

**East Baltimore Neighborhood Pipeline Project**

**Request for Qualifications**

**For Providers Serving East Baltimore City Residents**

**Release Date: July 28, 2006**

**East Baltimore Neighborhood Pipeline Project**  
**Funded by: The Annie E. Casey Foundation**  
**Administered by: Mayor's Office of Employment Development**

**The Mayor's Office of Employment Development (MOED)** serves as the City's primary agent for workforce development services for employers, new workers, older workers, disabled, career changers, ex-inmates, laid-off workers and youth. Designated by the Mayor as the local One-Stop Operator, MOED is responsible for coordinating the delivery of a variety of workforce development programs through its One-Stop Career Center Network. More information on MOED is available at [www.oedworks.com](http://www.oedworks.com).

**The Annie E. Casey Foundation (AECF)** fosters public policies, human service reforms and community supports that more effectively meet the needs of today's vulnerable children and families. **Family Economic Success (FES)**, an AECF initiative, is an approach that helps low-income working families build strong financial futures in strong neighborhoods by integrating three key components:

- ❖ Workforce development—the skills and education necessary to get good jobs and build careers.
- ❖ Family economic support—information, resources, policies and strategies to help families stabilize their income and build wealth and assets.
- ❖ Community investment—investments and grantmaking in housing, facilities and business, and commercial development.

Utilizing this comprehensive approach AECF makes investments, creates partnerships, and undertakes a variety of community-based strategies to help families achieve economic success. More information about AECF is available at [www.aecf.org](http://www.aecf.org).

## **PROJECT OVERVIEW**

---

The East Baltimore Neighborhood Pipeline Project is funded through a grant from the Annie E. Casey Foundation (AECF) to help:

- ❖ Build the pipeline of qualified East Baltimore residents who can fill Baltimore's entry-level jobs,
- ❖ Build the capacity of individual organizations to assist individuals to become job ready through the use of a set of standardized training methods and curriculum which will deliver a more consistent pool of job-ready candidates, and
- ❖ Build the network of employers who recognize the graduates of participating organizations as job ready candidates.

MOED working with the Annie E. Casey Foundation, will oversee a 12-month project with selected organizations who agree to:

**East Baltimore Neighborhood Pipeline Project**  
**Funded by: The Annie E. Casey Foundation**  
**Administered by: Mayor's Office of Employment Development**

- ❖ Integrate the East Baltimore Pipeline Job Readiness Curriculum and specific assessment, case management and placement tools into the organization's job readiness protocols;
- ❖ Identify employers who will partner with the individual organization and hire project completers; and
- ❖ Participate in organizational capacity building/professional development activities.

Two to four organizations will be awarded grants in amounts between \$25,000 and \$35,000 to provide services to East Baltimore City residents.

## **PROPOSAL PROCESS**

---

Interested and qualified organizations should submit proposals as outlined below. The application for funding is a two step process which includes:

- Step 1: Submitting a completed, written application. The application will consist of a proposal cover page, and a three to five page proposal narrative describing how the organization plans to:
  - Deliver pre-employment activities using the East Baltimore Pipeline Job Readiness Curriculum and specific assessment, case management and placement tools,
  - Work in partnership with one or more employers to achieve specific job placement and employment retention goals, and
  - Work in partnership with similar providers to refine and standardize the above stated tools for use by a broader network of providers.
  - Provide a budget and narrative which details how the organization intends to use the funds.
  
- Step 2: An independent panel designated by the East Baltimore Neighborhood Pipeline Workgroup shall review each proposal and make recommendations for the award(s). The organizations selected will be required to submit and/or meet the following qualifications:
  1. Be in good standing with the MD State Dept of Assessments & Taxation
  2. Provide proof of incorporation, for example 501(c) (3), etc.
  3. Have a written Conflict of Interest Policy for Staff and Board
  4. Demonstrate prior workforce development experience.
  5. Describe the organizational structure and staff responsibilities and level of volunteer involvement. List the names, qualifications, and number of

**East Baltimore Neighborhood Pipeline Project**  
**Funded by: The Annie E. Casey Foundation**  
**Administered by: Mayor's Office of Employment Development**

years in the positions for key staff and/or volunteers relevant to the current request.

6. Demonstrate that quality assurance processes for services are in place, for example, Standard Operating Procedures, etc.
7. Provide a complete copy of an independent audit report for the fiscal year that has ended within the past nine (9) months.
8. Provide proof of the following insurance coverages: professional liability, commercial liability, business automobile, employee dishonesty and worker's compensation (Certificates of insurance or carrier quotes).
9. Demonstrate the ability to collect outcome data.

**PROCUREMENT TIMETABLE**

---

<b>Action</b>	<b>Date</b>
Application Packets Available	July 28, 2006
Posted on BWIB & MOED <sup>1</sup> websites	July 28, 2006
Last day questions will be accepted	August 4, 2006
Q & A Posted on the Websites	August 8, 2006
Applications Due	August 28, 2006, 1:00 pm
Provisional Award Notification	September 25, 2006
Selection process Step 2 Qualifications Due	September 29, 2006
Final Award Notification	October 2, 2006
Contract Negotiations Begin	October 2, 2006
Contract and Service Delivery Begin	December 4, 2006

All times shown are Eastern Daylight Savings Time (DST). The MOED reserves the right to adjust the schedule or to extend any published deadline in this Request for Qualifications.

**APPLICATION AND SUBMISSION INSTRUCTIONS**

---

- 1) Submit one (1) original proposal, and three (3) copies.
- 2) Proposal must be received by MOED at 417 E. Fayette Street, Suite 468, Baltimore, MD 21202 no later than the due date and time shown in the Procurement Timetable.

---

<sup>1</sup> Baltimore Workforce Investment Board (BWIB) website: [www.baltoworkforce.com](http://www.baltoworkforce.com) or Mayor's Office of Employment Development (MOED) website: [www.oedworks.com](http://www.oedworks.com).

**East Baltimore Neighborhood Pipeline Project**  
**Funded by: The Annie E. Casey Foundation**  
**Administered by: Mayor's Office of Employment Development**

- 3) The original proposal must be manually signed in **blue ink** by the official authorized to represent and bind the proposing organization and should be marked "original".
  
- 4) The proposal must include:
  - A. Completed Cover Page ( 5 points)
  
  - B. Written responses (see attached Proposal Format) (65 points)  
Section I through III, must not exceed five (5) pages, one side only, on numbered 8½ inch X 11 inch paper. All text should be 12-point font. The page limit does not apply to the cover sheet, budget section, appendices and forms.
  
  - C. Section IV should include Budget and Budget Narrative (15 points)
  
  - D. Section V should include all attachments, for example: (15 points)
    - i. Participant Flow Chart
    - ii. Employer Commitment Letters
    - iii. Work Plans
    - iv. Sample forms or tracking documents
  
  - E. Bonus points may be awarded if the proposal:
    - i. Demonstrates strong employer connections, for example: submission of letters of commitment from employers who are willing to hire participants who successfully complete the job readiness curriculum, or submission of documents validating business participation.(5 points)
    - ii. Demonstrates that the East Baltimore Pipeline Job Readiness Curriculum and specific assessment, case management and placement tools are already integrated into the organization's job readiness protocols and are in use. (5 points)
  
- 5) Proposal contents must be presented in the same order as set forth in the RFQ and contain all of the information and documents requested.
  
- 6) All questions regarding this application should be submitted via email to [pipeline@oedworks.com](mailto:pipeline@oedworks.com). The questions and answers will be posted on the BWIB and MOED website by August 8, 2006. No questions will be answered by phone or in person.

**East Baltimore Neighborhood Pipeline Project  
Funded by: The Annie E. Casey Foundation  
Administered by: Mayor's Office of Employment Development**

**APPLICATION**

---

COVER PAGE:

**a. Name of Organization:**

Address:

Phone Number:

Website:

**b. Person to contact during initial conversations:**

Name:

Title:

Phone Number:

Fax Number:

Email:

**c. Complete if different from above:**

Chief Executive Officer:

Phone Number:

Email:

**d. Endorsement**

I hereby declare that to the best of my knowledge, the information provided in this proposal is accurate, valid and represents a full disclosure of the requested information. I am fully authorized to represent the organization identified in this application, to act on its behalf, and to legally bind it in all matters related to this application.

\_\_\_\_\_  
Signatory Authority (please type/print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature **(blue ink only)**

\_\_\_\_\_  
Date

**East Baltimore Neighborhood Pipeline Project**  
**Funded by: The Annie E. Casey Foundation**  
**Administered by: Mayor's Office of Employment Development**

**Proposal Format**

**Section I: Project Description**

- A. Describe the organization and how it intends to recruit East Baltimore residents.
- B. Describe relevant past workforce development experiences and previous service delivery results.

**Section II: General Project Operations**

- A. Describe how the organization's plans to integrate the East Baltimore Pipeline Job Readiness Curriculum, and the specific assessment, case management and placement tools into the service delivery protocols. (Participant Flow Chart can be included as an attachment.)
  - Describe orientation/assessment activities
  - Describe selection processes
  - Describe documentation protocols
  - Provide attendance policies
  - Provide staffing plans
  - Describe case management strategies
  - Identify standards and competencies expected to be achieved
  - Length of course
  - Identify placement and retention strategies
- B. Identify employers that will participate in this project and describe how they will partner with the organization. Partnerships should lead to increased placements in employment. Employment related activities could include but are not limited to (Employer support letters should specify type of commitment):
  - Job shadowing
  - Industry Specific Workshops
  - Mentoring
  - Internships
  - Unsubsidized placement
- C. List the proposed hours of operation, staffing plans, and location of services.
- D. Identify the organization's system for data collection and explain what method the organization will use to track, manage and report enrollments and outcomes.

**East Baltimore Neighborhood Pipeline Project**  
**Funded by: The Annie E. Casey Foundation**  
**Administered by: Mayor's Office of Employment Development**

**Section III: Outcomes**

- A. Identify the number of individuals the organization will assess.
- B. Of those assessed, identify the number of participants the organization will enroll.
- C. Of those enrolled, identify the planned number of participants who will complete.
- D. Of those completed, identify the planned number of participants who will be placed in unsubsidized employment.
- E. Identify the number of employers who have agreed to hire completers during the 12-month period.

**Section IV: Budget**

- A. Provide a line item budget –see below
- B. Provide a budget narrative on a separate page giving a brief and concise explanation for each budget item in the same order as the line item budget. Include method and/or formula for estimating each line item figure. For personnel costs, include job titles, rate of pay and anticipated time to be spent on project activities. Provide cost per participant.

<b>Budget Item</b>	<b>Funds Requested</b>
Salaries List each position, the proposed annual salary for a 1.0 FTE and the FTE portion (example: 0.6) related to funds requested)	
Benefits	
Telephone	
Equipment	
Insurance	
Office Supplies	
Travel	
Printing/Postage	
Audit/Accounting	



**East Baltimore Neighborhood Pipeline Project**  
**Funded by: The Annie E. Casey Foundation**  
**Administered by: Mayor's Office of Employment Development**

Other: (e.g. supportive services)	
<b>TOTAL BUDGET</b>	