



**REQUEST FOR PROPOSAL
FOR
CLASS SIZE OCCUPATIONAL SKILLS TRAINING
RFP #
FY 01-02**

**Karen Sitnick
Director
Mayor's Office of
Employment
Development**

**Martin O'Malley
Mayor**

**Ron Peterson
Chairman
Baltimore Workforce
Investment Board**

April 30, 2001

The Baltimore Workforce Investment Board, acting through the Mayor's Office of Employment Development (MOED) is issuing this Request for Proposal (RFP) to solicit interested parties possessing the expertise and capacity to provide class-size (defined as groups of no less than ten (10) but no more than twenty (20) individuals), occupationally skills training to one or more of the following special target groups identified by the BWIB. The expected term for a contract awarded under this solicitation will be twelve (12) months beginning on/about July 1, 2001. The contract may be renewed an additional twelve (12) months should performance outcomes be successfully achieved.

The proposer selected will provide their class-size occupational skills training to:

- 1) Persons with Disabilities
 - Defined as individuals having disabilities as defined by the Rehabilitation Act of 1973 (United States Code 29, Section 705) as amended (1993)
- 2) Ex-Offenders
 - Defined as individuals who have been convicted of a felony or misdemeanor
- 3) Older Youth
 - Defined as individuals ages 18-25, inclusive
- 4) Displaced Homemaker
 - Are defined as individuals who have been providing unpaid services to family members and have depended on another individual's income that is no longer available to them (excluding welfare recipients).

A bidder's conference will be held on Monday, April 30, 2001 at 10:00 a.m., Eastern Daylight Savings Time. Completed proposals **must** be submitted to the Mayor's Office of Employment Development (MOED) not later than five o'clock p.m. Eastern Daylight Savings Time, on Friday, June 1, 2001. Further details are provided in the Request for Proposal (RFP). RFP packages will be available after April 30, 2001 by contacting Ms. J. DuVall at (410) 396-7336, Monday through Friday between 9:00 a.m. and 4:00 p.m.

Sincerely,

Karen L. Sitnick
Director

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PART I: GENERAL INFORMATION

The Baltimore City Workforce Investment Board (BWIB), acting by and through the Mayor's Office of Employment Development (MOED) is issuing a Request For Proposal (RFP) to solicit entities with the expertise and capacity to provide class-size occupationally specific skills training to one or more special target groups identified by the BWIB. The expected term for contract(s) to be awarded under this solicitation will be one (1) year, commencing on or about July 1, 2001, with a one (1) year option, provided measurable performance outcomes are successfully achieved.

The objective of this procurement is to select entities to effectively and efficiently manage and deliver the services being solicited by the RFP.

Selectees will be required to provide class-size occupationally specific skills training to one or more of the following special target groups identified by the BWIB:

- Persons with Disabilities
- Ex-Offenders
- Older Youth
- Dislocated Workers

Persons with Disabilities are defined as individuals having disabilities defined by the Rehabilitation Act of 1973 (United States Code 29, Section 705) as amended (1993).

Ex-Offenders are defined as individuals who have been convicted of a felony.

Older Youth are defined as individuals ages 18-25 inclusive.

Dislocated Workers/Displaced Homemakers are defined as individuals who have been laid off from their jobs due to plant closure, long-term unemployed individuals (e.g., 1 to 26+ weeks) and are eligible to receive (or are currently receiving) Unemployment Insurance. Individuals about to exhaust their unemployment insurance benefits due to time limitations also fit this criteria.

Individuals (other than Dislocated Worker's/Displaced Homemakers) must also be low income as defined under the federally funded Workforce Investment Act of 1998 to obtain these services.

Class-Size Training is defined as vocational/career specific on instruction for groups of no less than ten (10) but no more than twenty (20) individuals.

In addition to measurable competencies, the skills training must also include an employability enhancement service designed to provide job search assistance to the program's participants. It is expected that all completers of the occupational skills training are to obtain full-time employment (defined as 32 or more hours per week); that the starting wage is at least \$8.10 per hour and that the employer is to provide benefits (e.g., healthcare) within one (1) year of employment.

All applicants must demonstrate their existing expertise, capability and capacity to provide the class size occupational skills training as well as their ability to assist the program enrollees in obtaining employment at the prescribed hourly wage as described in this RFP. Funding is not available to allow for the training of an inexperienced bidder.

A. General Characteristics of the Four Target Groups

Below are the general characteristics, objectives, and expected scope of work for each respective population:

Persons With Disabilities Population is defined as individuals who are severely disabled, as defined by the Rehabilitation Act of 1973 as amended (1993). This includes persons that are physically or mentally challenged and may have additional barriers to employment such as substance abuse, transportation and childcare.

Objective: To utilize the career development process to increase knowledge of the labor market and sustainable employment options. The vendor will provide a full range of skills training and the necessary support systems.

Scope of Work: (Direct services or sub-contracted)

Respondents describe:

- System for monitoring attendance, punctuality, and measurable skills training competencies to be achieved (e.g., minimum grade point average on tests, quizzes).
- Effectively demonstrate and provide substantive documentation via the Federal Department of Labor and Maryland Department of Labor, Licensing, and Regulation citing statistics showing a need for qualified people possessing a particular skill.
- ADA accessibility process and accommodations used for administering the curriculum and serving prospective customers with dignity.
- Experience training and placing target group into careers with sustainable wages.
- Recruitment and intake process.
- Career assessment's process.

- Support Services—i.e., transportation, substance abuse support, housing, childcare, job development/coaching, counseling.
- Process for coordination of academic and occupation skill acquisition.
- Process and rationale for targeting industry for the training and employment of persons with disabilities.
- Employer validation process.
- Process for monitoring and evaluating student progress toward certification (if applicable).
- Intent to provide labor market information seminars and other workshops to provide reality based job search (include curriculum as appropriate).
- Process for meeting performance standards for registration, completion, placement and retention.
- Type and intensity of post program services.
- Process for marketing and completing applicable tax credit forms and/or Federal Bonding forms to enhance customer's job search process.

Ex-Offender Population is defined as men and women previously incarcerated or pending immediate release from incarceration and seeking employment and training services. These individuals may have barriers to employment that include, but are not limited to, a need for academic and occupational skills, comprehensive remedial literacy education (short-term), and support to obtain and retain employment that will result in accessing a livable wage on a career path.

Objective: To utilize the career development process to increase knowledge of the labor market and sustainable employment options. The vendor will provide a full range of skills training and the necessary support systems.

Scope of Work: (Direct services or sub-contracted)

Respondents describe:

- System for monitoring attendance, punctuality, and measurable skills training competencies to be achieved (e.g., minimum grade point average on tests, quizzes).
- Effectively demonstrate and provide substantive documentation based upon recognized authorities (e.g., local and state administration prison system) on the best practices successfully implemented and needed for the targeted population to successfully complete skills training and secure gainful employment.
- Letters of support from prospective employers willing to participate in an on-the-job training or customized training component, in which the prospective population will be conditionally hired and permanent employment being contingent upon successful completion and cooperation in; work experience and skills training on a trial basis not to exceed four (4) months.

- Recruitment and intake process
- Career assessments process
- Support Services/Comprehensive Life Skills/Barrier Removal (e.g., transportation, substance abuse support, housing, child care, job development, coaching, counseling, transitional and emergency shelter, health care, housing, career wear, legal services, credit repair esteem building, conflict resolution, team building)
- Process for coordination of academic and occupational skills acquisition
- Process and rationale for targeting industry for the training and employment of ex-offenders.
- Intent to provide a continuum of training services “inside” and “outside” of the fence (e.g. creation of new jobs or career opportunities based upon a new employment market).
- Employer validation process
- Process for monitoring and evaluating student progress toward certification upon successful completion of training (if applicable).
- Intent to provide labor market information seminars and other workshops to provide reality based job search. Include curriculum as appropriate.
- Process for meeting performance standards for registration, completion, placement and retention.
- Type and intensity of post program services
- Process for marketing and completing applicable tax credit forms and/or Federal Bonding forms to enhance customer’s job search process.

Dislocated Workers/Displaced Homemakers

Are defined as individuals who have some work viable and documented work experience or have been providing unpaid services to family members and have been co-dependent upon another individual’s income in the family.

Characteristics of this population includes, but is not limited to the following:

- Work history with one employer from 2 to 5 years in the same position.
- Work history with one or several employers from 2 to 5 years in the same position with some progressive employment (e.g., promotions or transfers).
- Individuals with the same employer for 10+ years and have documented progressively, responsible experience resulting in several promotions. These individuals are usually classified as para-professionals.
- All individuals possess high school diplomas or General Equivalency Degrees (G.E.D.).
- Individuals support families and are either the primary supporter (e.g., financial) or are a part of a two-income family with an average combined household income of \$30,000+.
- Displaced homemaker is an individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member, but is no longer supported by that

income; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

- Most individuals have some form of post-secondary education (e.g., vocational-technical training via a career school, junior college, under graduate college, post graduate study).
- The individuals are more “self-directed” than any of the other populations previously defined. The individuals need fewer soft skills training, but need more assistance with career path development, re-careering/re-entering the work force, and re-defining job search techniques previously practiced.

Objective: To utilize the career development process to increase knowledge of the labor market and sustainable employment options. The vendor will provide a full range of skills training and the necessary support systems.

Scope of Work: (Direct services or subcontracted)

Respondents describe:

- System for monitoring attendance, punctuality, and measurable skills training competencies to be achieved (e.g., minimum grade point average on tests, quizzes).
- Recruitment and intake process.
- Career assessment process.
- Self-directed job search component to include, but not be limited to, industry requirements, local employer requirements, and a comparative analysis of the population’s ability to meet both.
- Assist the prospective population with the development of a comprehensive and customized individual service strategy to be used for identifying barriers that may prevent the individual from successfully participating and completing skills training component and re-entering the workforce.
- Process for coordination of academic and occupational skills acquisition.
- Intent to provide a continuum of training services “inside” and “outside” of the fence (e.g. creation of new jobs or career opportunities based upon a new employment market).
- Employer validation process.
- Process for monitoring and evaluating student progress toward certification upon successful completion of training (if applicable).
- Intent to provide labor market information seminars and other workshops to provide reality based job search. Include curriculum as appropriate.
- Process for meeting performance standards for registration, completion, placement and retention.
- Type and intensity of post program services (e.g., targeted population and employer follow-up/feedback).

Older Youth Population

Are defined as individuals between the ages of 18-25, possessing the following general characteristics and barriers to self-sufficiency:

- The need for a G.E.D. as a pre-requisite for employment.
- High school dropouts.
- Criminal records (misdemeanor and felony convictions).
- Homeless or in Transitional Housing
- No documented, practical work experience
- Substance Abusers

Objective: To utilize the career development process to increase knowledge of the labor market and sustainable employment options. The vendor will provide a full range of skills training and the necessary support systems.

Scope of Work: (Direct services or subcontracted)

Respondents describe:

- System for monitoring attendance, punctuality, and measurable skills training competencies to be achieved (e.g., minimum grade point average on tests, quizzes).
- Recruitment and intake process.
- Career assessment process.
- Intent to provide a continuum of training services “inside” and “outside” of the fence (e.g. creation of new jobs or career opportunities based upon a new employment market).
- Support Services/Comprehensive Life Skills/Barrier Removal (e.g., transportation, substance abuse support, housing, child care, job development, coaching, counseling, transitional and emergency shelter, health care, housing, career wear, legal services, esteem building, conflict resolution, team building, working independently/group efforts).
- Peer-to-peer facilitation and mentoring techniques, practices, and/or collaborative partnerships.
- Advocacy efforts on behalf of the targeted population.
- Comprehensive career life skills/job-readiness component which should include, but not be limited to, occupational research, job search techniques, resume development (e.g., primarily functional resumes), assessment and interest inventory skills batteries to be used for employability assessment, business etiquette (e.g., attire, hygiene, attendance, punctuality, exercising the appropriate initiative on the job, respecting authority, time management, prioritizing and organizing work/personal activities, and personal budgeting).
- Process for meeting performance standards for registration, completion, placement and retention.
- Type and intensity of post program services (e.g., targeted population and employer follow-up/feedback).

B. Funding Period / Period of Performance

The funding period for contracts awarded under this solicitation will be for one (1) year commencing on or about July 1, 2001, provided performance remains acceptable during that period. Any contract awarded from this RFP will include an option to renew for up to one additional 1-year period contingent upon successful performance.

C. Governing Authority

Acceptable proposals will meet the specifications contained in this RFP, the requirements of the federal Workforce Investment Act (WIA), BWIB's 5-year plan, Maryland's Unified Plan, and all applicable policies and regulations. It is incumbent upon proposers to familiarize themselves with these documents during proposal development. Reference copies are available for review at the Mayor's Office of Employment Development Web Page, which is: www.oedworks.com.

D. Funding Available

The MOED will make sufficient funding available from various sources to deliver the services requested in this RFP. The proposer is responsible for proposing a reasonable total cost for delivering the services described in this RFP. Funding during the contract period may be adjusted due to changes in funding received.

E. Type of Contract

Contracts will be negotiated on a cost reimbursement with a demonstrated performance basis or a fixed unit priced, performance based contract.

Contracts under a cost reimbursement arrangement, having a demonstrated performance, will have a minimum of twenty-five percent withheld until achievement of measurable performance has been documented. The remaining funds will be used to reimburse allowable expenditures submitted on a "Monthly Project Invoice" with appropriate documentation. Examples of measurable performance outcomes include, but are not limited to: percentage of job seekers securing full-time employment, the number of customers placed in jobs with benefits (i.e. healthcare), job retention, and customer satisfaction.

The "boiler plate" of required contract language that will be included with the statement of work for the contract executed under this solicitation will be made available at the bidders' conference. The proposer is strongly encouraged to review this contract to ensure that this boilerplate language will not prohibit contract execution after the proposal is written, submitted and selected for funding.

Due to the nature of the funding sources, potential changes in legislation and policies, and performance achieved, proposers are advised that any contract awarded under this RFP may be modified to incorporate such changes, system-

wide adjustments in the delivery system, or any activities provided.

F. Rating of Proposals

- All proposals submitted will be evaluated on a point system. Points will be awarded based on the “demonstrated ability” of the organization to provide the proposed services and/or training. Demonstrated ability will include the organization’s: ability to meet the program design specifications; financial resources; record of past performance; competency based training and instruction; integrity, business ethics and fiscal accountability; experience, accounting and operational controls and organizational structure; and technical skills to perform the work.
- Proposals from organizations that are presently providing training or services to the target population will earn additional or bonus points awarded on the basis of demonstrated performance. Points will be awarded based upon a cost analysis of the current contract budget compared with the proposal budget; actual performance goals will be compared with planned goals for the current contract; evaluation of the organization’s compliance with audits and fiscal procedures, record keeping and reporting, counseling, case management services and support services provided, procurement procedures, Equal Employment Opportunity/American with Disabilities Act compliance.

G. Questions

All questions regarding this RFP after the bidder’s conference concludes must be submitted via email to the following individual: alexcord@oedworks.com

The “Question and Answer” period after the bidder’s conference will be from Monday, April 30, 2001 through Friday, May 4, 2001 (midnight) at which time no further questions will be entertained.

PART II: PROCUREMENT TIMETABLE

<u>Procurement Action</u>	<u>Date</u>
Publish Legal Notice of the RFP	April 13, 2001 – April 21, 2001
RFP Packets Available	Monday, April 30, 2001
Bidders' Conference	Monday, April 30, 2001
Proposals Due	Friday, June 1, 2001 by 5:00 p.m.
Announcement of Award	June 25, 2001
Contract Negotiation	July 2, 2001
Provision of Services Begin	July 16, 2001

All time shown is Eastern Standard Daylight-Savings Time (ESDT). The MOED reserves the right to adjust the schedule when it is in the in the best interest of the MOED or to extend any published deadline in this RFP upon notification to those who have attended the April 30, 2001 bidder's conference.

All potential respondents are ***strongly encouraged*** to attend the bidders' conference since this will be the best opportunity for having technical and other concerns addressed. A copy of the contract boilerplate will be distributed at the bidders' conference.

PART III: BACKGROUND INFORMATION

The Baltimore City Workforce Investment Board (BWIB) and The Mayor's Office of Employment Development (MOED)

The MOED is the designated administrative entity and fiscal agent for the Baltimore City Workforce Investment Board (BWIB) and is the substate grantee for the Baltimore City Service Delivery Area. The MOED has been designated by the Governor as the local One-Stop Operator. As such, the MOED oversees the planning and implementation of a variety of welfare reform and workforce development programs in Baltimore City and is recognized as the primary agent of workforce development services for employers, new workers, career changers, laid-off workers and youth.

The MOED receives policy guidance from the BWIB, a board of directors comprised of 51 mayoral appointed members representing business, economic development, education, organized labor, community based organizations, veterans, social services and state and local government agencies. The BWIB provides overall guidance, strategic planning, and coordination for the workforce development system in Baltimore on matters pertaining to the provisions of services under the Workforce Investment Act (WIA) of 1998 (H.R. 1385).

The Mayor, BWIB, and the MOED envision a city where every person maximizes his or her full potential and where all employers have the human resources to grow and prosper.

The goals of the BWIB and the MOED are to:

- ◆ Create a workforce development system that produces a well-educated and highly skilled workforce prepared for the careers of the future.
- ◆ Develop a labor market system that provides job seekers, incumbent workers, students, out-of-school youth, and employers with the labor market and training information needed to make informed career decisions.
- ◆ Coordinate a delivery system that provides easy access to training and support for individuals in need of developing or upgrading their skill set to be competitive in the current labor market.
- ◆ Implement a governance system that focuses on unified planning, continuous improvement, accountability for results and quality control.
- ◆ Universal recognition of Baltimore's system for workforce development and intervention strategies as innovative and cutting edge in addressing the urban challenge.

Legislation

Recent federal and state legislation has redirected welfare programs and the workforce development system to merge into an integrated system with similar goals and objectives. The focus is on providing value-added services to local employers by preparing job seekers for employment, assisting individuals to successfully transition from welfare to work, and providing continuing services that promote job retention, career development, life-long learning and economic self sufficiency.

Workforce Investment Act. The federal Workforce Investment Act of 1998 (WIA), P.L. 105-220, was enacted in August 1998 to consolidate, coordinate and improve employment, training, literacy and vocational rehabilitation programs in the United States. The Act restructures approximately 60 workforce development programs into an integrated workforce investment system that can better respond to the employment needs of its customers—employers as well as current workers, unemployed workers, workers laid-off due to restructuring or downsizing, and new entrants to the labor force.

The Workforce Investment Act envisions a workforce investment system that is built around seven key principles:

Streamlining Services: Integrating multiple employment and training programs at the “street level” through the one-stop delivery system. This integration will simplify and expand services for job seekers and employers.

Empowering Individuals: Customers will be empowered to obtain the services and skills they need to enhance their employability. Empowerment will be accomplished through Individual Training Accounts and access to consumer reports, which will provide customers with information about training providers’ services and performance.

Universal Access: Through the one-stop system, every customer will have access to a set of core employment related services.

Increased Accountability: Providers of service will be held accountable for meeting employment related performance measures. Providers continued access to funding is directly related to their performance.

Local Oversight: Local boards (such as the BWIB) with involvement from the private sector will be responsible for local program planning and oversight of the local system. Input from the local level is to be utilized at the state level for statewide planning.

Local Flexibility: WIA provides local flexibility to improve systems and

encourages innovative and comprehensive workforce investment systems. Local partners play a key role in policy development that is customized to meet the needs of the community.

Improved Youth Programs: WIA seeks to expand youth programs by encouraging a close connection to local labor market and communities with strong connections between academic and occupational learning. Youth development activities, employment and training services and links to local and statewide initiatives are all components of WIA youth programs.

The cornerstone of the new workforce investment system is a one-stop service delivery system. This delivery system is the mechanism through which programs and services are integrated. This one-stop delivery system offers a three-tiered approach. The first tier, Core Services, is universally available to all interested persons and provides high quality computer assisted informational services and other self-service activities which customers can access on their own to assist them in obtaining employment. The second tier, Intensive Services, provides more intensive, case management centered service delivery, which offers a broad array of more in-depth services such as comprehensive assessments, productivity seminars, skills upgrade training, educational services and job placement services. The third tier, Training Services, provides literacy services, occupational skills training via vouchers to local public and proprietary schools and class size training for special populations facing serious barriers to employment, on-the-job training and customized training.

The Workforce Investment Act also identifies a number of mandatory one-stop partners. These required partners must make services available to customers through the One-Stop Centers. Required partners include: Welfare-to-Work, Job Corps, Wagner-Peyser, Division of Rehabilitation Services, Department of Social Services, Title V of the Older Americans Act, post secondary vocational education under Carl Perkins Vocational and Applied Technology Education Act, Trade Act, Veteran Services, Community Service Block Grant, Department of Housing and Urban Development, Unemployment Compensation, and adult education and literacy.

Accordingly, the BWIB is focusing on creating and maintaining a comprehensive, integrated workforce development system that utilizes local ONE-STOP CAREER CENTERS as the primary vehicles for delivering workforce services to the public. The board is responsible for creating a workforce development strategic plan, providing policy direction and program administration guidance to the MOED.

Baltimore's "system" is comprised of four geographically dispersed One-Stop Centers. Within the one-stop centers, employees from city and state agencies are located on site to provide services for various components of the workforce development system.

PART IV: SCOPE OF WORK

All proposals must clearly address the goals stipulated below:

- Identify and reduce barriers to employment that may prevent individuals from completing training and obtaining and retaining training related employment in careers with the potential of achieving family sustainable wages (200% of the lower living standard).
- Provide a supportive highly motivating environment that will stimulate achievement and growth and the realization of individual potential.
- Integrate the development of work ethic, job search skills and job retention skills leading to unsubsidized employment and retention of employment
- Provide occupational skills training in an area that has high growth potential in the current local labor market or the sectors of the economy that have a high potential for employment and job retention.

PART V: PROPOSAL OUTLINE

Priority will be given to respondents who are willing to accept the following performance expectations:

1. 85% of enrolled customers will complete training
2. 80% of enrolled customers will be placed in unsubsidized jobs at the minimum hourly wage rate specified in this RFP.
3. 85% of the customers placed in unsubsidized employment shall retain employment for a minimum of six (6) months.
4. 90% of customers placed in unsubsidized jobs are to obtain benefits (e.g. healthcare) within one (1) year of their employment.
5. All customers completing training shall obtain an industry-recognized credential (if applicable).

Preference may be given to proposals that absorb some costs as in-kind funding to offset costs funded by MOED. All decisions to fund proposals are based upon MOED's evaluation of those proposals that are most advantageous to fulfill MOED's program objectives.

Option Clause

Proposed programs or services received and accepted under this RFP may be renewed, increased or reduced at the discretion of MOED without application to a subsequent RFP. The length of an agreement will be at the discretion of MOED and is subject to extension and/or termination throughout the term of the Agreement.

Bidder/Proposer are encouraged to submit separate cost information (using the line item budget and cost analysis forms) regarding possible options for extensions of services; however, MOED, at its sole discretion, may choose to exercise these options for additional services or extensions of contracted training services. (See Section V, Proposal Requirements). Extension of term or options for additional services cannot be considered unless costs and prices associated with them are included in the proposal.

Proposers who sell their proposed training service, unmodified, in the commercial market or who charge a tuition or fee for services published in an organization's catalog do not have to submit a line item budget or complete the cost analysis worksheet. These proposers must submit their

published price and provide the documentation that demonstrates their commercial sales, such as catalogs.

Joint Ventures

Proposers who intend to subcontract any portion of their program services to another entity are encouraged to develop this proposal in conjunction with the related partner so that it reflects this joint venture. Organizations and agencies are also encouraged to form collaborative relationships to create innovative training programs or services. Examples: non-profit organizations having a mutual interest in a targeted population. Any joint venture proposed must contain a letter signed by the partners specifying their relationship. Proposers must also submit current resumes on all personnel operating under the agreement.

MOED reserves the right to reject any and all proposals and to request revisions in specific proposals that demonstrate overall potential for accomplishing funding objectives.

Decisions of the MOED are final.

PART VI: PROPOSAL PREPARATION INSTRUCTIONS

A. Who Can Submit a Proposal

All public or private not-for-profit corporations, local education agencies, governmental units, public agencies, or private-for-profit corporations properly organized in accordance with State and Federal law and in business for at least 1 year may submit a proposal for funding. Minority and women-owned and operated businesses are encouraged to submit a proposal.

Each proposer is advised that the MOED will hold the prime contractor totally responsible and accountable for effectively and efficiently managing and delivering the services and activities described in this RFP achieving the contracted performance outcomes. The prime contractor may subcontract with other entities with prior approval of the MOED; proposers to adhere to Article 5, Subtitle 28 of the Baltimore City Code. A proposal that includes subcontracting *all* activities and services in this RFP to other agencies will not be considered responsive.

No entity may compete for funds if: (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contract(s) with the MOED have been terminated for cause; or (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

B. Responsive Proposals

To be considered responsive, proposals must meet the following minimum criteria:

- 1) One (1) original proposal, fifteen (15) copies and a computer disk on which the proposal has been saved (note what program it is saved in, e.g., Word '97) must be received into the MOED's office (417 E. Fayette Street, Suite 462, Baltimore, MD 21202) by **no later than the due date and time shown in the Procurement Timetable, Part II of this RFP**. The timely delivery of a proposal is entirely the responsibility of the proposer. Proposals postmarked on or before the proposal due date but delivered after the due date or time will be considered non-responsive. Proposals hand delivered after the due date or time will be considered non-responsive.
- 2) The original proposal must be manually signed in blue ink by an official authorized to represent and bind the proposing agency and should be marked "original".
- 3) Proposals must be presented in the same order as set forth in

“Proposal Format” below and contain all information requested.

- 4) Giving incomplete or erroneous information or withholding important information could result in disqualification or, later, contract termination.
- 5) Proposers must demonstrate a general understanding of the one-stop service delivery system, the services solicited by this RFP and the ability to effectively and efficiently manage and deliver those requested services.

B. Proposal Format

I. COVER PAGE

Complete the form “Cover Page” in Attachment A and submit it as the first page of your proposal package.

II. CERTIFICATION

Attachment B, and B-1 “Certification”, contains certifications and acknowledgements that must be given by an authorized representative of the bidding organization/firm. Complete these forms and submit as the second and third page of your proposal package. Attach to these pages, a copy of your organization’s Articles of Incorporation with a listing of current principal officers of the organization and its resident agent. Also attach a copy of your organization’s most recent financial statements.

III. LISTING OF PRIOR RELEVANT TRAINING ACTIVITIES

This form is Attachment C and should be completed and submitted as the next page in the proposal package after the “certifications” form and attachments.

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 proposal package.

V. PROGRAM OPTIONS

Describe all services to be offered during any option that may be exercised under this proposal.

VI. TABLE OF CONTENTS

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

VII. PROGRAM NARRATIVE

The program narrative should describe how the bidder will accomplish the program goals and objectives. Statements should be concise and specific, conveying to the reader that the bidder understands the approach to be followed in the program and the responsibilities inherent therein. The narrative is to be presented in the following outline. The headings used below MUST BE USED IN YOUR NARRATIVE IN THE ORDER GIVEN.

Narrative must not exceed twelve (12) typewritten pages.

A. Services to be Provided

Program Description

- Describe the training component and occupational area.
- Explain how the services will be provided.
- State the program goals and objectives.
- Explain how the services provided will lead to the successful achievement of the program goals and objectives.

Target Population

- Identify the target population you plan to serve. **A separate proposal is required for each of the four (4) targeted populations!**
- Describe any procedure you plan to utilize to ensure the success of the target population. Include support services, barrier removal, counseling and other interventions you plan to employ to address the needs of the target group.

Entry Requirements

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

Program Model

- List the number of participants in each class and the number of classes proposed.
- Include a curriculum outline specifying tasks, amount of time required to teach tasks for each proposed class or a schedule of activities and the number of hours of each activity that each participant will receive.
- 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.
- Provide information on a system for measuring and documenting achievement of competencies or other program or activity outcomes.
- Provide the attendance policy.
- Indicate the number of hours that participants will spend:
 - With an instructor.
 - Practicing learned skills.
 - Counseling for job development.
- Indicate if training is open-entry, open-exit or other.
- Indicate start and end dates for each cycle proposed.
- Include a list of books and other materials that each participant will use.

Outreach and Recruitment

- Describe how outreach and recruitment of eligible applicants will be conducted.
- Describe coordination efforts with MOED and other agencies in regard to recruitment.
- Describe your process for marketing your program to the target population.

Assessment

- Describe the process to be utilized for assessment of applicant experience, skills and individual employability development needs.
- Indicate appropriate testing that will be used if applicable.

Employability Development Component

- Describe the program's employability development component.
- Indicate the number of hours of instruction trainees will receive.

- Describe how this component will be integrated into the training program.
- Indicate what competencies will be achieved and how these competencies will be measured.

Counseling and Support Services

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

Labor Market Potential

- Justify and provide evidence that there is a labor market need for this type of occupational skills training. Copies of help wanted ads are not acceptable.
- Provide evidence of an existing lack of this type of training program in the Baltimore Metropolitan area.
- List the types of jobs in which trainees will be placed
- List the entry level job requirements and expected entry level wages.
- Provide a list of at least seven (7) 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 program in available job openings in the targeted occupations you have listed for placement.
- Attach letters of support or commitment from employers to the proposal package.
- **NOTE:** MOED reserves the right to contact those employers that you list as a part of the proposal evaluation process.

Internships

- The incorporation of internships is encouraged but not required.
- Describe the process for choosing and placing participants into appropriate internship positions.
- Indicate the length of these activities and the kinds of organizations that would be utilized.
- If internships are utilized, indicate what methods will be used to encourage employers to create permanent job opportunities for participants.
- **Describe the methods that will be used to ensure that employers will hire participants in positions at the conclusion of the period.**

Marketing and Job Placement

- Describe your plans for placing your program completers in the labor market in occupations for which they were trained.
- Describe any job preparation activities in which trainees will be involved, your job-matching process and follow-up activities.
- Discuss the methods you will utilize to market your program to employers.
- Describe any special linkages that exist between your organization(s) and private employers.
- Follow-up mechanisms with employers on the success/failure of program completers.

B. Coordination Strategy

- Explain how your agency's/firm's currently available resources will be integrated into this project.
- Identify in-kind contributions to the program and their estimated value. (In-Kind sources identified MUST be documented).
- How will community resources 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 service agencies designed for the benefit of program participants. Clarify any special arrangements between your agency and school personnel, where appropriate.
- Identify any matching sources of funds and the amount and use of each funds as it related to the proposed activity (i.e., HEA Grants, Pell Grants, Work Study).
- 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 service agencies, schools, businesses, or other organizations.** (Submit these as an attachment to the proposal package).

PART VII: ORGANIZATIONAL CAPABILITIES

In this section, please demonstrate the capability of your organization to perform the service your propose.

Description of Organization

- A. What services are currently offered by your organization?
- B. Briefly describe your organizational structure and how that structure is tailored to meet the program objectives and design. Provide an organizational chart. If you have never provided the proposed training or services, describe any comparable previous experience, or any special or technical skills and resources your organization has or your organizational infrastructure that makes you especially capable of successfully providing the training.
- C. Personnel – provide a description of personnel who will be directly involved in the proposed project. Include:
 - 1. Resumes, Curriculum Vita, or licenses (if applicable)
 - 2. Specific experience in relation to similar projects
 - 3. Job description of each position to be funded.
 - 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/participant ratio for the proposed program.
- E. Indicate how long it will take to implement the proposed activity from notification of selection.

PART VIII: NON-COLLUSION CERTIFICATION

Complete the Non-Collusion Certificate (Attachment E) and attach it to the proposal after the Organizational Capabilities section.

PART IX: DEBARMENT AND SUSPENSION

Complete the Debarment and Suspension Form (Attachment E-1) and attach to the proposal after the Organizational Capabilities section.

PART X: PROPOSED PROJECT BUDGET

Bidders must submit a detailed line item budget for their proposed project's period of performance, as well as the cost analysis worksheet. To assist with this process, we have included information regarding completing the cost analysis worksheet. In doing this, please complete Attachment F and submit it as the final page of your proposal package. Discuss here any items that need explanation. Refer to footnote on Attachment F-2, if you are proposing a fixed unit price performance-based payment budget.

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 proposal.

NAME OF ORGANIZATION

CONTACT PERSON, TITLE

ADDRESS

BUSINESS TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

TYPE OF PROGRAM PROPOSED: (A complete and separate proposal must be prepared for each respective targeted population)

Occupational Skills Training for:

- Ex-Offenders
- Persons with Disabilities
- Dislocated Workers/Displaced Homemakers
- Older Youth 18-25

OCCUPATIONAL SKILLS TRAINING AREA

ADDRESS OF PROPOSED TRAINING SITE (IF KNOWN)

TELEPHONE NUMBER (IF KNOWN)

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 _____
Private non-profit _____
Private for-profit _____
Other _____

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 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 American, American Indians, American Eskimos, and American Aleuts.)

If you are a minority contractor, are you a registered with the Minority and Women Business Enterprise (MBE/WBE) 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. Has your organization ever been debarred or suspended from receiving local, state or federal funds?

Yes ___ No _____

CERTIFICATE OF CURRENT COST OR PRICING DATA

This is to certify that, to the best of my knowledge and belief, the cost and/or pricing data, submitted, either actually or by specific identification in writing to the Mayor's Office of Employment Development in support of _____ * are accurate, complete, and current as of this date, _____. This certification includes the cost and/or pricing data supporting any advance agreements and forward pricing agreements between the organization, named below, and the Mayor's Office of Employment Development that are part of the proposal.

Organization: _____

Name: _____

Title: _____

Date: _____

***Insert the name of the proposed program, number of modification or other identifying number or information.**

LISTING OF PRIOR RELEVANT 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 proposal.

PROGRAM SUMMARY FORM

NAME OF ORGANIZATION

ADDRESS

CONTACT PERSON

PHONE NUMBER

FAX NUMBER

E-MAIL 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/PARTICIPANT RATIO

**PROPOSED COMPLETION RATE
OF ENROLLEES**

**PROPOSED PLACEMENT RATE
OF ENROLLEES**

COST PER PARTICIPANT HOUR

COST PER PLACEMENT

AGE RANGE

MATH PROFICIENCY

READING PROFICIENCY

SPECIFIC SKILL PREREQUISITES

OTHER REQUIREMENTS

TARGET GROUP

IN-KIND CONTRIBUTION(S)

***Budget should not include support payments (stipends, allowances) for participants.**

NON-COLLUSION CERTIFICATE

I certify that I am the

TITLE

And the duly authorized representative of the

ORGANIZATION NAME

Whose address is

And that neither I nor to the best of my knowledge, information, and belief, the above named firm or organization nor any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offer or herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within bid or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and acts here stated.

Signed:

Print Name:

Date:

BUDGET

Administrative	Projected Line Item Budget Costs
I. Direct Administrative Costs	
A. Staff	
B. Fringe Benefits	
C. Other	
II. Indirect Costs	
III. In-Kind-Administrative	
In-Kind-Other (Specify)	

- 1) Identify all program personnel having administrative responsibilities for the operation of the program. As a general guide, any supervisory position not having some direct client contact or direct supervisory responsibility for staff working with clients is defined as an administrative position. In addition, other non-training functions such as bookkeeping, auditing, etc. are considered administrative. Also, include percentage of time dedicated to the activity for each position. Use the Cost Classification and Allowable Cost Matrix to assist you.
- 2) Specify rate or percent applied to salaries for the fringe benefits provided to an employee of your company/organization.
- 3) Specify the item(s) and dollar amount being requested which is directly related for the program (i.e., Director's Insurance).
- 4) Instead of direct administrative costs, should your company/organization apply an Indirect Cost Rate, provide percentage and amount. In addition, to validate this rate, provide either your U.S. Government Certified Indirect Cost Rate or certificate as validated by your accounting firm.
- 5) Identify the type of in-kind contribution and dollar amount to be used to offset either programmatic/administrative costs.

Please Note: In-kind costs to be used as stand-in must be non-WIA monies. Any in-kind whether defined as training or administrative costs will be considered. Specify how this in-kind contribution is to be documented and reported.

TRAINING BUDGET FORM

Name of Organization/Business:

Training	Projected Line Item Budget
STAFF SALARIES*	
Staff Salaries	
Sub-Total Staff Salaries	
OTHER PERSONNEL COSTS	
FICA	
RETIREMENT	
HOSPITALIZATION	
UNEMPLOYMENT INSURANCE	
WORKER'S COMPENSATION	
LIFE INSURANCE	
Sub-Total OPC's	

***List position(s) to be funded and include percentage of time dedicated to this activity. Use separate page, if needed.**

TRAINING, SUPPORT AND OTHER SERVICES BUDGET FORM

Line Item	Project Line Item Budget
Line Item Costs*	
Training Materials	
Travel	
Telephone	
Postage	
Rental of Business Machines	
Rent	
Insurance	
Staff Training	
Equipment Maintenance	
Security Services	
Office Supplies	
Property Maintenance	
Promotional Materials	
Office Equipment	
Office Furniture	
Tuition	
Other**	
Participant Support	
Bus Passes (Weekly or Monthly)	
Sub-Total Line Item Costs	
Profit	
Profit %	
TOTAL PROJECT COSTS	

***Provide detailed back-up information (i.e., number of items to be purchased, make and model of equipment, bid quotes, etc.) Use separate pages, if needed.**

**** If you are proposing a fixed unit priced performance based payment structure do not complete Attachments F, F-1 or F-2. Submit your benchmark payment plan on a single page and identify this document as Attachment F-A.**

Conflict of Interest/Non-Disclosure Statement

I acknowledge that I have been appointed to conduct a review of the proposal(s) received by the Workforce Investment Board acting by and through the Mayor's Office of Employment Development, an agency of Baltimore City government.

I hereby attest and affirm that I do not have a conflict of interest, personal or organizational, real or apparent, in participating in this review that could be a procurement of the goods/services being proposed. If during the course of reviewing the proposal(s) received I become aware of an actual or possible conflict of interest, I will notify the Director of the Mayor's Office of Employment Development (or his/her designee) at (410) 396-1910 and seek his/her advice on withdrawing from the reviewing group.

Further, I will disclose no information obtained in reviewing the proposal(s) under this solicitation to anyone not also participating in this review. Specifically, I will not disclose the number of respondents to the solicitation; the names of individuals and organizations that respond, nor will I disclose any information from technical or cost/pricing submissions of these offerors; except to other reviewers officially assigned to this solicitation.

Finally, if anyone outside the official review chain seeks information about the procurement, I will not supply any information but will refer him or her to the agency official heading this procurement.

Name (Print)

Signature

Title

Date