

# **REQUEST FOR PROPOSALS (RFP)**

**for**

**Training 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 30<sup>th</sup>, 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. 27<sup>th</sup> 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 Training Provider to provide training and placement services for Job Seekers in Milwaukee County 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 training models to meet the needs in the high growth industries of healthcare, manufacturing, construction, finance, hospitality/retail, information technology.

This RFP for cohort-based IT training is intended to provide increased access to IT training through non-traditional training models focused on 17 to 29-year-old individuals with a high school diploma or GED. Other individuals to be served will include dislocated workers, long-term unemployed individuals and incumbent workers.

As a result of this program offering, business will have an increased pipeline of qualified workers as defined by industry standards. Business should also expect improved responsiveness and coordination of public workforce services to meet their growing demands for trained and qualified talent. Job seekers benefits include a clear connection from entry level opportunities to career pathways for family sustaining jobs, an opportunity to build stackable credentials, and access and connection to career/academic counseling and support services.

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

To lead and guide the training program, EMI convenes an Informational Technology Industry Advisory Board (ITIAB). The role of the ITIAB is to inform, review, and validate local and regional hiring needs, identify and define skills and competencies, and develop industry recognized training credentials. The ITIAB will help ensure that workforce development informational technology services are connected to the real-time labor market needs of the industry and that employers are engaged as active partners to advise on orientations, curriculum, testing instruments, worker readiness, training curriculum, and placement.

**Response Items:**

**Part 1: TRAINING PROGRAM DESCRIPTION**

**Training program name:**

1. Describe the training program. Identify at least five skills or competencies to be gained upon the completion of the training program. Skills should include CompTIA A+, Network+, other industry recognized credentials related to:
  - Computer User Support Specialist
  - Web Developers
  - Data Administrators
  - Software Developers, Applications
  - Computer Systems Analysts
  - Software Developers, Systems Software
2. Completion of this training program/course will lead to:
3. Describe the minimum requirements (educational, physical, other prerequisites or qualifications) to get into this training program, if any:
4. State the average time period necessary to complete this program (Based on full-time enrollment, measured in hours, weeks or months.
6. Provide the typical schedule.
7. Costs of training program services (per person, per session). Please include textbooks, equipment, exam fees, exam retake fees (if applicable) and any other costs. Include these additional costs in the per person, per session price quote.
8. Is student financial aid available for this training program?
9. Contact person for information about this training program:

**Part 2: PERFORMANCE INFORMATION**

Give performance information for all that have participated in this training program. Information should be for the most recent period available.

1. Program completion rates. Provide details including total number enrolled and total number completed.
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 training program.*

3. Time period the information is from.

### **Part 3: TRAINING PROVIDER INFORMATION**

1. Name of the education/training provider, entity or institution.
2. Federal Tax Identification Number.
3. Is the education/training provider, entity or institution approved or accredited? If so, please identify the accreditation agency.

### **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 30<sup>th</sup>, 2018
- Friday, June 29, 2018

The subject line in the email shall be **TechHire TRAINING 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:

- Training Program Description (1 – page maximum) – 40 points
- Performance Information (1 – page maximum) – 50 points
- Training Provider Information (1 – page maximum) – 10 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 27<sup>th</sup> 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](mailto: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