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REQUEST FOR INFORMATION: PROJECT MANAGEMENT SERVICES

This Request for Information () consists of 7 pages beginning with this one. Employ Milwaukee, Inc. (EMI) is soliciting quotes from qualified professional firms to supply project management services, complying with all terms and conditions described in this document.

Proposals will be accepted no later than **4:00 PM CST, May 5, 2025**. Proposals received after this time will not be accepted. See *3.3 Submission of the Response*.

Mark all documents **PROJECT MANAGEMENT SERVICES**. Email all documents to:

CARRIE HERSH, Contract Compliance Manager/EO Officer
Procurement@employmilwaukee.org
EMPLOY MILWAUKEE, INC.
2342 N 27TH STREET
MILWAUKEE WI 53210

Responses must include the signed EMI form on Page 2 of this .

Please submit **one (1) digital PDF file** of the full proposal with the signed form and attachments.

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

2342 North 27th Street
Milwaukee, WI 53210
Phone: (414) 270-1700
Wisconsin Relay: 7-1-1
employmilwaukee.org

REQUEST FOR INFORMATION: PROJECT MANAGEMENT SERVICES COVER PAGE

I have read the terms and conditions of this RFP and submit for consideration the attached proposal and exhibits, if any.

The fees and costs in this proposal have been arrived at independently, and have not been divulged, discussed, or compared with the proposals of other respondents. No attempt has been made nor will be made to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Vendor Name:

Telephone Number:

Address:

City, State, Zip Code:

Company Website:

Authorized Signer's Full Name and Title:

Email Address:

Authorized Signature and Date:

Federal Tax ID Number:

1.0 REQUEST FOR INFORMATION OVERVIEW

Project Name: Project Management Services

RFP Release Date: April 7, 2025

RFP Due Date: 4:00 PM CST, May 5, 2025

1.1 Definitions

Contractor means each successful respondent awarded a contract.

Agency means the Employ Milwaukee, Inc.

EMI means the Employ Milwaukee, Inc.

Proposer/vendor/respondent means a firm submitting a response to this .

means Request for Information

1.2 Scope of Services Sought

EMI seeks to establish a list of pre-qualified Project Managers with a detail-oriented work style who thrive on problem-solving, multi-tasking, meeting deadlines, facilitating diverse teams, and implementing high quality workforce development programming.

Successful candidates, who will be hired for limited term projects, must have the ability to manage employment and training programs, projects, and workforce initiatives. Project Manager responsibilities will include project planning and implementation, coordinating participant and employer outreach, Efforts to Outcomes (ETO) and ASSET planning and data entry, case management (as applicable), program development, outreach, monitoring of providers, technical assistance to providers, internal/external reporting, and other duties as assigned.

Project Managers will coordinate with education/training providers, implementation partners, employer/apprenticeship partners, and participants to monitor educational attainment, complete job development activities, place participants in employment, and follow up and assist with job retention. Project Managers will develop reporting schedules, write reports, and maintain reporting systems.

Essential Duties and Responsibilities include, but are not limited to:

- Demonstrate and ensure consistent and structured communication and coordination.
- Provide one-on-one technical assistance to staff and/or partners involved in the grant, as needed to ensure staff quality and retention.
- Plan and oversee recruitment strategy, events, and intake/enrollment activities.
- Track and assess implementation partner progress and outcomes through data analysis and personal contact while trouble-shooting any areas of concern.
- Train and instruct staff on data collection and entry (Efforts to Outcomes system) and paperwork requirements of each grant.
- Work with grant partners to introduce participants to career pathway information for in-demand sectors and occupations. Provide industry-driven orientation and career exploration services in partnership with worksite partners.
- Describe qualifications and certification requirements related to the in-demand sector employment options.
- Support the achievement of employment and post-secondary goals by working directly with Industry Advisory Boards, employers, DWD BAS Apprenticeship Training Representatives (ATR), community-based organizations, and the Employ Milwaukee Business Solutions department.
- Participate in job fairs, and other resources that generate job leads, and refer qualified participants to employers.
- Maintain contact with institutions of higher education and industry associations that are involved in job placement and training activities.
- Take responsibility for ensuring the project adheres to funder guidelines, the planned scope of work, and timeline.
- Manage reporting to the funders, including incorporating performance data from implementation partners.

Qualified Project Managers will have the following knowledge, skills, abilities, education, and experience:

Bachelor's Degree in Social Science, Education, Business, Public Administration, or related field. At least five years' work experience that includes construction, program coordination, job training, workforce development, grant management, talent sourcing, or project management.

An equivalent combination of related training and experience for the following:

- Construction experience and/or knowledge
- An understanding of case management and career coaching
- Project Management experience
- Collaborating with community partners
- Experience facilitating trainings or workshops
- Ability to work effectively under pressure of deadlines, and within budget constraints.
- Ability to work in a team environment, while also working independently.
- Ability to facilitate workshops or trainings.
- Knowledge of employment barriers facing urban disadvantaged youth and young adults.
- Demonstrated capacity to handle multiple tasks, projects and meet deadlines.
- Excellent public relations, community organizing, negotiation, mediation, conflict management and meeting facilitation skills.
- Demonstrated ability to maintain confidentiality with sensitive information
- Computer literacy in word processing, email, internet and spreadsheets.
- Must have strong administrative and organizational skills including project management, and grant administration and reporting.
- Demonstrate excellent verbal and written communication skills.

Contracts will be issued based on individual workforce development projects. The duration of the project may include planning activities prior to program implementation through follow up services and project close out. This period of time may range from 6 weeks to 4 years in duration, depending upon the targeted project. These contracts may be issued anytime between April 15, 2025 through December 31, 2029.

1.3 Minority Business Participation

EMI, as a recipient of State and Federal funds, subscribes to the practices below and will fully comply with Federal, State, and Local laws and directives governing non-discrimination, equal opportunity, and affirmative action in all activities.

- No person shall be discriminated against whatsoever on the grounds of race, religion, color, age, sex, physical handicap, or national origin.
- No person shall because of race, religion, color, age, sex, physical handicap, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded entirely or in part by the City, the State, or the Federal Government.
- Affirmative Action shall be taken by all levels of governments, where necessary, to support the underlying objectives of said anti-discrimination policies.

To further support policies relative to affirmative action, equal opportunity, and non-discrimination, EMI will make every effort to ensure that Minority Business Enterprises have the

maximum practicable opportunity to participate in construction contracts and in the procurement of goods, professional services, and supplies.

Contractors are encouraged to indicate in their response if they are a certified minority business as certified through the State of Wisconsin. A listing of certified minority businesses, as well as the services and commodities they provide is available from the Department of Administration, Office of the Minority Business Program, 608-267-7806. The listing is published on the Internet at: [WISDP Home](#).

2.0 ABOUT EMPLOY MILWAUKEE, INC.

It is expected that successful vendors will establish a strong partnership with EMI. As a strong partner, successful vendors will need to become fully acquainted with Employ Milwaukee, Inc. (EMI). EMI is a 501(c) 3, non-profit organization. As the workforce development board for Milwaukee County, EMI is committed to supporting Milwaukee County residents in their search for economic self-sufficiency and supporting local businesses by collaborating with them to create a talent pipeline for a knowledge-based economy. EMI manages a sector-focused education, training and employment system that involves local educators, prospective training operators, area employers, job seekers and employees.

EMI's workforce strategy coordinates labor demand (employer-identified talent and skill needs) and labor supply (individuals with varying levels of education, skills, and barriers to employment) with a goal of connecting people to employment for a lifetime. EMI is at the center of this model, serving as a workforce intermediary that brings together all of the workforce and economic development partners for planning and coordination purposes. EMI's Industry Advisory Boards are employer-driven and deeply committed to providing labor demand expertise in regional growth sectors including manufacturing, construction, hospitality, financial services, and healthcare. Representing labor supply is the EMI Coordinating Council, a formal network of community-based organizations that provide specialized services to address barriers to employment for residents.

More information on EMI can be found at www.employmilwaukee.org.

3.0 INSTRUCTIONS TO THE VENDOR

3.1 Communication/Questions

Vendors are expected to raise any questions, or additions they have concerning the document as soon as they become aware of them. Any questions or requests for clarifications must be directed **in writing** to procurement@employmilwaukee.org no later than April 17, 2025 at 4 PM CST. The subject line of the email must be labeled " **PROJECT MANAGEMENT QUESTION.**" The only contact allowed with EMI staff is through procurement@employmilwaukee.org as stated above. **Unauthorized contact of any EMI employee is cause for rejection of the response.** Any additional information or clarifications that are provided to one bidder will be

provided to all bidders in the form of an addendum posted to the EMI portal at <http://www.employmilwaukee.org>. Vendors are responsible for checking this site for any addenda that may be issued.

3.2 Calendar of Events

The dates set forth below are for informational purposes only. All dates are tentative and subject to change.

Milestone	Date
Issue RFP	April 7, 2025
Deadline for Submission of Written Questions	April 17, 2025
Proposal Due Date	May 5, 2025
Proposal Evaluation	May 13, 2025

3.3 Submission of the Response

Respondent must email **one (1) PDF file** to:

Procurement@employmilwaukee.org

ATTN: CARRIE HERSH, CONTRACTS AND COMPLIANCE MANAGER/EO OFFICER

EMPLOY MILWAUKEE, INC.

2342 N 27TH STREET

MILWAUKEE WI 53210

3.4 Evaluation Criteria

EMI management will evaluate proposers' responses to each of the requirements. Proposals should be complete on their face. However, after opening of responses, EMI reserves the right to waive irregularities in any proposal, to request clarifying information it deems appropriate from one or more respondents, to request supplemental information from all of the respondents, and to factor any additional information into the evaluation. EMI may or may not require oral presentations of a group of finalists in person or on the telephone and may request further information from those finalists. All proposals that are deemed qualified will be included on a project management list for use in future projects, contingent upon available funding and agency needs. Respondents will be contacted on a case-by-case basis for consulting work.

4.0 PROPOSAL FORMAT AND CONTENT

Responses are to be formatted and tabbed in the form and sequence described in Section 4. Responses not following the format outlined will not be considered. The evaluation and selection of a vendor will be based on the information submitted in the vendor's response. Elaborate proposals (i.e. expensive artwork) beyond that sufficient to present a complete and effective response, are not necessary or desired. Additional data can be provided in appendices. Quality, not quantity, is desired.

4.1 Response Organization

TAB A: Signed Cover Page

The EMI cover page must be signed by a vendor representative authorized to make contractual obligations and submitted as Tab A of the response. Please include all contact information.

Failure to include this in your response will result in rejection of the RFP.

TAB B: Response (Excluding Price)

Section 1: Vendor References (10%)

Present your firm's proven track record by providing three client references. Please provide organization names and addresses, along with the names and phone numbers of the individual(s) you would propose EMI contact for references. These should ideally be projects at which your proposed candidates played a project manager role. EMI reserves the right to contact or visit any party listed as a reference that has previously used, or is presently using your products or services in a manner similar to those being proposed. EMI also reserves the right to use other sources to obtain information about the proposed products and services.

Section 2: Proposer's Qualifications /Experience with Like Projects (50%)

Describe your previous experiences managing large scale workforce development projects, especially federal, state, and local initiatives including those funded through the Workforce Innovation and Opportunity Act (WIOA). Describe any project management certifications or credentials.

Section 3: Statement of Familiarity with EMI (10%)

Explain your knowledge and understanding of EMI and the public workforce system.

TAB C: Response (Cost Proposal Worksheet) (30%)

You must fill out the Cost Proposal Worksheet (Exhibit A) with your pricing. If the Cost Proposal is not clear, you may ask questions as set for herein in section 3.1.

Failure to include your pricing on the Cost Proposal Worksheet (Exhibit A) will result in rejection of the . Do NOT submit cost information in any other format.

TAB D: Designation of Information as "Confidential" or "Proprietary"

You may fill out and submit the attached "Request to Designate Information as Confidential or Proprietary" form if you seek to designate any portion of your response as confidential or proprietary. Please note that the Board is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Contract are subject to and conditioned on the provisions of Wis. Stat. § 19.21, *et seq.*

TAB E: Additional Materials, Brochures, Etc.

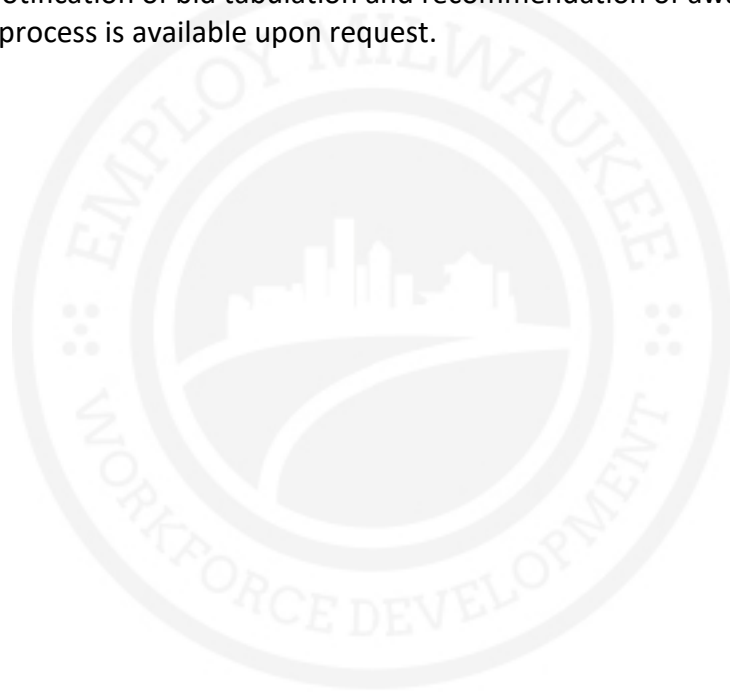
Please include relevant and necessary information to demonstrate the service capacity described in TAB E.

5.0 Contracts

EMI will not sign a vendor's forms or contracts. Unless otherwise indicated, awarded vendor will be required to sign EMI's Professional Services Contract.

6.0 Appeals

An appeal may be filed at any time during the procurement process, but not later than 5 days after EMI's public notification of bid tabulation and recommendation of award. Information on the written appeal process is available upon request.



Employ Milwaukee, Inc.

Request for Information (RFI) – PROJECT MANAGEMENT SERVICES

Respondent Name:

Costs submitted shall be all-inclusive, including but not limited to, salary costs, employment taxes, any and all travel costs, administration costs, overhead costs, required screenings, background checks, training, etc. Please clarify where necessary in order to give a clear picture of actual costs versus those that are additional if services are provided.

Rates must be guaranteed for at least 24 months.

Rates can be submitted per project and/or per hour.

A range of prices is not acceptable (e.g. \$20.50/hour” is acceptable but “\$15.00-\$25.00/hour is not).

Cost Proposals must be on this completed Exhibit A form. Any modifications to this form or any other form submitted may be considered non-responsive. Any supplemental pricing information attached or referenced will not be considered.

Cost Component	Fee Amount	Description
Annual cost for full time project management of one (1) workforce program		
Project management services cost per hour		

REQUEST TO DESIGNATE INFORMATION AS “CONFIDENTIAL” OR “PROPRIETARY”

The attached material submitted in response to the Project Management Services RFI includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Statutes., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when a contract is awarded and executed, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Statutes as follows: “Trade secret” means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

- 1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
- 2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

<u>Section</u>	<u>Page #</u>	<u>Topic</u>

In the event the designation of confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality or proprietary, and agrees to hold Employ Milwaukee, Inc. (EMI) harmless for any costs or damages arising out of EMI agreeing to withhold the materials.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. EMI considers other markings of confidential or proprietary in the bid/proposal document to be insufficient. The undersigned agrees to hold EMI harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Signature of Authorized Representative: _____

Name and Title of Authorized Representative: _____

Date: _____