

**Mayor's Office of Employment Development
Youth Services
Request for Proposals**

**Targeted Training for In-Demand Careers for
Youth Opportunity (YO) Baltimore Members
Compass Rose Collaborative**

**Issued: May 1, 2019
Due: May 22, 2019**



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The Baltimore City Mayor's Office of Employment Development (MOED), on behalf of the Mayor and City Council, requests proposals for occupational training, that leads to employment, in high growth industry sectors that may include: health care, construction, IT/ cybersecurity, transportation & logistics and business services to serve YO Baltimore members between the ages of 18 and 24 who have been or are currently involved in the criminal justice system. Additional points will be awarded to registered apprenticeship or pre- apprenticeship programs.

SECTION I

BACKGROUND

The Mayor's Office of Employment Development (MOED) is Baltimore's workforce development agency and American Job Center operator and serves as the City's primary agent of workforce development services for employers, new workers, disabled, career changers, ex-offenders, laid-off workers and youth. More information on MOED is available at moed.baltimorecity.gov.

As the representative of the Baltimore City Local Workforce Development Area, MOED has been awarded funding to serve Baltimore City residents, 18-24, who have been or are currently involved in the criminal justice system. As such, MOED is requesting proposals from experienced vendors to provide occupational skills training in the relevant sectors as mentioned above. The training program directed by the vendor must work in partnership with the Westside Youth Opportunity (YO) Center to insure that selected youth have access to a full range of supportive services with the goal of improving the overall job readiness and placement of justice involved young adults.

Funding is through Family Health International (FHI 360) which joins Baltimore with seven other cities through a project called the Compass Rose Collaborative. The goal is to establish best practices in providing employment services, reducing barriers and reducing recidivism rates for 18-24 year-olds who have been involved with the criminal justice system.

PURPOSE

This Request for Proposals seeks multiple vendors to conduct credentialed training with a defined curriculum that is designed for hard-to-serve, low-skill, unemployed or underemployed young adults, between the age of 18 and 24 years old and who have been involved with the criminal justice system. Vendor will be required to develop a strong partnership with the Westside YO Center. The ideal candidate must provide employment services and job placement; and must demonstrate a strong, direct connection to employers. It is expected that

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program completers will earn at least one industry recognized certification, at a minimum, and earn at or above the hourly living wage rate which can be found at <https://www.dllr.state.md.us/labor/prev/livingwage.shtml>

CONTRACT PERIOD and AMOUNT

Selected vendors will have between August 1, 2019, and ending on September 1, 2020 to successfully enroll, train and place graduates in permanent employment positions. Cost per participant must not exceed \$4,000.

SCOPE of WORK - TARGETED TRAINING

The project plan shall include a stated commitment to complete the following tasks and deliver the following products:

1. The vendor will enroll participants as referred by YO Baltimore's Compass Rose Collaborative (CRC) program, and provide hands on occupational training leading to the attainment of an industry recognized credential.
2. The vendor will provide a detailed curriculum description with number of hours for each course.
3. The vendor will provide a commitment to hire from industry employers who are ex-offender friendly.
4. The vendor will demonstrate the following outcomes:
 - At least 70% of enrolled participants will complete training.
 - At least 80% of participants completing training will be placed in unsubsidized jobs at or above the hourly living wage rate which can be found at <http://dllr/maryland.go/labor/prev/livingwage.shtml>.
 - At least 85% of the participants placed in unsubsidized employment will retain employment for a minimum of six consecutive calendar months.
 - At least 90% of customers placed in unsubsidized employment are eligible for benefits (e.g. medical) within one year of the date of employment.
 - All participants completing training will obtain an industry recognized credential or a certificate of completion.

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- The vendor will submit monthly status reports for all program activities, including an attendance log and reporting of administrative and program costs by the 7th of the following month.

QUALIFIED APPLICANTS

The vendor must have experience working on local or regional occupational skills training and workforce development efforts and must possess the requisite technical capacity and professional expertise to provide the types of services required. The vendor may form teams or include subcontractors to appropriately respond to all tasks listed in the Scope of Work. If teams are formed, or subcontractors are engaged, the proposal must clearly identify a prime or lead contractor.

CLARIFICATION PROCEDURES

All clarifications or changes to project plan must be submitted no later than Thursday May 30, 2019.

TENTATIVE SCHEDULE

Request for Proposals Issued	Wednesday, May 1, 2019
Bidder's Conference	Tuesday, May 7, 2019 1:00pm – 2:00pm YO Westside Center 1510 W. Lafayette Baltimore, Maryland 21217
Project Plan due:	Thursday, May 22, 2019 by 4:00pm
Award announced on or about:	Monday, June 3, 2019
Contract completed and approved by:	Monday, July 31, 2019
Start of training on or about:	Thursday, August 1, 2019
Training ends on or about	Wednesday, September 30, 2020
Contract end date:	Wednesday, September 30, 2020

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SECTION II

QUALIFICATIONS AND RESPONSIBILITIES

All businesses/organizations must meet a minimum level of administrative and fiscal capacity in order to contract with MOED. Therefore, all applicants given selection notification must provide the following Documentation of Qualifications by Friday, June 7, 2019. Failure to satisfactorily provide the following documentation could result in disqualification of proposed award.

Documentation of Organizations' Qualifications

- In good standing with the Maryland Department of Assessment Taxations at time of proposal submission
- Legal entity (Proof of Incorporation, 501(c) (3), etc.) *<Must submit document proving legal entity.>*
- Written personnel policies *<Must submit table of contents of personnel policies.>*
- Written conflict of interest policy for staff and board *<Must submit copy of Conflict of Interest Policy.>*
- Written grievance procedure for customers/clients *<Must submit copy of grievance procedure.>*
- Ongoing quality assurance process for services *<Must submit descriptions of process.>*
- For organizations with an annual budget of at least \$100,000 *<Must submit current annual budget document identifying the various sources and amounts.>*
- For organizations that have more than one revenue source *<Must submit revenue documentation identifying the various sources and amounts.>*
- Proven fiscal capacity including capacity for fund accounting *<Must submit bound copy of most recent formal audit completed within last year. Must satisfactorily address all findings.>*
- Verify that the program has procured and will maintain during the life of the contract the following required insurance coverage: professional liability, errors and omissions; commercial general liability insurance, including contractual liability insurance; business automobile liability (if applicable); worker's compensation coverage; and employee dishonesty insurance *<Must submit copies of certificates of insurance with contract. >*
- Adequate method to collect client information and demographics *<Must submit sample of format or report. >*
- Demonstrated ability to collect outcome data that measures performance to plan *<Must submit report showing actual to planned performance. >*

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- A networked computer connected to the Internet with a browser that is compatible with any current cloud applications or databases required by MOED; the system should have a PDF reader, office applications compatible with the current version of Microsoft Excel and Word, and email accounts for all individuals accountable for this contract or willingness and budget to acquire these technologies <Must submit letter describing how organization currently addresses or plans to address these criteria.>

Documentation of Qualifications Submission

- Do not include any information that is not specifically requested.
- Include a cover letter properly identifying organization and signed by an individual authorized to represent the organization, to act on behalf of it, and to legally bind it in all matters related to a contract.

SUBCONTRACTOR RESPONSIBILITIES

Program success is contingent upon the ability of the subcontractor to meet the demands of managing and administering the initiative/service. The contract awarded will be based on cost reimbursement with allowable costs limited to those reasonable and necessary for the effective and efficient performance of the contract services. With the advance written approval of MOED, the subcontractor may be permitted to subcontract specific activities, with conditions.

NOTE: It is suggested that the organization has a minimum of three months operating capital on-hand throughout the term of the contract.

Subcontractor responsibilities include but are not limited to:

1. Oversight of subcontractors, if selected
2. Program operations and fiscal management
3. Monitoring/evaluation
4. Participant tracking and documentation
5. Timely billings and reports
6. Timely reporting of required data/information
7. Cooperation and coordination with MOED staff
8. Achieving outcomes stated in contract
9. Submission of participant incentive plan (*if budget includes funds for participant incentives*)
10. Submission of participant placement plan and relevant placement verification (i.e. job start date, company name, job title, etc.)

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SECTION III

TECHNICAL PROPOSAL FORMAT

ABSTRACT

The one-page abstract should describe the proposed initiative, target population, experience with providing similar services, and an overview of the planned strategy to be used for this project.

COVER PAGE

A one-page cover page should include the name of the organization, address, telephone number, email address, and the name and title of the person authorized to answer any questions about the proposal, negotiate the contract terms and contractually bind the proposer. The cover page should be signed by the signatory authority for the organization.

PROJECT FORMAT

The Technical Qualifications should contain the following:

- *Experience and Qualification* –A summary of the proposer’s qualifications. The summary should contain: (a) information on projects of similar nature that the vendor and/or firm has completed, including brief descriptions, dates, and names of contact persons and (b) specific mention of local or regional experience. In project descriptions, identify any personnel likely to work on this project. Please include links to and/or examples of relevant work if possible.
- *Project Management and Key Technical Staff* – Designation of a project manager and the responsibilities of the manager and key personnel. Please include resumes for the project manager and key personnel. Note that the resulting contract will require commitment of the specified personnel. An outline showing estimated hours by each staff member by task shall be provided.
- *Task Proposal* – Provide a description of the proposed activities and methodologies for each of the defined vendor tasks.
 - Criteria for participation
 - Detailed description of program (attach the curriculum) demonstrating clear career pathway and/or stackable credentialing options for participants and integrating the development of work readiness and job search skills leading to

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unsubsidized employment. Include amount of time required to teach tasks for each activity.

- Detailed description of supportive services
 - Description of credentials
 - Description of Employer engagement and placement strategy
-
- *Timeline for the project activities with clearly identified deliverables at each stage.*
 - *Letters of Reference* - Three letters of reference from previous or current clients or employers which include contact information (phone number, email address, etc.).
 - *Letters of Commitment* – At least two letters from employers who agree to hire qualified completers.
 - *Commitment to Outcomes and Data Collection and Reporting*
 - Track and report all services provided, completion of services, job retention, and earnings.

SECTION IV

FUNDING/ BUDGET GUIDELINES

The funding for each agreement will not exceed a cost per participant of \$4,000. This amount is provided as a planning figure only and does not commit the MOED to award a contract for this amount.

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SECTION V

BUDGET FORMAT

ORGANIZATION: _____

PROJECT NAME: _____

Funding Period	
Total Project Budget	\$
Cost Per Participant	\$

BUDGET CATEGORIES

Object Class Categories	Grant Program, Function or Activity Total
A. Personnel	\$
B. Fringe benefits	\$
C. Staff travel and training	\$
D. Space rental and utilities	\$
E. Equipment	\$
F. Supplies	\$
G. Participant expenses	\$
H. Contractual	\$
I. Other	\$
J. Administrative costs <i>(May not exceed 10% of total direct costs)</i>	\$
K. Total	\$

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Object Class Category (A): PERSONNEL					
A. Position (1)	B. Annualized salary (2)	C. % of time (FTE)	D. Monthly Salary/Wage (3)	E. # of Months	F. Cost
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
			TOTAL PERSONNEL COST		

- (1) Administrative staff costs should be captured on the Administrative Costs budget page
(2) At a full-time level
(3) B. times C. divided by 12 (months)

Budget Narrative: PERSONNEL

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Object Class Category (B.): FRINGE BENEFITS					
A. Position(s)	B. Benefit(s) (what type)	C. Rate (% of D)	D. Base Amount and Nature	E. Cost	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10					
	TOTAL FRINGE BENEFITS COST				

Budget Narrative: FRINGE BENEFITS

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Object Class Category (C.): STAFF TRAVEL/TRAINING					
A. Item	B. # of Staff	C. #of Units	D. Unit Type	E. Cost Per Unit	F. Cost
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	TOTAL TRAVEL COST				

Budget Narrative: TRAVEL/TRAINING

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Object Class Category (D.): SPACE RENTAL/UTILITIES	
A. Brief Description	B. Cost
1.	\$
2.	
3.	
4.	
5.	
6.	

Budget Narrative: SPACE RENTAL/UTILITIES

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Object Class Category (E.): EQUIPMENT (includes equipment costing \$5,000 or more and a useful life of more than one year)			
A. Item	B. # of Items	C. Cost per Item	D. Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
		TOTAL EQUIPMENT COST	

Budget Narrative: EQUIPMENT

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Object Class Category (F.): SUPPLIES (includes supplies/equipment costing less than \$5,000 per item)			
A. Item	B. # of Units	C. Cost per Unit	D. Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
		TOTAL SUPPLIES COST	

Budget Narrative: SUPPLIES

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Object Class Category (G.): PARTICIPANT EXPENSES			
A. Item	B. # of Units	C. Cost per Unit	D. Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
		TOTAL COST OF PARTICIPANT EXPENSES	

Budget Narrative: PARTICIPANT EXPENSES

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Object Class Category (H.): CONTRACTUAL	
A. Brief Description	B. Cost
1.	\$
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
TOTAL CONTRACTUAL COST	

Budget Narrative: CONTRACTUAL

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SECTION VI

EVALUATION CRITERIA

All proposals will be evaluated on the basis of technical merit and proposed cost. This is not a low-bid procurement. Technical merit includes delivery of requested program services and approach, as well as staff experience and qualifications. Teaming is permissible but the contract will be with a single prime contractor.

MOED reserves the right to negotiate with one or more respondents selected on the basis of the technical merit of their proposal and proposed cost. Respondents may be asked to make personal appearances to provide additional information on proposals.

Experience and Qualifications (10 points)

- To what extent does the applicant have a successful history of designing and delivering high quality, comprehensive programming for the targeted population?
- Does the applicant describe past experience and identify any personnel likely to work on the project?

Program Description (20 points)

- Identify the target population for the project.
- How will the applicant assess residents for skills and challenges?
- What will case management entail?
- How will the program prepare youth to enter employment?
- Does the applicant identify staff to provide each function including, case management, training, and job placement?

Program Components (30 points)

- Has the applicant developed significant partnerships and commitments with employers to ensure employment?
- Has the applicant demonstrated effective employer engagement and support in program design that includes a commitment to hiring qualified program graduates?
- Has the applicant developed effective strategies that provide ample career development and 21st Century job readiness/preparation services to work in key sector, in-demand careers?

Outcomes (20 points)

- How will the program ensure that participants complete the training? How will it make sure that graduates enter employment? Retain the job? Advance to a high wage career?
- Is there a plan or process in place to ensure ongoing as well as a final program evaluation

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for participants?

- How and to what extent does the proposed program ensure it will meet the outcome requirements of this RFP? Does the proposal plan include performance levels, benchmarks, and methods and tools that will guarantee achievement of the selected goals?

Additional Points (5)

- Describe previous success in providing training for MOED.

Budget (20 points)

- Does the cost per participant and the total allocation sought constitute an effective use of resources?
- Does the projected budget effectively support the proposed program?