

Request for Proposal Workforce Investment Act American Recovery and Reinvestment Act Training Capacity Building

Section I - Background

In response to the changing economic conditions and the need for more job candidates to access training services the Workforce Development Council Snohomish County (WDCSC) has released this Request for Proposal (RFP) in order to meet the needs of eligible low-income adults and dislocated workers as well as the overall goals of the American Recovery and Reinvestment Act of 2009 (ARRA).

The Training and Employment Guidance Letter (#14-08) offers guidance on ARRA implementation noting that, “In a strong, more comprehensive One-Stop system, adults move easily between the labor market and further education and training in order to advance in their careers and upgrade their contributions in the workplace.” This RFP is intended to facilitate the movement of eligible low-income adults and dislocated workers from labor market to training and back to the labor market.

The WDCSC is offering public Washington community and technical colleges an opportunity to respond to this Request for Proposals (RFP) to in order to facilitate the training of multiple Workforce Investment Act (WIA) eligible low-income adults and dislocated workers in alternative energy, energy efficiency, aerospace and health care occupations. Priority will be given to aerospace and health care occupations.

Training programs must currently be on the Washington Career Bridge (Eligible Training Provider List) or have an application in process. Training programs should serve Snohomish County residents.

This RFP will allow for full payment of training courses with ARRA WIA Governor’s 10% Incentive funds for eligible persons, however, training providers should consider leveraging funds when possible. Note that the Council is seeking to purchase the entire cost of credit or non-credit class. This would include instructor salary, benefits, materials necessary for program participation such as books and tools, fees and other associated costs.

Training programs must be:

- Cohort based;
- On the Eligible Training Provider List, <http://www.careerbridge.wa.gov/> or have an application in process;
- Able to serve Snohomish County residents;
- Any length of time but end by 6/15/11, colleges are encouraged to offer courses not following the quarter cycle to return students back to the workplace quickly;

- For occupations and skills in high demand in the local labor market as measured by a demand citation on the Snohomish County Demand/Decline list, <http://www.wilma.org/wdclists/wdaArea.asp?area=000004>;
- Include a minimum four hour job search session where students leave with an updated resume, sample cover letter reflecting their new skills and job search plan;
- In the fields of alternative energy, energy efficiency, aerospace or health care and offer proof of employer connections;
- Scalable to meet demand;
- Lead to an industry recognized credential upon completion.

Dollars may be spent on curriculum development, however, these activities must be focused on adapting existing curriculum or creating new curriculum that will result in a short-term increase in training capacity. Proposals leveraging curriculum development dollars will be deemed more competitive than those who request funding for this activity. Curriculum development for long term programs will not be funded.

Prerequisites for training programs can be funded; however, the program must still include attainment of an industry recognized credential within the time frame allocated for the program.

Training program funds may be used for English as a Second Language or Adult Education and Literacy training as long as those courses are combined with a high demand training. Models such as the Integrated Basic Education and Skills Training (I-BEST) are acceptable and encouraged.

Students served by these training courses will be enrolled in the federal Workforce Investment Act Adult or Dislocated Worker program. Student eligibility will be determined by the Workforce Investment Act service provider in Snohomish County and enrollment paperwork completed by this provider. Assessments will be a shared responsibility of the training provider and the WIA service provider. Training providers should be aware of the eligibility guidelines located at <http://www.wdcsc.org/resources/polices/adultdw.html> in order to assist with recruitment. Training providers will be required to enter case notes and student progress via the Services, Knowledge and Information Exchange (SKIES) system on a regular basis for the duration of the training. SKIES requires a three-day training before accessing the system. This training is provided by the WDCSC.

Support services for WIA enrolled students will be provided by the WIA service provider. Communication with this service provider will be key to ensure that the student's needs during the duration of the training program are met. SKIES is a key part of this communication.

The successful bidder(s) will be an active participant in contributing to the economic prosperity of Snohomish County through a collaborative relationship with the WDCSC. A detailed summary of the updated service delivery model may be found in *Performance Trends and System Design Recommendations* approved by the WDCSC at <http://www.wdcsc.org/resources/contractors/>. The primary objectives of this model are: 1) to streamline and facilitate more efficient and more directed services for both businesses and job candidates; 2) to create and encourage a team-based environment in the WorkSource Snohomish

County centers utilizing as many partner agencies as possible to exceed Federal and State performance targets; and 3) to integrate services to both businesses and job candidates through a cluster-based, demand-driven system, increasing long-term successes for both businesses and job candidates.

Snohomish County 2015: A Blueprint for Education, Workforce, and Economic Development in Snohomish County provides insight into the cluster based strategy being employed by education, workforce, government, and economic development partners in our county. These partners have committed to working together to attract, retain, and expand businesses in these targeted industry clusters. This group has identified the following target clusters for these funds:

- **Health/Allied Health:** Long term care and Certified Nursing Assistant
- Construction: Energy Audits and Leadership in Energy and Environmental Design (LEED)
- Tourism: SuperHost
- **Manufacturing:** LEAN training, ISO, and Six Sigma
- Business Services: Geographic Information Systems and Information Technology
- **“Green” Industries:** Hazardous Materials, Horticulture, Health Technology, Solar/Wind Power, and Utility fields

Extra consideration will be given to health care and aerospace programs.

Proposals will be accepted as submitted and no further negotiation will take place except in extenuating circumstances or at the direction of the WDCSC Board. Contracts will begin as soon as mutually agreeable and will expire at the end of training program, contingent on the availability of funds.

Contracts may be renewed for additional cycles pending successful program and fiscal outcomes as well as funding availability. Approval for additional cycles does require Board approval, depending on the amount of the contract. Outcomes and performance may be renegotiated with each renewal.

Indirect may be claimed provided with proof of a current indirect cost rate negotiated with a federal/state cognizant agency or an audited indirect rate. Entities with an indirect cost rate may charge their negotiated indirect cost rate or 10% of direct service delivery staff salaries and benefits, whichever is lower. When indirect is charged it should be used for overall program administration such as fiscal staff, registrar staff and higher level administration. It is not acceptable to charge indirect and direct charge for these activities.

Section II –Questions and Forms

An Executive Summary of no more than 2 pages, in no less than 11 point font and ½ inch margins should be submitted which details employer demand and connections, wage rates, credentials students will receive, and how the job search requirement will be met.

This RFP requires a fill-in-the-blanks response. Please use the form “Training Program Description” provided at on the Council website with this RFP.

Section III – RFP Process

Interested parties must answer all questions in accordance with the directions below. All documents must be submitted electronically and in hard copy. A complete package should be submitted for each training program. There is no limit to the number of requests a provider may submit. Providers may submit programs that have previously been funded under other cohort training funds.

Electronic copies should be submitted to Trisha Terhar at trisha.terhar@wdcsc.org.

Hard copies, without any special covers or binders on any documents, paper clips are OK, submitted in the order listed below, with original signature on contact information sheet, in one envelope labeled “Training Capacity Building paper documents for (insert your agency name here)” and addressed as follows:

Trisha Terhar, Service Delivery Coordinator
Workforce Development Council Snohomish County
728 134th St SW, Suite 128
Everett, WA 98204

Each response must contain the following:

1. An Executive Summary of no more than 2 pages, in no less than 11 point font and ½ inch margins;
2. Training Program Description as noted in Section II found at <http://www.wdcsc.org/resources/rfps/index.html> ;
3. A complete budget package using the Budget Form PY10 forms, found at <http://www.wdcsc.org/resources/rfps/index.html>;
4. A completed contact information sheet found at <http://www.wdcsc.org/resources/rfps/index.html>;
5. A print from the Career Bridge site showing the program is an eligible training program or a copy of the application package;
6. Instruction resume or job description;
7. An outline of the training curriculum;
8. A copy of the most recent audit, including management letter;
9. A copy of current liability insurance;
10. If applicable, a copy of your organization’s current negotiated indirect cost rate.

Note that any additional items above and beyond this list kept in the WDCSC procurement file but will not be part of the RFP rating committee’s deliberations.

All cost should be outlined in the budget package. Costs for each student should be under participant costs whereas overall program costs would be listed in the appropriate category. Tuition should not be charged as the purpose of this RFP is to procure complete training programs. Any wages paid to students while in training including stipends or travel

reimbursement should be listed under participant costs if they are paid from this source. Wages, stipends or travel reimbursement paid from another source should be considered leveraged resources. The cost per student should be competitive for the program as this will be a consideration in the rating process. In general, providers should strive for a cost per of no more than \$13,000.

The timeline for this RFP process is listed below:

Date	Activity	Other detail
5/24/10	Request for Proposals released	No later than 5 p.m.
6/4/10	Request for Proposal Responses due to WDCSC	No later than 12 p.m.
6/7/10-6/11/10	Responses are rated by Review Committee(s)	
6/7/10-6/11/10	Review Committee(s) meet to make final recommendations	
6/15/10	Recommended bids are forwarded for approval	Board Meeting; 7:30 am
6/23/10	Letters of intent are issued	
7/15/10	Mandatory Contractor Orientation	1 p.m.
No later 8/2/10	Contracts send to contractors for signature	

Questions are considered public information and will be posted, in their entirety, on the WDCSC website with answers within 48 business hours of receipt. Questions will be accepted by e-mail only and only until 5 p.m. on June 2, 2010. Questions submitted in alternate formats, including phone calls to WDCSC staff or Board Members or after that date will not be answered. All questions should be submitted to Amy Persell at amy.persell@wdcsc.org.

Bids are reviewed for completeness upon receipt. Bidders are encouraged to turn in bids prior to the deadline.

Included on the website <http://www.wdcsc.org/resources/contractors/forms.html> as part of this RFP are copies of both the Basic Contract and the Specific Terms and Conditions that are part of all WDCSC subcontracts. The successful bidder(s) will be required to agree to these terms. Bidders must also agree to comply with any policies created by the WDCSC and any applicable Federal or State policies, regulations, or laws. Bidder(s) should pay close attention to Specific Terms and Conditions as this provides details on the contract maintenance including invoicing and reporting. Exhibit C, Specific Terms and Conditions, is updated based on each contract length.

Section IV. Additional Clauses

AWARD PERIOD AND AMOUNT AVAILABLE

This procurement action will award a contract or contracts for Program Year 2010-2011. The anticipated minimum amount available is \$225,000 PY08 ARRA Governor's 10% funds. Contract awards will be based upon actual available funding. Funding totals available will be updated as they become available.

At its discretion, the WDCSC may extend the length of contracts or negotiate new contracts for the continuation of services based on performance review and continuity of services considerations.

There is an expectation that applicants will leverage resources in order to meet described outcomes. Leveraged funds may be a dollar match or an in-kind contribution of non-WIA funds that either enhances WIA services or shares the cost of WIA services. The WDCSC does require match to be documented quarterly via a simple reporting form.

COST OF PREPARING PROPOSALS

Costs for developing a proposal are solely the responsibility of the bidder. The WDCSC will not provide reimbursement for such costs.

WITHDRAWALS

A submitted proposal may be withdrawn prior to the proposal due date. A written request to withdraw the proposal must be submitted electronically to: trisha.terhar@wdcsc.org

CLARIFICATION PROCEDURES

All clarifications or changes to submitted proposals must be in the form of a written addendum and received electronically prior to the proposal due date.

The WDCSC reserves the right to ask for clarification from bidders at the request of the rating committee.

PUBLIC RECORDS

Applicants are advised that most documents in the possession of WDCSC are considered public records and subject to disclosure under the State Public Records Law. RFP proposals are available to the public at the end of the protest period. A request for a copy of a bidder's proposal must be made in writing to trisha.terhar@wdcsc.org and will be released after the expiration of the protest period.

EVALUATION PROCESS

An Evaluation Committee will be formed comprised of members of the Workforce Development Council Service Delivery Committee or other interested Board members who have no fiduciary interest in bidding for programs under the WDCSC. Evaluation Committee members will review and score proposals according to the criteria and assigned points specified in Section III. The WDCSC reserves the right to request additional information from any applicant.

The committee members' scores will be calculated. Scores will be used as a guide for discussion and selection of a contractor (if a response does not adequately address the services and outcomes requested, the committee may recommend that no award be made). The contract will be awarded by the WDCSC's Board, currently scheduled for the June 15 meeting.

A particular bidder may not be recommended for funding regardless of the merits of the proposal submitted if it has a history of contract non-compliance with the WDCSC, or any other funding source. The bidder may be given a provisional award with the stipulation that special terms and conditions regarding the areas of concern will be a part of the contract.

Evaluation Criteria is as follows:

Criteria	Points
Training is likely to result in employment or increased earning opportunities for trainees as evidenced information in the executive summary and by citation as in demand on the Snohomish County Demand/Decline list	15
Training is cost effective and leverages other resources	10
Training is likely to preserve and grow jobs in Snohomish County	10
Training does not either currently exist but meets an immediate need OR Training demand currently exceeds capacity	10
Training is in one of the following areas: <ul style="list-style-type: none"> • Health care • Aerospace • Alternative Energy • Energy Efficiency 	10 10 5 5
Training leverages dollars for curriculum development	5
Training is on the Eligible Training Provider list or be in process	10
Training includes a minimum four hour job search session	10
Training shows evidence of employer connections	15
Training offers a competitive cost per student	10
Total	100-105

PROTESTS OF CONTRACT AWARDS

Bidders who have submitted a proposal may protest the award of the contract. The process for protesting the award is as follows:

- Protests must be filed in writing by email, facsimile, or hand delivered to Amy Persell of the Workforce Development Council Snohomish County by 5 pm on June 18, 2010. All protests are public information after the protest period ends.

- All protests must state the basis for the protest in clear terms and provide an alternative the protester finds acceptable. The basis of the protest must be a violation of a state or federal contracting law, rule, or regulation applicable to the contracting process.
- The WDCSC will review protests that meet the above conditions.
- During any part of the review or consideration, the protester may be asked to clarify or amplify statements or to provide proof of claims or other statements. Any such requests must be fully responded to within the time designated by the WDCSC. In the event a protester fails to respond, the protest will be dismissed and no further protest will be accepted relative to this RFP.
- The WDCSC CEO will review the protest and issue a written response that is intended as a complete and final answer to the protest. The answer will be issued no later than June 30, 2010.

Section V – Program Specifications

FEDERAL CORE INDICATORS

While training providers do not have direct responsibility for majority of these outcomes they should be a consideration when making an application for Workforce Investment Act funds as they are the overall outcomes for the funds.

The successful proposal will emphasize the attainment of WDCSC leading indicators for federal core indicator targets. The following targets have been established to measure program success for Program Year 2009. Actual goals for Program Year 2010 should be available at the time that contracts are finalized. These goals will not be any lower than in the past, and very likely will increase.

Adult Entered Employment Rate	Dislocated Worker Entered Employment Rate
PY 09 Target: 81.2%	PY 09 Target: 86.5%
Adult Retention Rate	Dislocated Worker Retention Rate
PY 09 Target: 85.8%	PY 09 Target: 92.9%
Adult Earnings Average	Dislocated Worker Earnings Average
PY 09 Target: \$12,606	PY 09 Target: \$20,207
Adult Employment and Credential Rate	Dislocated Worker Employment and Credential Rate
PY 09 Target: 74.9%	PY 09 Target: 71.2%

Additionally, Common Measures also apply to Adult and Dislocated Worker programs and must be considered when developing programs in order to insure positive outcomes. It is important that service strategies for these participants be directly linked to performance outcomes within these common measures. For more information regarding Common Measures, go to: <http://www.wa.gov/esd/1stop/> . Applicable Common Measures for adult populations are noted below.

Entered Employment — <i>of those not employed at the date of participation, the number of adults who are employed in the first quarter after the exit quarter divided by the number of adults who exit during the quarter</i>
Retention Rate — <i>of those who are employed in the first quarter after exit, the number of adults who are employed in both the second and third quarters after the exit quarter divided by the number of adults who exit during the quarter</i>
Average Earnings — <i>of those who are employed in the first, second and third quarters after the exit quarter: total earnings in quarter two plus total earnings in quarter three divided by the number of adults who exit during the quarter</i>

MANAGEMENT INFORMATION SYSTEMS (MIS)

SKIES requires a secure password and login and all staff who access SKIES must be trained and approved by the WDCSC. All data that is entered into SKIES must pass a quality control check and must be maintained in accordance with WDCSC policy. Inappropriate use of SKIES and the

data that it contains can be penalized by a \$5,000 fine per incident and immediate loss of contract. All entities awarded a contract must agree to adhere to the WDCSC's policies around MIS, and agree to safeguard all client information as stated in the policies.

All program staff funded as a result of this procurement opportunity must obtain SKIES training by the start of training.

STRATEGIC PLAN

Bids should reflect the design and spirit of the goals outlined in the WDCSC draft strategic plan available at <http://www.wdcsc.org/documents/WDCStrategicPlanPublicComment.pdf>. The goals, objectives and strategies on pages 2 and 3 should be carefully considered as bids are prepared.