



*The Workforce Investment  
Board for Marion County*

## **Indianapolis Private Industry Council Inc.**

### **Request for Proposals #2010-007**

### **Young Adult Education Initiatives**

<b>RFP Issue Date:</b>	<b>July 9, 2010</b>
<b>Proposal Due Date:</b>	<b>August 9, 2010 4 PM EDT</b>

**Program dates:  
September 1, 2010 – June 30, 2011**

IPIC, IPIC programs and contracted providers are Equal Opportunity Employers/Programs.  
Auxiliary aids and services are available upon request to individuals with disabilities.

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## Request for Proposals – Young Adult Education Initiatives

The Indianapolis Private Industry Council, Inc. (IPIC), the Workforce Investment Board for Marion County, is a not-for-profit corporation responsible for the development of the Marion County workforce. IPIC convenes community leaders to address workforce development issues and strategically coordinates funding from federal, state and private sources to develop a diverse, prepared workforce that meets the needs of existing and potential employers.

IPIC oversees and implements federal, state and local workforce development activities, and a key component of this undertaking is developing Marion County's youth and young adults. Through the WorkOne Indianapolis system, IPIC will facilitate young adult education services focused on preparing participants for the workforce.

### **I. Statement of Purpose**

IPIC is soliciting proposals to provide young adult education services for out-of-school youth<sup>1</sup>. The primary funding source for this RFP will be *Workforce Investment Act* (WIA) funds. This solicitation is open to all education and training providers as well as any for profit, not for profit, community or faith based organization or government entity. Funding will be available September 1, 2010-June 30, 2011.

### **II. Overview**

Marion County young adults who did not complete a high school diploma find it increasingly difficult to gain sustainable employment in careers that offer long-term opportunities. This RFP is a request for proposals to prepare young adults (age 18-21) for entry into the workforce and careers with long-term opportunities. Responses should include attainment of a high school diploma or a General Educational Development (GED) certificate, occupational training and/or work experience, and work readiness preparation for Indianapolis' growth economic sectors.

For the period of September 1, 2010-June 30, 2011 1-3 grant awards totaling \$450,000 will be made.

### **III. Program Design & Tracks**

The program design is at the discretion of each bidder. We are seeking proposals that result in a high school diploma or GED as the foundation of the program. Bidders can bid on one or both program tracks.

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<sup>1</sup> WIA definitions for in school and out of school youth will be used.

#### **A. High School Diploma Program Track**

The high school diploma program should assist young adults that have dropped out of school, and do not have a GED, in obtaining a high school diploma and work readiness training. In addition, participants should complete, or be in a program to receive, at least one of the following:

- college credits
- industry recognized occupation certification
- work experience

#### **B. GED Program Track**

The GED program should assist young adults who have dropped out of school to obtain a GED and work readiness training. In addition, participants should complete, or be in a program to receive, at least one of the following:

- college credits
- industry recognized occupational certification
- work experience

### **IV. Specifications & Scope of Work**

#### **A. Young Adult Eligibility**

To be eligible to participate in the Young Adult Education Initiative, young adults must meet all eligibility requirements for the WIA out-of-school youth (**addendums 1 & 2**) programs and must also fall within any additional constraints set forth by IPIC. Specifically, eligible participants for this initiative must:

- Be a resident of Marion County
- Must be at least 18 yrs of age and no older than 21 years of age at the time of enrollment
- Be a school dropout
- Be eligible to work in the United States
- Be, as appropriate, registered with the United States Selected Service
- Be able to commit to eight hour days, five days a week for the length of the appropriate program track
- Agree to participate in all components of the Young Adult Education Initiative – education, work readiness and work experience/post-secondary education or occupational certification

#### **B. Governing Authority**

By statute, IPIC has the responsibility for developing the workforce of Marion County. IPIC establishes both policy and operational processes as mandated by WIA. Applicants to this RFP are expected to be familiar with the contents of WIA and Federal Regulations guiding the WIA program.

### **C. Performance Goals**

IPIC is requesting the bidders provide their performance goals. Utilizing **attachment C**, bidders should indicate their expected performance outcomes. These performance goals can and may be used to evaluate the strength of the proposal and serve as pay for performance measurements. IPIC reserves the right to negotiate the performance measures.

Providers will bill based on actual costs (cost reimbursement) and IPIC will hold back 5%. The 5% hold back will be paid once performance goals have been documented as achieved.

### **D. Parameters**

The Young Adult Education Initiatives Program administered through this RFP will be operated at a Marion County location determined by the bidder.

## **V. Program Period and Funding**

The intent is to have a contract period that begins no later than September 1, 2010, and ends on June 30, 2011. Program funding will be available September 1, 2010 through June 30, 2011.

## **VI. Proposal Requirement**

### **A. Submission & Format**

#### Technical Qualifications

To be eligible for consideration, individuals or organizations submitting proposals may not have a financial or policy interest in the Indianapolis Private Industry Council, Inc. and must demonstrate:

- A. Having experienced staff or subcontractors to provide the services described in this proposal or must show the ability to acquire such staff.
- B. Ability to contract with the Indianapolis Private Industry Council, Inc. for the timely delivery of the services.
- C. Capability to deliver the specific workforce development services specified in the modules for which it bids.
- D. Knowledge and understanding of the Office of Management and Budget (OMB) Circulars A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*, A-122, *Cost Principles for Non-Profit Organizations*, A-87, *Cost Principles for States, Local Governments and Indian Tribes* and A-102, *Administrative Requirements for States, Local Governments and Indian Tribes*, A-21 *Cost Principles for Educational Institutions*, and 48 CFR, Chapter 1, Part 31.

Proposal Components

To be considered for funding, all applications submitted must adhere to the following requirements:

Components	Evaluation Criteria	Maximum Pages
<b>Proposal Summary Page (Attachment A)</b>	<ul style="list-style-type: none"> <li>◆ Summary document</li> </ul>	<b>1</b>
<b>Organization and Staffing</b>	<ul style="list-style-type: none"> <li>◆ Description of school or organization capacity and qualification to accomplish the tasks and objectives set forth in this RFP</li> <li>◆ Description of experience, capability and understanding of accounting requirements for contracts involving federal and State of Indiana funding</li> <li>◆ Profiles of the organization’s staff to provide the requested services and identification of the roles of specified personnel</li> <li>◆ Organizational chart (as an attachment) for the Young Adult Education Initiative 2010 Program with key personnel identified</li> <li>◆ Most recent audit report (as an attachment)</li> </ul>	<b>2</b>
<b>Proposal Narrative</b>	<ul style="list-style-type: none"> <li>◆ A proposal that commits the school or organization to the program track design( HS Diploma or GED) and provider requirements set forth in Section II of this RFP</li> <li>◆ A statement identifying the number of young adults to be enrolled</li> <li>◆ An educator/teacher to young adults ratio must be provided (class size)</li> <li>◆ The expected educational gains and/or certifications to be achieved need to be specified</li> <li>◆ The methods that will be used to solicit participants for the program</li> <li>◆ Demonstrate your ability to case manage the participants utilizing the state’s case management system (currently TrackOne) or the ability of your selected partner to do so, or your desire to use WorkOne for case management.</li> <li>◆ The locations of the facilities where the educational and work readiness component will be provided need to be identified and described</li> <li>◆ If applicable, discuss your ability to place</li> </ul>	<b>5</b>

	<p>participants into employment. The number of employers and jobs that are being brought to the initiative and the substantiating documentation should be included as an attachment. Identify those that are paid and unpaid work experiences. If paid, what is the hourly rate of pay?</p> <ul style="list-style-type: none"> <li>◆ If applicable, discuss which of the other WIA youth program elements you will provide and how (tutoring, leadership development opportunities, supportive services, adult mentoring, comprehensive guidance and counseling, follow-up services).</li> <li>◆ Other features of your proposed program track that are pertinent to the quality and effectiveness of your program track should also be provided</li> </ul>	
<b>Budget (Attachment B)</b>	<ul style="list-style-type: none"> <li>◆ A budget narrative that explains and supports the detail contained in the budget worksheet</li> <li>◆ Budget Worksheets (Attachment B) (as attachments)</li> <li>◆ Budget details as appropriate</li> </ul>	<b>2</b>
<b>Attachments*</b>	<ul style="list-style-type: none"> <li>◆ Young Adult Education Initiatives Organizational Chart</li> <li>◆ Organization Audit Report</li> <li>◆ Staff Resumes or Qualifications (if personnel is not on staff – job or position descriptions)</li> </ul> <p>*Attachments identified will not count against the page limit</p>	
	<b>TOTAL PAGES (without attachments)</b>	<b>10</b>

Proposal Format

- All bidders must provide one original and three copies of their proposal.
- A separate response must be submitted for each track the responder is interested in providing, i.e. In School or GED or Industry.
- The proposal must be written in Microsoft Word for Windows and submitted in hard copy along with a copy of the response on a CD. (Please do not “write protect” the CD).
- Proposals must be typed in 12 point font, double-spaced with one inch margins and on letter size paper (8 ½ x 11).
- Pages must be numbered in the footer at the bottom center of each page in “Page X of Y” format. The applicants name must also be listed in the footer at the bottom right of each page. Font size for the required footer may be 10 point.
- Applications may not be faxed or transmitted by email.
- Applications can be submitted by regular mail, express courier delivery, or hand delivery.

## Proposal Deadline

The deadline for submission is August 9, 2010 by 4 PM EDT. Faxed or emailed submissions will not be accepted. Proposals are to be submitted to the following:

Veronica Davis, Contract Services Specialist  
Indianapolis Private Industry Council, Inc.  
Market Square Center  
151 N. Delaware St., Suite 1600  
Indianapolis, IN 46204

Any questions regarding this request for proposal must be submitted in writing by letter, fax (317) 684-2542 or e-mail to [vdavis@ipic.org](mailto:vdavis@ipic.org) by 4 PM EDT on July 20, 2010. Questions and responses will be posted on the IPIC web site at [www.ipic.org](http://www.ipic.org). Potential bidders should attend the optional bidder's conference (151 N. Delaware St.) and should check the IPIC web site regularly for posted correspondence.

## Request for Proposal Timeline

Issue RFP		July 9, 2010
Bidders Conference	10 AM EDT	July 16, 2010
Submission of Questions	4 PM EDT	July 20, 2010
Proposal Due Date	4 PM EDT	August 9, 2010
Bidder Presentation		TBD
Target Contract Date		September 1, 2010

## **B. Organization & Staffing**

This portion of the proposal is to provide information about the responding organization and its staff. The objective is to measure the stability of the organization and the experience and quality of the staff that will be utilized in this engagement. In short, that the respondent has the ability, resources and expertise to be successful.

The respondent is to present a narrative that addresses their ability to provide the services as outlined in this RFP. The narrative should, at a minimum, address the points in the technical qualifications portion of this RFP. The organization and staffing aspects that make the respondent highly qualified for consideration should be addressed in this section. In addition, an organizational chart that includes key personnel names, resumes (or qualifications) for key personnel/positions, job descriptions and a copy of the organization's most recent financial audit must be provided.

## **C. Proposal Narrative**

The proposal narrative must clearly indicate the number of young adults to be served and provide details on the program track being proposed by the bidder. The narrative should

describe the implementation of the bidder's proposed model in their school or organization. The quality and effectiveness of the implementation must be clearly conveyed. Details such as direct client service needs, curriculum and educational tools to be used, hours of instruction per day, hours of operation, educational goals and/or certifications to be provided and other details that are pertinent to the quality and effectiveness of your proposed program track. As mentioned earlier, bidders that bring employers and jobs need to provide the details in the narrative with appropriate agreements as attachments. The narrative should also include your ability, or your partners ability, to provide case management if applicable. The appropriate partner agreements for case management should also be included as attachments. The bidder is allowed to propose case management be conducted by WorkOne. No case management partnership agreement is necessary if WorkOne is designated as the case management provider.

Responding education/training providers should describe their needs in terms of staffing, activities, products, training, and the associated costs. A standard budget worksheet is provided and must be used to show all costs. The categories on the budget worksheet are described under Budget Worksheet below.

#### **D. Budget**

##### Budget Narrative

Each proposal must include a budget narrative and budget worksheet. The narrative must support the expenditures outlined in the budget worksheet.

##### Budget Worksheet

Each proposal must include a budget using Attachment B. The primary categories for the budget include:

- Personnel– This category includes the staffing costs which should include teacher/instructor costs at a ratio of approximately 1 teacher/instructor to every 25-30 young adults. This category should also include the staff for administrators and other necessary support staff.
- Occupancy – This category includes rent, utilities, etc. and should be the actual pro-rated costs.
- Direct Participant – This includes funding spent to provide direct services to participants. Direct participant costs such as book rental fees will be considered, when deemed to be necessary and reasonable. Transportation costs and meal costs will be included as part of the stipend provided to each student.
- Non-Direct – This includes supplies and consumables not included elsewhere.
- Overhead – Overhead costs include the basic overhead costs for operating the program. The cap is five percent of the total program budget.
- Total – This is the total proposed cost for operating the specific module during the specified time period covered by the specific budget worksheet.

#### **VII. Selection Criteria**

All bidders are advised that each proposal will be evaluated based on responsiveness to this RFP. Proposals will be reviewed for completeness, clarity and adherence to stated requirements. Proposals will be rated based on the selection criteria and in rank order from the highest to lowest. Selections for contract negotiations will normally be made in rank order. However, to ensure availability of services, IPIC reserves the right to select lower ranked proposals when warranted. Such selection of proposals shall be made at the sole discretion of IPIC.

Each proposal will be worth a maximum of 125 points. The available points by evaluation factor are shown in the following chart:

<b>Evaluation Factors</b>	<b>Maximum Points</b>
Organization and staffing	<b>35</b>
Proposal narrative	<b>40</b>
Budget	<b>25</b>
Proposed track/s presentation (optional)	<b>25</b>
<b>Total Points</b>	<b>100 - 125</b>

The proposed track/s presentation is an oral presentation to IPIC on the bidder’s proposal. This optional evaluation category will be used at the discretion of IPIC. It may be requested of some bidders as a second level of evaluation for “finalists” or simply for promising proposals for which IPIC needs clarification.

**VIII. Terms & Conditions**

1. A bidder or its principals shall be in good standing, not debarred or suspended, proposed for debarment, declared ineligible or otherwise excluded from entering into a financial agreement of federal or state funds.
2. Local, small, minority and women owned businesses are encouraged to respond and shall not be discriminated against during proposal review.
3. IPIC is an equal opportunity employer. All bidders shall certify the same.
4. The bidder certifies and agrees that it will provide and maintain a drug-free workplace.
5. Issuance of the Request for Proposal does not commit IPIC to award a contract, to pay costs associated with proposal development or to procure or contract for goods and/or services. Payment for services will be negotiated.
6. IPIC reserves the right to reject any and all proposals if it is in the best interest of IPIC to do so and waive any minor informalities or irregularities in the RFP process. IPIC shall be the sole judge of these irregularities.

7. For the top-ranked bidder(s) selected, references or other points of contact as necessary will be made and any comments will be used to complete the evaluation process. IPIC reserves the right to enter into negotiations with one or more bidders as a result of the RFP evaluation process and enter into a best and final negotiation with one or more of the bidders.
8. IPIC will consider non-responsive any submittal for which critical information is omitted, lacking or represents a major deviation from the RFP.
9. Proposals received after the due date and time will be considered non-responsive and will not be reviewed or evaluated.
10. Other issues of grievances, hearing resolutions and authority shall be addressed prior to award of contract and relevant issues may be stated within contract. IPIC reserves the right to negotiate proposed outcomes, budget, and other matters prior to execution of the contract.
11. Bidders shall certify either no real or apparent conflict of interest exists in carrying out the scope of work described, or where conflict(s) of interest may exist; such potential conflicts must be clearly disclosed in the proposal.



**Attachment B**

**Indianapolis Private Industry Council Inc.**

**Request for Proposal #  
Young Adult Education Initiatives**

**Budget Worksheet**

**Respondent Name:** \_\_\_\_\_

**Track**

- High School Diploma
- GED

<b>Line Item Categories</b>	<b>Cost</b>
Personnel	
Occupancy	
Direct Participant	
Non Direct	
Overhead (limited to 5% of total budget for each program year)	
Total	

**Attachment C**

**Indianapolis Private Industry Council Inc.**

**Request for Proposal #  
Young Adult Education Initiatives**

**Performance Measures**

Performance Measures	Projected Numbers
Participants served	
Participants beginning education/training activities	
Participants completing education/training activities	
Participants that complete education/training activities and receive a degree, certificate or other type of credential	
*Participants that complete education/training activities and are placed into unsubsidized employment	
*Participants that complete education/training activities and are placed into training-related unsubsidized employment	

\*If your proposal does not include employment list the Projected Numbers as NA.

**Addendum 1**

**Economically Disadvantaged Criteria 2010**

**Reproduced from  
Indiana Department of Workforce Development  
Published 04/01/2010**

**Marion County**

<b>Family Size</b>	<b>Metropolitan Income Level</b>
1	\$ 10,830
2	\$ 14,570
3	\$ 19,370
4	\$ 23,913
5	\$ 28,217
6	\$ 33,006
7	\$ 37,795
8	\$ 42,584
9	\$ 47,373
10	\$ 52,162
Add for each add'l family member	\$ 4,789

## **Addendum 2**

### **Workforce Investment Act (WIA) Youth Barriers**

Participants must have one or more of the following barriers:

- Basic skills deficient
- High school dropout
- Homeless, runaway or foster child
- Pregnant or parenting
- Offender
- An individual (including a young adults with a disability) who requires additional assistance to complete an education program or to secure and hold employment