains@oedworks.com and responses will be posted every Friday beginning May 1, 2009 and ending Friday, May 29, 2009.

PART IV: PROPOSED PROCUREMENT TIMETABLE

Action	Date
Publish Legal Notice of the Training Forum	April 10, 2009 and April 12, 2009
Training Forum was held	April 16, 2009 9:00 am
REI Posted on BWIB & MOED website	May 1, 2009
REI Packets Available	May 1, 2009
Publish Legal Notice of the REI	May 8, 2009 and May 10, 2009
Q & A Posted on the web site on Fridays	May 1, 2009 through May 29, 2009
Responses accepted on or before	June 3, 2009 11:00 am
Announcement of Awards	July 6, 2009
Contract Negotiation Begins	July 6, 2009
Services Begin	September 6, 2009

All time shown is Eastern Standard Time (EST). The MOED reserves the right to adjust the schedule when it is in the best interest of the MOED or to correct any previously published deadlines.

PART V: EXPRESSION OF INTEREST PREPARATION INSTRUCTIONS

A. Responsiveness

To be considered responsive, EI's must meet the following minimum criteria:

- 1) Submit one (1) original EI and six (6) additional sets of the EI all signed in blue ink; and an electronic version
- 2) The signing official must be authorized to represent and bind the service provider.
- 3) The contents of the EI must be presented in the same order as set forth in the Format for Completing the Expressions of Interest (Part V, B) outlined below and contain all of the information and documents requested.
- 4) EI's must be double-spaced, single sided, 8.5 inch x 11 inch pages, with one-inch margins (top, bottom, and sides), and with 12 point text font.
- 5) Giving incomplete or erroneous information or withholding important information could result in disqualification or contract termination.

B. Format for Completing the Expressions of Interest

I. COVER PAGE

Complete the "Cover Page", Attachment A, and submit it as the first page of your package.

II. ACKNOWLEDGEMENTS

Attachment B contains acknowledgements that must be given by an authorized representative of the organization/firm. Complete this form and submit it as the second page of your package.

III. PRIOR TRAINING ACTIVITIES

Attachment C should be completed and submitted as the next page in the EI package.

IV. PROGRAM SUMMARY FORM

Complete the "Program Summary Form", Attachment D, and submit it as the page following the listing of "Relevant Training Activities" in your package.

V. TABLE OF CONTENTS

Submit a Table of Contents to begin the Narrative section of your response package.

VI. PROGRAM NARRATIVE

The program narrative should describe how the organization will accomplish the program goals and objectives. Statements should be concise and specific, conveying to the reader that the respondent understands the approach to be followed in the program and the responsibilities inherent therein. The narrative is to be presented using the following outline. The ***italicized headings*** used below must be replicated in your narrative in the order given.

The narrative should be between eight (8) to ten (10) typewritten pages, double space 12 point font.

1) *Services to be Provided*

A. *Program Description*

- i. Describe the training component and occupational area.
- ii. Identify the target population(s) you intend to train.
- iii. Explain how the services will be provided.
- iv. State the program goals and objectives.
- v. Explain how the services provided will lead to the successful achievement of the program goals and objectives.

B. *Entry Requirements*

- i. Describe your program's entry requirements (be specific).
- ii. Identify the minimum age and academic/basic skill requirements.

C. *Program Model*

- i. List the number of customers in each training cycle and the number of cycles proposed.
- ii. Include a curriculum outlining specifying tasks, amount of time required to teach tasks for each proposed cycle or a schedule of activities and the number of hours of each activity that each customer will receive.
- iii. Describe the type (or combination of types) of training. (e.g. customized training, on the job training, class size occupational training, incumbent worker training, etc)
- iv. Indicate competencies expected to be achieved, benchmarks and indicators for these competencies, the certification method to be used and any other pertinent information related to the program or activity outcomes or goals.
- v. Provide information on a system for measuring and documenting achievement of competencies or other program or activity outcomes.
- vi. Provide the attendance policy.

- vii. Indicate the number of hours that customers will spend:
 - 1. With a classroom instructor
 - 2. Practicing learned skills (applied / experiential)
 - 3. Counseling for job development
- viii. Indicate if training is open-entry, open-exit or other.
- ix. Indicate start and end dates for each cycle proposed.
- x. Include a list of books and other materials that each participant will use.

D. Outreach and Recruitment

- i. Describe the process to be used for coordinating recruitment with MOED's Career Center Network.
- ii. Describe your process for marketing your program through the Career Center Network.

E. Assessment

- i. Describe the process to be utilized for assessment of participant experience, skills and individual employability development needs.
- ii. Indicate appropriate testing that will be used for selection.

F. Employability Development Component

- i. Describe the program's employability development component.
- ii. Indicate the number of hours of instruction participants will receive.
- iii. Describe how this component will be integrated into the training program.
- iv. Indicate what competencies will be achieved and how these competencies will be measured.

G. Counseling and Support Services

- i. Describe your counseling component for participants.
- ii. Discuss your method of ensuring the provision of supportive services needed to maintain a customer during training, any post training or employment activities.

H. Labor Market Potential

- i. Justify and provide evidence that there is a labor market need for the type of training proposed. Copies of help wanted ads are not acceptable.
- ii. List the types of jobs in which training participants will be placed.
- iii. List the entry level job requirements and expected entry level wages.
- iv. Provide a list of employers (include address, contact person, and phone number) that you have contacted who have verified the labor market demand and indicated a willingness to hire completers of your training program in available job openings in the targeted occupations you have listed for placement. In the event of customized training, provide a letter of commitment from the employer to hire successful training completers. **NOTE:** MOED reserves the right to contact those employers listed as part of the review process.

I. Marketing and Job Placement

- i. Describe your plans for placing training completers in the labor market in occupations for which they were trained.
- ii. Describe any job preparation activities in which trainees will be involved, your job-matching process and follow-up activities.
- iii. Discuss the methods you will utilize to market your program to employers.
- iv. Describe any special linkages that exist between your organization(s) and employers that may be associated with your proposed plans.
- v. Describe past placement performance including the ratio of those enrolled to placed, and provide name of employers/industries, types of occupations and wages/benefits.

J. Post Placement Service

- i. Describe follow-up mechanisms with employers on the success/failure of program completers who are placed in employment.
- ii. Describe follow-up services for training completers who are placed in employment (i.e. alumni services, job coaching).

2) Coordination Strategy

- a. Explain how your agency's/ organization's currently available resources and assets will be integrated into the proposed project.
- b. Describe how community resources will be utilized to provide supportive services. Describe proposed coordination of efforts to be utilized to ensure a successful program, including the roles and/or responsibilities of all entities involved. Clarify any special arrangements between your agency and human services agencies designed for the benefit of program participants.
- c. Identify any matching sources of public and/or private funds and the amount and use of each fund as it relates to the proposed activity (i.e. HEA Grants, Pell Grants, Work Study, other state or federal funding).
- d. Submit letters of Coordination and Linkage specific to this program, if applicable. NOTE: Letters of support or endorsement will not suffice. Letters must identify working relationships with community services agencies, schools, businesses, or other organizations. (Submit these as an attachment in the EI package).

PART VI: ORGANIZATIONAL QUALIFICATIONS AND CAPACITY

In this section, please demonstrate the qualifications and capacity of your organization to perform the service(s) you propose.

Description of Organization

- A. Briefly describe the services your organization currently offers.
- B. Briefly describe your organizational structure and how that structure is tailored to meet the program objectives and design. Provide an organizational chart as an attachment.
- C. Provide a description of the personnel who will be directly involved in the proposed project (for example administrative staff, instructors, etc.) Include:
1. Resumes, Curriculum Vitae, credentials or licenses (if applicable).
 2. Specific experience in relation to similar projects.
 3. Job description of each position associated with the project.
 4. Extent of involvement in terms of time. Provide percentages.
 5. Organization responsibility/reporting procedures in relation to the proposed program.
- D. Indicate the staff/customer ratio for the proposed program.
- E. Indicate how long it will take to implement the proposed activity from notification of selection.
- F. Is your business entity registered with the Maryland State Department of Assessments and Taxation (SDAT) to do business in the state of Maryland? If yes, is your business in "good standing" as reflected in SDAT's records?
- G. Does your organization have a financial recording and reporting system in place, which is capable of accurately capturing project related budgets and actual expenses, in a timely fashion? (Please provide a copy of your most recent Audited Financial Statements/Report for the fiscal year that ended within the past nine (9) months.)
- H. Selected organizations will be required to provide specific types and levels of business insurance coverage in order to contract with the City of Baltimore under this REI. Does your organization have the capacity to meet this requirement, in a timely fashion?
- I. Under contracts resulting from this REI, organizations must agree to permit MOED and other applicable regulatory and funding agencies to physically inspect their books, records and other documents that relate to work performed and expenses incurred and reported. Is your organization prepared to accept this requirement?

PART VII: PROPOSED PROJECT BUDGET

Organization must submit a detailed line item budget for their project's period of performance. In doing this, please complete Attachment E and submit it as the final page of your EI package. Include either a detailed cost analysis of each line item or a budget narrative that explains the costs reflected in each of the line items. Budget information worksheets in Attachment E-1 may be used to meet the criteria for a detailed cost analysis. Discuss here any items that need explanation.

NOTE: If your agency is receiving another source of funding, you will have to submit a cost allocation line item budget showing the percentages of those funds being allocated to this EI.

ATTACHMENT A: Expressions of Interest - COVER PAGE

Name of Organization:

Address:

Phone Number:

Web site:

Contact Person:

Name:

Title:

Phone Number:

Fax Number:

Email:

Complete if different from above:

Chief Executive Officer:

Phone Number:

Email:

Training information:

Occupational Skills Training Area:

Target Population:

Address of proposed training site:

Telephone number:

ATTACHMENT B: ACKNOWLEDGEMENTS

Please provide the following information in the space provided. No attachments may be substituted except where indicated.

A. Indicate type of organization or business:

Public agency _____
Non-profit _____
For-profit _____
Other _____
Identify: _____

Organization's date of Inception _____

B. Are you a minority contractor? Yes____ No____

(A minority business is a business owned, operated, and controlled by minority group member(s) who have at least fifty-one percent (51%) ownership. The minority group member(s) must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of minority group ownership. (Minority group members are defined as Women, Black Americans, Hispanic Americans, Asian Americans, American Indians, American Eskimos, and American Aleuts.)

If you are a minority contractor, are you registered with the Minority and Women Business Enterprise (MBE/MWE) with the City of Baltimore?

Yes____ No____ Certification # _____

C. Has your organization ever filed for reorganization under the bankruptcy laws of Maryland or any other state?

Yes____ No____

If yes, what was the date and disposition of this action?

D. Is your organization currently debarred or suspended from receiving local government, state, or federal funds?

Yes____ No____

ATTACHMENT C: PRIOR TRAINING ACTIVITIES

Describe relevant training activities that your organization has delivered in the past three (3) years. Include information on the population served, results, placement rates and placement wages (where applicable). Identify the grantor and include references.

This information is critical in order to evaluate this EI.

ATTACHMENT D: PROGRAM SUMMARY FORM

Name of organization: _____

Address: _____

Training Location _____

Address: _____

Contact Person: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Type of Training _____

(Skill Area If Applicable)

Number of Enrollees _____

Number of Cycles Proposed _____

(If Applicable)

Length of Training _____

Number of Hours Per Day _____

Total Proposed Budget _____

Cost/Slot _____

(Total Budget/Number of Enrollees)

Staff/Customer Ratio _____

Proposed Completion Rate _____

of Enrollees

Proposed Placement Rate _____

of Enrollees

Age Range _____

ATTACHMENT D: PROGRAM SUMMARY FORM (Continued)

Math Proficiency Requirement _____
(Based on Test of Adult Basic Education – TABE)

Reading Proficiency Requirement _____
(Based on Test of Adult Basic Education – TABE)

Specific Skill Prerequisites _____

Other Requirements _____

In-Kind Contributions _____

ATTACHMENT E: BUDGET INFORMATION

A. Budget Summary by Categories

	Amount
1. Personnel	
2. Fringe Benefits (Rate ___%)	
3. Travel	
4. Equipment and Supplies	
5. Contractual	
6. Facilities	
7. Other	
8. Participant Supports	
9. Total Direct Cost (Lines 1 through 8)	
10. Indirect Cost (Rate %)*	
11. TOTAL Funds Requested (Lines 9 through 10)	

B. Cost Sharing/Match Summary

	Amount
1. Cash Contribution	
2. In-Kind Contribution	
3. TOTAL Cost Sharing/Match (Rate___%)	

NOTE: Include either a detailed cost analysis of each line item or a budget narrative that explains the costs reflected in each of the line items above. Worksheet, Attachment E-1, may be used to meet the criteria for a detailed cost analysis.

ATTACHMENT E-1: BUDGET INFORMATION WORKSHEETS

The worksheets provide information about how costs were calculated. They also provide more detailed management information.

Category 1: Personnel				
Position Title	Annualized Salary	FTE	Number of Months	Total
TOTAL PERSONNEL				

Category 2: Fringe Benefits		
	Rate	Amount
TOTAL FRINGE BENEFITS		

Category 3: Travel					
Item	Staff	Miles/Week	Cost/Mile	# Weeks	Total
TOTAL TRAVEL					

Examples include: Mileage per staff member, Plane Fare, etc.

Category 4: Equipment and Supplies					
Description			Unit Cost	# Units	Total
TOTAL EQUIPMENT AND SUPPLIES					

Examples include: Computer Network, Training Supplies, Office and Maintenance Supplies

Category 5: Contractual					
Description			Unit Cost	# Units	Total
TOTAL CONTRACTUAL					

Examples include: Curriculum Development

Category 6: Facilities					
Description			Square Foot	Cost per square foot	Total
TOTAL FACILITIES					

Examples include: Rent, Utilities

Category 7: Other					
Description			Unit Cost	# Units	Total
TOTAL OTHER					

Category 8: Participant Supports					
Description			Unit Cost	# Units	Total
TOTAL PARTICIPANT SUPPORTS					

Examples include: Vouchers for Transportation, Equipment, or Uniforms.

Category 10: Indirect Costs		
Description	Rate (% of what)	Amount
TOTAL INDIRECT COSTS		

ATTACHMENT E-1: BALTIMORE CITY RESIDENTS FIRST CERTIFICATION

Respondents on all City contracts, except professional services contracts, emergency contracts and contracts for \$24,999.00 or less shall complete the **Baltimore City Residents First Certification (BCRF) Statement** and agree to comply with BCRF. A copy of the certification must be submitted with the EI. Further information is available on the MOED's website: www.oedworks.com.

Baltimore City Residents First Instruction Sheet

1. Complete the *Baltimore City Residents First Certification Statement* and submit it with your EI package.
2. Contact the Mayor's Office of Employment Development (MOED) within two (2) weeks of receiving the award to schedule a meeting. MOED will assist you with your employment plan, discuss other services provided by MOED and explain the employment report requirements. You will not receive your first payment under the contract until MOED verifies that the meeting has been scheduled.

Rosalind Howard or Susan Tagliaferro
Baltimore City Residents First
Mayor's Office of Employment Development
3001 East Madison Street
Baltimore, Maryland 21205
Phone 443-984-3014. • Fax 410-361-9648
rhoward@oedworks.com
stagliaferro@oedworks.com
-or-
BCRF@oedworks.com

3. Complete the Employment Reports as requested on June 30th and December 31st during each and every year of the contract and at the end of the contract and submit to:

Baltimore City Residents First
Mayor's Office of Employment Development
3001 E. Madison Street
Baltimore, Maryland 21205
- or -
BCRF@oedworks.com

4. The City will not release a final payment or any and all retainage held by the City until the Employment Reports are submitted.

Baltimore City Residents First Certification Statement

Contract Title	Contract Number	Contracting Agency	Bid Due Date

To promote the commitment to utilize *Baltimore City Residents First* to meet its employment needs, all businesses awarded contracts, franchises and development opportunities with the City of Baltimore, shall comply with the terms of the Executive Order as described in the bid specification. Under this agreement, contract awardees will complete and submit this certification statement with the bid package.

Excluded from this Executive Order are professional service contracts, emergency contracts, and contracts for \$24,999.00 or less.

I, _____, representing _____
(Name and Title) (Name of Bidder)

certify that this contract representative will schedule a meeting with the Mayor's Office of Employment Development within two weeks of award to share the workforce plan for this contract. In addition, if there is a need for additional employees, I agree to interview qualified *Baltimore City Residents First*. I agree to submit an Employment Report indicating the number of total workers and number of City residents on payroll as of June 30th and December 31st during each and every year of the contract and at the end of the contract as a condition of release of a final payment or any and all retainage.

Name: _____ Title: _____

Signature: _____ Date: _____

Telephone: _____ Email: _____

Rosalind Howard or Susan Tagliaferro
Baltimore City Residents First
Mayor's Office of Employment Development
3001 East Madison Street
Baltimore, Maryland 21205
Phone 443-984-3014. • Fax 410-361-9648
rhoward@oedworks.com
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