

REQUEST FOR PROPOSALS (RFP)

for

Employment Placement Services for H-1B TechHire Partnership Grant.

Proposals accepted and reviewed at the following intervals:

Friday, October 6, 2017, 5:00 p.m. CST

Friday, December 22, 2017 5:00 p.m. CST

Friday, March 30th, 2018. 5:00 p.m. CST

Friday, June 29, 2018. 5:00 p.m. CST

Employ Milwaukee may modify this schedule and evaluate proposals at its discretion at any intervals.

Must be received via email:

Ricardo.Ybarra@employmilwaukee.org

Subject

2342 N. 27th Street

Milwaukee, WI 53210

Executive Summary

A. Overview

Employ Milwaukee Incorporated (EMI) the Workforce Development Board (WDB) for Milwaukee County is soliciting proposals from qualified organizations to act as a **Preferred Placement Provider** to provide placement services for Job Seekers in accordance with its H-1B TechHire Partnership Grants Award.

As the workforce development board for Milwaukee County, Employ Milwaukee is the recognized authority in providing access to quality training programs for high-demand, high-growth industries. In this role, Employ Milwaukee is leading the development of employer driven talent solutions to meet the needs in the high growth industries of healthcare, manufacturing, construction, finance, hospitality/retail, information technology.

This RFP for job seeker placement services is intended to provide access to IT employment opportunities. Other individuals to be served will include dislocated workers, long-term unemployed individuals and incumbent workers.

The program/s of choice shall align with EMI's Sector Strategy. Sector Strategy initiatives have achieved systematic changes that are "win-win" for employers, workers, and the community.

Sector Initiatives are successful to the extent they:

- Coordinate and align education and training programs to meet the short and long term workforce needs of the industry.
- Enhance job matching of the right candidate to the right job at the right point in time.
- Show career pathways with on and off ramps for job seekers to progress over time

Response Items:

Part 1: IDENTIFYING EMPLOYER NEED

- 1.1 Describe how you work with employers to identify need for skilled talent in the following roles:
 - Computer User Support Specialists
 - Web Developers
 - Data Administrators
 - Software Developers, Applications
 - Computer Systems Analysts
 - Software Developers, Systems Software
- 1.2 Identify your local network of employers with identified IT openings and how you work with this network to fill employer talent needs.
- 1.3 Describe your approach to marketing individuals with limited work experience and/or limited educational credentials in the targeted IT occupations
- 1.4 Describe your experience in utilizing workforce supports, i.e., paid internships, OJTs, etc. to employers.
- 1.5 What methodologies do you employ to measure Employer Customer Satisfaction with your services?

Part 2: CANDIDATE MATCHING

- 2.1 Describe your candidate to employer matching process.
- 2.2 Describe additional candidate supports that are offered, i.e. resume building and critique, practice interviews and Work Opportunity Tax Credits.
- 2.3 Describe/Identify assessment tools; or the assessment process, used in pre-screening candidates.

Part 3: PERFORMANCE INFORMATION

Give performance information for all that have received employment related services. Information should be for the most recent period available.

- 3.1 Provide fill rate details related to successfully placing candidates into IT positions as listed. Be as specific as possible in reporting the number of candidates recruited, screened, interviewed and placed. Provide the number of employers with whom you have worked as well as the number of positions needing to fill.

3.2 Hourly wages at placement (enter dollar values). Include total number placed, highest wage reported, lowest wage reported and average wage of those placed.

**Placement count must only include placement in occupation directly associated with IT professions as identified in this RFP.*

3.3 Time period the information is from

SUBMITTAL REQUIREMENTS

Providers wishing to be considered in the selection process must submit an electronic response by the following dates:

Friday, October 6, 2017
Friday, December 22, 2017
Friday, March 30th, 2018
Friday, June 29, 2018

The subject line in the email shall be **EMPLOYMENT PLACEMENT SERVICES**.

Proposals received after the designated time may have to wait until the next review cycle. Employ Milwaukee reserves the right to accept or reject any or all proposals.

If it becomes necessary to revise any part of this Request for Proposal (RFP) or otherwise provide additional information, an addendum will be issued by EMI and placed on the website. *It is the responsibility of the Proposer(s) to monitor EMI's website for any addendums.*

The proposal shall be signed and shall include the name, title, address, and telephone number, of the person authorized to submit/sign the proposal. EMI will not be liable for any costs incurred by the respondents in replying to this RFP. EMI is not liable for any costs for work or services performed by the selected PROVIDER prior to a written Notice of Award.

This RFP is available on EM's website: <http://www.employmilwaukee.org/EmployMKE/About/Request-for-Proposals.htm>

SELECTION PROCESS

The proposals considered in the selection process will be evaluated according to the criteria and point system presented below. Employ Milwaukee will evaluate the proposals and make a recommendation to either select a PROVIDER based on the proposals alone or to interview a "short list" of PROVIDERS.

PROPOSAL EVALUATION CRITERIA

The RFP shall be evaluated with regard to the following:

- There are a total of 100 points available for the proposal evaluation.
- Employ Milwaukee will thoroughly review and evaluate each proposal.
- Responses should be clear, concise and complete.

- Proposals must address all sections in the RFP.
- The point number is the weight of each criterion.
- Interviews may be conducted to obtain additional information regarding the proposal.

PROPOSAL FORMAT AND CONTENTS

In order to evaluate all responses fairly and consistently, EMI requires that all proposals be submitted according to the following format and content specifications:

- **Respond using the numeric outline provided in the evaluation criteria.**

All proposals shall contain concise written material and may contain illustrations. Legibility, clarity, and completeness are essential. All submittals must use 8-1/2 by 11" portrait format, 11 point font shall be used.

All submittals must have the following headings and be limited to the length indicated:

- Identifying Employer Needs (1 – page maximum) – 30 points
- Candidate Matching (1 – page maximum) – 30 points
- Performance Information (1 – page maximum) – 40 points

Marketing brochures are allowed – six-page maximum.

RESPONDENT INQUIRY & APPEALS

All appeals for non-award must be made in writing and must fully identify any contested issues. Subjective interpretations by evaluators are not subject to protest or appeal. The written appeal must be based on one of the following factors:

- A conflict of interest on the part of one or more evaluators.
- Mathematical errors were made in the scoring of proposals.
- The evaluators did not adhere to the established rating criteria.
- Written appeals must be fully documented and must be postmarked and filed with:

Earl Buford, President and Chief Executive Officer
 Employ Milwaukee
 2342 North 27th Street
 Milwaukee, WI 53210

Appeals must be received in the above office no later than five (5) business days after receiving a written notification of non-award. For purposes of this provision, email will suffice. Appeals must be emailed to earl.buford@employmilwaukee.org. Those appealing must confirm timely receipt by calling (414) 270-1709. The Employ Milwaukee Chief Executive Officer shall review the appeal and shall render a decision on the appeal. For appeals denied by the CEO, the proposer shall have the right to appeal the decision to the Board Chair at:

Don Layden, Jr.

Baird Venture Partners
777 East Wisconsin Avenue
Milwaukee, WI 53202

The written appeal must be based on one (1) or more of the factors listed above and must fully explain the basis for appealing Employ Milwaukee's CEO denial. The written appeal to the board Chair must be received in that office no later than five (5) days after the appeal is denied by the CEO. The board chair shall review the appeal and render a final decision on awarding of the contract.

Public Record: Applicants are advised that all documents obtained as part of this RFP process, and in the possession of Employ Milwaukee, are considered public records and subject to disclosure under the State of Wisconsin's Open Records Laws. There will be no public inspection of documents prior to the release of the intent

Draft Scope of Work

Contract Number:

Contract Period:

Contract Amount:

It is understood and agreed to by both parties, through this Statement of Work for the TechHire Grant Agreement, that the project and activities performed under this Agreement shall be for the purposes, funded in the amounts, completed within the time-frames, and governed by any other specified terms and conditions, as follows:

I. Scope of Services

For the purposes of this agreement, the **Preferred Placement Provider** will be responsible for the following:

- To provide employment placement services to the number of program participants as stipulated within the contract.
- To provide consultation to Employ Milwaukee on an ongoing basis to ensure continuous improvement throughout the duration of the contract.
- To contribute to the development or modification of existing program design to meet current/evolving TechHire participant and business needs.
- To prepare information for monthly reporting in a timely and accurate manner.
- To ensure staff is properly trained to accomplish the duties as prescribed within the TechHire program.
- To monitor progress towards goals and expenditures.
- To engage in measures to protect the confidentiality of participants and to protect against unauthorized access or disclosure of workforce information.
- To comply with all reasonable requests as received from Employ Milwaukee.

Preferred Placement Provider further agrees to the following employment placement deliverables, timelines and payment conditions under this agreement.

II. Program Metrics/Outcomes

As a condition of payment, all data related to program metrics/outcomes must be recorded and detailed in ETO. All data is subject to review and approval by Employ Milwaukee prior to reimbursement.

Tier 1 Placements: Placement with a wage rate of \$16.02 shall be at a fixed rate payment of **\$2,000** per placement (as defined herein).

Tier 2 Placements: Placements with a wage rate between \$13.75 and \$16.02 shall be at a fixed rate payment of **\$1,000** per placement (as defined herein). If within six months of initial placement, the TechHire participant is promoted to the Tier 1 Placement Wage rate, payment of \$1,000 shall be made.

It is expected that 75% of the placements will be at the Tier 1 rate of \$16.02 and above.

Placement is defined as an individual who is hired by an employer and who maintains the employment for at least 30 days consisting of a minimum of 30 hours per week (which is the definition of full time per the Affordable Care Act.). The following criteria apply for a position to be considered under this Agreement whereby any of the following conditions are met:

- a. the individual is hired into an occupation where the job title falls within the SOC codes for Information Technology
 - 15-0000 Computer and Mathematical Occupations
 - 15-1100 Computer Occupations
 - 15-1190 Miscellaneous Computer Occupations
 - 15-1199.00 Computer Occupations, All Other
 - 15-1199.09 Informational Technology Project Managers
- b. Or, the employer certifies that the job is part of a career pathway leading to an Information Technology career.

Information is to be verified through Verification of Employment including The Work Number or other acceptable means of verification.

Placement Payments

Placement payments will be paid when EMI is invoiced for the benchmarks defined in the Workforce Development Agreement and the information submitted is verified through reports and/or agreed upon tracking systems, and documented in **Employ Milwaukee's** ETO or any other approved methodology of tracking information relative to this project.

Preferred Placement Provider shall submit an invoice to EMI for the benchmarks earned or services provided during each month of the agreement. The invoice shall be submitted on or before the fifteenth (15th) day of the month following the month in which a benchmark was earned or services were provided. Invoicing must be submitted to EMI with the required documentation within 90 days of achieving a benchmark or providing a service in order to be considered for compensation. Placement payments must be evidenced by a VOE confirming not less than thirty days (30) FTE employment within a six (6) month period.

Reporting

During the Term of this agreement, the **Preferred Placement Provider** shall:

- File monthly reports with Employ Milwaukee, in a form and format accepted by Employ Milwaukee.
- All reporting of benchmarks will be supplied utilizing forms approved for use by Employ Milwaukee

The final invoice and supporting documentation must be submitted to the Employ Milwaukee no later than 30 days after the contract period end.