

# **Mayor's Office of Employment Development**

## **REQUEST FOR PROPOSALS**

### **Workforce Innovation and Opportunity Act National Health Emergency (NHE) Dislocated Worker Demonstration Grant To Address the Opioid Crisis**

#### **Occupational Training and Supportive Services**

**Issued: Friday, December 7, 2018**

**Due: Friday, January 11, 2019**

**Jason Perkins-Cohen  
Director  
Mayor's Office of Employment Development**

**Catherine E. Pugh  
Mayor  
City of Baltimore**



**REQUEST FOR PROPOSALS**  
**Workforce Innovation and Opportunity Act**  
**National Health Emergency (NHE)**  
**Dislocated Worker Demonstration Grant**  
**To Address the Opioid Crisis**  
**FOR BALTIMORE CITY RESIDENTS**

**Occupational Training and Supportive Services**

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## I. PURPOSE AND BACKGROUND

### **PURPOSE:**

The Baltimore City Mayor's Office of Employment Development (MOED), on behalf of the Mayor and City Council, requests a project plan for occupational skills training and supportive services program for dislocated workers, and new entrants into the workforce who work or reside in a community hard-hit by the opioid crisis or can otherwise demonstrate job loss as a result of the opioid crisis. These federal funds are offered under the Workforce Innovation and Opportunity Act of 2014 (WIOA) National Health Emergency Dislocated Worker Demonstration Grant.

### **BACKGROUND:**

The Workforce Innovation and Opportunity Act of 2014 (WIOA) was signed into law on July 22, 2014, and went into effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner Peyser Act, and the Rehabilitation Act of 1973. To help both businesses and job seekers meet their needs, the workforce system established under WIOA is integrated by design. WIOA envisions connecting businesses with job seekers through meaningful partnerships among workforce, education, human services, and economic development entities to ensure optimum results and leveraging of resources. The law addresses the needs of job seekers by establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market. Through the American Job Centers (AJCs), WIOA works to address employer needs by matching skilled workers to jobs.

The United States Department of Labor (USDOL) issued [Training and Employment Guidance Letter \(TEGL\) 12-17](#) in March of 2018, announcing a new National Health Emergency Dislocated Worker Demonstration (NHE) Grant program to help communities address the economic and workforce-related impacts of the opioid crisis. Maryland was one of six states selected for NHE awards, winning \$1.9 million through the competitive grant process.

The NHE program seeks to counter the employment impacts of the opioid crisis and encourage training opportunities for skilled professions positioned to affect the underlying causes of the crisis by focusing on three major goals:

- Providing training and support activities for dislocated workers, and new entrants into the workforce who work or reside in a community hard-hit by the opioid crisis or can otherwise demonstrate job loss as a result of the opioid crisis, regardless of any personal impact of the crisis and its causes;
- Providing training that builds the skilled workforce in professions that could impact the causes and treatment of the opioid crisis, including addiction and substance-abuse treatment, mental health, and pain management; and
- Testing innovative approaches to address the economic and workforce-related impacts of the opioid epidemic.

A core tenet of NHE grants is that career and training services are only one part of a comprehensive set of solutions that address the health and well-being of individuals who have been struggling with addiction issues. Therefore, NHE grants require that appropriate partnerships and strategies are in place to ensure that career and training services are delivered to eligible individuals at a time and in a manner most likely to result in reemployment.

## **TARGET POPULATION**

Individuals eligible to participate include dislocated workers, new entrants in the workforce, or incumbent workers (currently employed or underemployed) who:

- Are 18+ years old;
- Are not enrolled or required to be enrolled in secondary school under State law;
- Are a United States citizen or non-citizen authorized to work in the United States;
- Meet Military Selective Service registration, if applicable; **and**
- Work or reside in a community hard-hit by the opioid crisis or can otherwise demonstrate job loss as a result of the opioid crisis, regardless of any personal impact of the crisis and its causes

## **TYPES OF SERVICES**

### **CAREER SERVICES**

Career Services provide for a range of services, training and job placement assistance to fill jobs in identified emerging or other high demand sectors. Each project plan must address the following:

1. Essential skills such as punctuality, personal maintenance skills and professional conduct,
2. Job coaching and job matching services,
3. Traditional classroom training or work-based training models, and
4. Job placement

### **SUPPORTIVE SERVICES**

Supportive Services provide resources and financial assistance to participants who would not otherwise be able to participate in a program to assist with transportation, uniforms, tools, work or training equipment, stipends, graduation fees, clothing for interviews, etc. Supportive services may be allowable with prior approval.

Before a program participant is approved for supportive services, staff should ensure that no other resources are available to pay for the necessary service. Participating LWDA's should ensure that all WIOA state supportive service policies on submission procedures and payment issuances are followed, as laid out in this section.

Participating LWDA's should also ensure that approval forms, receipts and supporting documentation are available for review. LWDA supervisors must approve supportive services for program participants. Supportive services must be recorded as services in the Maryland Workforce Exchange (MWE) and documented in case notes.

## **AWARD TYPE AND AMOUNT**

In total, \$138,000 is available to train and place at least 23 participants at a maximum of \$6,000 per person. In the event that additional funds become available, MOED reserves the right to use such funds to select additional grantees from applications submitted in response to this RFP. Grant awards will be made only to the extent that funds are available.

## **PERIOD OF PERFORMANCE**

The maximum period of grant performance is 1 month from the date of execution of the grant award, commencing on or about April 24, 2019 and ending no later than February 28, 2020. This performance period includes: all necessary implementation and start-up activities; client recruitment and enrollment; completion of proposed education and or occupational skills training activities; credentials, job placement and, participant follow-up for performance outcomes. MOED expects that the grant start date will be on or about April 24, 2019 and start-up activities, such as hiring appropriate program staff and project design activities will begin immediately. MOED also expects that grantees will begin serving participants immediately at the start of the contract. MOED strongly encourages grantees to develop their project work plans and timelines accordingly. Applicants must plan to fully expend grant funds during the period of performance while ensuring full transparency and accountability for all expenditures.

## **COST PER LIMIT**

Applicants must propose programs with a cost per participant that does not exceed \$6000. The cost per participant is calculated as follows: total grant award divided by total number of enrolled participants.

## **SUBMITTING A PROPOSAL**

Proposals submitted in response to this RFP must consist of five separate and distinct parts: (1) Cover Page (2) Project Abstract (3) Project Narrative (4) Project Budget & Budget Justification; and, (5) Required Supplemental & Qualification Documents. Applicants may also include an optional sixth section 'Optional Supplements & Informational Materials', conforming to the standards detailed below.

It is the applicant's responsibility to ensure that the submitted proposal is complete and fully responsive to all RFP requirements, and that the funding amount requested is consistent across all parts and sub-parts of the proposal.

MOED reserves the right to deem any application that is incomplete, nonresponsive and thereby ineligible for competitive review. Please closely follow the guidance outlined below to ensure that your proposal package is fully responsive to RFP requirements and thereby eligible for review.

Proposals submitted will receive a prepared receipt. Faxed proposals will not be accepted. One

original proposal and five hard copies with one electronic copy on a flash drive should be submitted to:

Ms. Ericca Blake  
Mayor's Office of Employment Development  
Workforce Operations  
417 E. Fayette Street, Suite 468  
Baltimore, Maryland 21202

Questions regarding this RFP may be submitted in writing via email to [MOEDRFP@oedworks.com](mailto:MOEDRFP@oedworks.com). All questions will be responded to, compiled and shared with all bidders. Questions will be accepted up to **4:00pm, Monday, December 17-, 2018**. The questions and answers will be researched, compiled and posted on [www.oedworks.com](http://www.oedworks.com) on **Friday, December 21, 2018**.

An electronic copy of the RFP package is available online at: [www.oedworks.com](http://www.oedworks.com).

## II. TECHNICAL PROPOSAL FORMAT

RFP Requirement	Guidance for Completion
<p><b>General Requirements:</b> Proposal Format</p>	<p>Please format your proposal closely following the standard requirements below:</p> <ul style="list-style-type: none"> <li>• <b>Order of Contents:</b> <ul style="list-style-type: none"> <li>○ Section 1 – Cover Page</li> <li>○ Section 2 – Project Abstract</li> <li>○ Section 3 – Project Narrative</li> <li>○ Section 4 – Budget &amp; Budget Justification</li> <li>○ Section 5 – Required Supplements &amp; Qualification Documents</li> <li>○ Section 6 – Optional Supplements &amp; Informational Materials</li> </ul> </li> <li>• <b>Page Limits:</b> <ul style="list-style-type: none"> <li>○ Cover Page – 1 pg.</li> <li>○ Project Abstract – 1 pg.</li> <li>○ Project Narrative – 10-page limit</li> <li>○ Budget &amp; Budget Narrative</li> <li>○ Required Supplements &amp; Qualification Documents – no limit</li> </ul> </li> <li>• <b>Formatting Requirements:</b> <ul style="list-style-type: none"> <li>○ 12-Point Font</li> <li>○ Normal Margins (Top: 1”; Bottom: 1”; Left: 1”; Right”)</li> <li>○ Double-Spaced</li> <li>○ Times New Roman</li> <li>○ Numbered – bottom of page</li> <li>○ Single-sided 8.5 x 11” page</li> </ul> </li> </ul> <p><b>Please note: A minimum of 5 points will be deducted in the scoring of proposals that do not follow this criteria.</b></p>

<p><b>Section 1:</b> Cover Page</p>	<p>Please use the 1-page template included as an attachment to this RFP as your cover page. Complete all fields requested or indicate “n/a” where the field is not applicable. Items to be included: name of the organization, EIN, 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 must also include the type of occupational training you will provide, total number of participants to be served, funding request, and type of organization applying. The signatory authority for the organization should sign the cover page.</p>
<p><b>Section 2:</b> Project Abstract</p>	<p>Do not exceed one page. Follow the standard formatting requirements above. Detail the following in narrative form:</p> <ol style="list-style-type: none"> <li>1. Name of the proposed initiative or project</li> <li>2. Name of the lead applicant</li> <li>3. Names of subcontractors and/or workforce training partners</li> <li>4. Project goal and objectives</li> <li>5. Targeted population (s)</li> <li>6. Overview of project scope (types of services to be provided)</li> <li>7. Proposed performance outcomes</li> <li>8. Proposed period of performance</li> <li>9. Requested award amount</li> </ol>



<p><b>Section 3:</b> Project Narrative</p>	<p>In no more than 10 pages, detail the following in narrative form. The following instructions provide all of the information needed to complete the Project Narrative. Carefully read and consider each section, and include all required information in your Project Narrative. The Project Narrative will be evaluated using the evaluation criteria identified below. Applicants should use the same section headers identified below for each section of their Project Narrative and follow the same order/sequence of contents below:</p> <p><b>Part 1: Organizational Background, Qualifications, Performance History (Proposal Evaluation 25 points)</b></p> <ul style="list-style-type: none"> <li>a. Describe your organization, the governance structure, length of existence, vision, mission, goals and major programs currently offered.</li> <li>b. Proposals must include information to demonstrate that the provider has a record of success in operating similar workforce programs or projects. Describe your experience serving the targeted population. Please outline all workforce programs operated during the last two years. Provide brief program descriptions, funding sources and performance information.</li> <li>c. Provide two references of individuals outside of your organization familiar with the quality of prior programs you have operated.</li> <li>d. Provide two references of individuals outside of your organization familiar with the quality of prior programs you have operated.</li> <li>e. If the organization has not provided past WIOA programs, please outline programs that provided similar services in which your organization has been involved over the last two years.</li> </ul>
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**Part 2: Plan of Service (Proposal Evaluation 25 points)**  
**Programs must** serve the targeted population (see page 4). Proposals should be based on best practices that support, motivate, and prepare individuals for employment. The proposed services design and implementation strategies must be appropriate and provide a customized mix of services to address individual needs and goals that lead to employment.

General Information

- a. Describe your organization’s ability to meet the specific need of the population.
- b. Provide an assurance that data will be tracked and reported in accordance with all applicable requirements. Additionally, provide an assurance that participant and Personal Identification Information (PII) files will be maintained in accordance with MOED/DLLR requirements and maintained in a secure location.
- c. Describe the specific curriculum tools and resources that will be used to deliver job readiness activities.
- d. If submitting a sector based model that focuses on occupational skills training, describe the type of career pathways) your organization will offer. How did you determine this pathway was a high growth/projected growth industry in Baltimore City and the region? List employers that have committed to working with your organization on this project.
- e. Provide an assurance that data will be tracked and reported in accordance with all applicable requirements. Additionally, provide an assurance that participant and Personal Identification Information (PII) files will be maintained in accordance with MOED/DLLR requirements and maintained in a secure location.
- f. Describe the specific curriculum tools and resources that will be used to deliver job readiness activities.
- g. Provide a copy of the career assessment survey that will be administered to participants. What type of work based learning and career development opportunities will be offered?

**Part 3: Project Timeline**

Include timeframes for accomplishing all start-up activities immediately following the start of the grant period of performance.

**Part 4: Performance Outcomes** (Proposal Evaluation 25 points)

List outcome projections for this project. Include, at a minimum, the following measures:

- a. The number enrolled in occupational training
- b. The number that will obtain an industry recognized credential (sector-based occupational skills training model)
- c. The number that will complete occupational training.
- d. The number that are placed in full time employment at a minimum hourly rate of \$11.00 per hour

**Part 5: Data Tracking**

Describe existing or planned systems for tracking participant-level data on characteristics, services, activities, and employment outcomes of participants served through the project to report to MOED during the life of your grant. Describe how attendance, job placement information and case notes will be transmitted to MOED.

**Part 6: Cost Per Participant** (Proposal Evaluation 5 points)

- a. Identify the proposed cost-per-participant for this project.
- b. Cite evidence demonstrating how the cost(s)-per-participant aligns with similar programs your organization, partners, or other organizations have conducted, including a justification for how costs may differ for the proposed program, based on the characteristics of the population(s) served.

<p><b>Section 4:</b> Budget &amp; Budget Justification</p>	<p>Budget &amp; Budget Justification (Proposal Evaluation 10 points)</p> <ul style="list-style-type: none"> <li>• Briefly describe the major budget elements and how each aligns and supports the overall program design.</li> <li>• Explain how the resource allocation was developed to ensure that proposed outcomes are achieved.</li> <li>• Identify leveraged funds, if any, and clearly describe the source and how funds will be utilized as part of this grant. Leveraged resources are not required for this grant.</li> </ul>
<p><b>Section 5:</b> Required Supplements &amp; Qualification Documents</p>	<p>See Section III below</p>

**QUALIFIED APPLICANTS**

Applicants must have experience providing educational assistance and possess the requisite technical capacity and professional expertise to provide the types of services required. Applicants may represent any of the following types of organizations:

- Local education agency
- Community-based organization of demonstrated effectiveness
- Institution of higher education
- Public or private, nonprofit agency
- For profit businesses
- Consortium of agencies, organizations, institutions, libraries, or authorities described above

**COST OF PREPARING PROPOSALS**

Costs for developing, preparing and submitting the proposals are solely the responsibility of the bidders. MOED will not provide reimbursement for such costs.

**CLARIFICATION PROCEDURES**

All clarifications or changes to submitted proposals must be in the form of a written addendum and received prior to **3:00 PM on Friday, December 21, 2018.**

**WITHDRAWALS**

A submitted proposal may be withdrawn prior to the due date. A written request to withdraw the proposal must be submitted electronically to [MOEDRFP@oedworks.com](mailto:MOEDRFP@oedworks.com) by February 8, 2019.

## **PUBLIC RECORDS**

Applicants are advised that documents in possession of the Mayor's Office of Employment Development are considered public records and subject to disclosure under the Maryland Public Information Act.

## **SCHEDULE**

RFP Release	Friday December 7, 2018
Bidders Conference	Monday December 17, 2018 2 PM – 4PM Eastside One Stop Career Center 3001 E. Madison St. Baltimore, MD 21205
Deadline to Send Written Questions	Friday December 21, 2018 3:00 PM EST
Release of Response to Written Questions	Friday December 28, 2018
Proposal Deadline	Friday January 11, 2019 4:00 PM EST
Final qualification documents due	Friday February 8, 2019
Anticipated Announcement of awardee selection and notification	Friday February 11, 2019
Anticipated contract start date/end date on or about	April 24, 2019 – February 29, 2020

## I. 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, February 9, 2019. Failure to satisfactorily provide the following documentation could result in disqualification of proposed award.

### DOCUMENTATION OF ORGANIZATION'S QUALIFICATIONS

- In good standing with the Maryland Department of Assessments Taxation at time of proposal submission
- Legal entity (Proof of Incorporation, 501(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. >*
- 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 other subcontractors
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

## III. FUNDING/BUDGET GUIDELINES

The funding will vary depending upon final allocations, number of participants to be served, services proposed and negotiated.

The selected program operators will not be required to leverage additional resources in order to meet described outcomes; however, they are strongly encouraged to do so. List other resources (Budget forms sections V) that contribute to the delivery of the proposed program. Include expense category (ex., training wages, staff, operating, etc.), brief description, actual or estimated amount, and sources that contribute to the delivery of the proposed program. Include letters of support for all leveraged resource.

## IV. BUDGET FORMAT

For Funds Requested Under this RFP

ORGANIZATION: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

Funding Period	
Proposal Budget Total	\$
Cost Per Participant (enrollee)	\$

### 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	\$





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

(\* Administrative staff costs should be captured on the Administrative Costs budget page)  
(\*\*At a full-time level)

<b>Budget Narrative: PERSONNEL</b>

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

<b>Budget Narrative: FRINGE BENEFITS</b>

**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					
	<b>TOTAL TRAVEL COST</b>				

**Budget  
Narrative:  
STAFF TRAVEL  
TRAINING**

**Object Class Category (D.):  
SPACE RENTAL/UTILITIES**

<b>A. Brief Description</b>	<b>B. Cost</b>
1.	\$
2.	
3.	
4.	
5.	
6.	

**Budget Narrative:  
SPACE RENTAL/UTILITIES**

**Object Class Category (E):  
EQUIPMENT**  
(includes equipment costing \$5,000 or more and a useful life and more than one year.)

A. Item	B. # of Items	C. Cost per Item	D. Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	<b>TOTAL EQUIPMENT COST</b>		

<p><b>Budget Narrative: EQUIPMENT</b></p>
Empty space for narrative

**Object Class Category (F):  
SUPPLIES**  
(includes supplies/equipment costing less than \$5,000.

A. Item	B. # of Units	C. Cost per Unit	D. Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	<b>TOTAL SUPPLIES COST</b>		

**Budget Narrative:  
SUPPLIES**

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

<b>Budget Narrative: PARTICIPANT EXPENSES</b>



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

<b>Budget Narrative CONTRACTUAL</b>

**Object Class Category (I.):  
OTHER COSTS  
(including training expenses)**

<b>A. Item</b>	<b>B. # of Units</b>	<b>C. Cost per Unit</b>	<b>D. Cost</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	<b>TOTAL COST OF OTHER COSTS-</b>		

**Budget Narrative:  
OTHER COSTS**

**Object Class Category (J.):  
ADMINISTRATIVE  
(Administrative costs may not exceed 10% of total direct costs)**

<b>A. Brief Description</b>	<b>B. Cost</b>
1.	\$
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
<b>TOTAL ADMINISTRATIVE COSTS</b>	

**Budget Narrative:  
ADMINISTRATIVE**

## **V. EVALUATION CRITERIA**

A Review Team will evaluate, score, and assign all proposals a numerical value according to the criteria and specified assigned points in the Evaluation Criteria. The MOED retains the right to request additional information from any applicants. This is not a low-bid procurement.

Through this process, the Review Team will also review a respondent's performance on any previous and/or existing agreements with the MOED as well as check other references. Achievement of grant agreement outcomes (i.e., number of enrollments, job placements and retention of enrollees), along with compliance with programmatic and fiscal guidelines and timelines will be evaluated.

The Review Team will make recommendations for selection for final consideration.

Prior to its final funding decision, the MOED may also: 1) meet with representatives of the responding entity to discuss the proposed program and budget; 2) identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) identify other documentation the entity must provide as a condition of funding.

The MOED reserves the right to withhold awards should there be no proposals that adequately address the services

If selected by the MOED for an award under this RFP, responding entities will be required to go through a contracting process, which may involve the Baltimore City Bureau of Procurement, and submission to the Baltimore City Board of Estimates for contract and funding approval.

**Background, Qualifications and Performance (25 points)**

**Plan of Service, and Timeline (25 points)**

**Performance Outcomes (25 points)**

**Cost Per Participant (5 points)**

**Financial Management and Budget (20 points)**

## VI. EMPLOY BALTIMORE INFORMATION

To promote our commitment to utilize the Employ Baltimore program to meet employment needs all businesses awarded contracts, franchises, and development opportunities with the City of Baltimore in the amount of \$50,000.01 to \$300,000.00, except professional service and emergency contracts, shall comply with the terms of the Executive Order as described online at [http://www.oedworks.com/resources/Employ\\_Baltimore\\_exec\\_order\\_revised.pdf](http://www.oedworks.com/resources/Employ_Baltimore_exec_order_revised.pdf)

If you have questions concerning the terms of the Employ Baltimore Executive Order or any other issues related to the hiring of Baltimore residents for this contract, please contact the following:

Ms. Yvette Clark  
Program Manager for Business Services  
Mayor's Office of Employment Development (MOED)  
36 S. Charles Street  
Baltimore, MD 21201  
443-984-3014  
[yclark@oedworks.com](mailto:yclark@oedworks.com)

## VII. DEFINITIONS

- a. **Assessment** - The process whereby applicants are interviewed to determine their employability, motivation, aptitude, family situation, education and training, attitudes, transportation, support needs, abilities and interests in order to assist in developing an Individual Service Strategy (ISS) for the attainment of the individual's career goals. Testing and counseling are a part of the assessment process.
- b. **Credential** - A nationally recognized degree or certificate or state/local recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, or a technical or industry/ occupational skills based on standards developed or endorsed by employers or industry associations necessary to gain employment or advance within an occupation (DOL ETA TEGL 10-16).

- c. **Eligible (Eligibility)** - Refers to an individual’s status in relation to their ability to receive services under the Workforce Innovation and Opportunity Act and the National Emergency Health Grant.
- d. **Enrollment**- An eligible participant who has been referred for WIOA services and for whom enrollment documents have been completed and entered into the State’s tracking system, Maryland Workforce Exchange (MWE).
- e. **Job Development** - The planned and organized effort by agency representatives to encourage employers or business organizations to make jobs available for WIOA customers.
- f. **Maryland Workforce Exchange (MWE)** – The MWE is a “virtual” one-stop network created to improve access to information about jobs, training, and workforce support throughout Maryland.

## VIII. ATTACHMENTS

### ATTACHMENT A: PROPOSAL COVER SHEET

Organization's Legal Name			
Contact Person			
Address			
Telephone		Fax	
E-mail		Cell	
Federal ID#			
Number of years potential bidder has been in business under the corporate/business structure submitting the response to this request for proposals			
Total Number of Funds Requested	Cost Per Participant		
<p>Authorized Signature: _____</p> <p>Print Name: _____</p>			
Check all applicable boxes: For profit Corporation	<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>
Non-for-profit Corporation	<input type="checkbox"/>	Faith Based Organization	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	State Agency	<input type="checkbox"/>
Educational Institution	<input type="checkbox"/>	Labor Organization	<input type="checkbox"/>
Business Association	<input type="checkbox"/>	Community Based Organization	<input type="checkbox"/>
Other: Public Agency (Specify)	<input type="checkbox"/>	Other	<input type="checkbox"/>

**ATTACHMENT B: PERFORMANCE OUTCOMES**

**\*\*Completed by providers awarded during the contract period.**

<b><i>PERFORMANCE OUTCOMES</i></b>	
Name of Agency/Organization	
<b>Benchmark</b>	<b>Number</b>
Total enrolled	
Number attaining an industry credential/certificate	
Number completed	
Number placed in unsubsidized employment	