



Request for Proposals

For the period of September 1, 2019 - December 31, 2020

Consortium Grant Management Services

Proposals Due:
August 12, 2019

Employ Milwaukee
2342 N. 27th Street
Milwaukee, WI 53210

RFP Release Date:
July 29, 2019

Employ Milwaukee is an Equal Opportunity Employer and Service Provider. Auxiliary aids and services are available upon request to individuals with disabilities. If you need this information interpreted to a language you understand or in a different format, please contact Sharron Briggs (Sharron.Briggs@employmilwaukee.org or 414-270-1729). Callers who are deaf or hearing or speech-impaired may reach us at Wisconsin Relay Number 711.

Employ Milwaukee's Consortium Grant Management Services are funded by Federal grants provided by the US Department of Labor (USDOL). Any agreements resulting from this RFP may be funded by Employ Milwaukee through the Federal grants provided by USDOL. The contractor must comply with all applicable regulations and the terms and conditions of the grant.

Table of Contents

GENERAL INFORMATION	3
About Employ Milwaukee	3
Purpose of this RFP	3
Overview: Compete Midwest Grant Portfolio	4
Service Dates	4
Anticipated Award	4
Who can apply?	4
STATEMENT OF WORK	6
PROPOSAL PROCESS & REQUIREMENTS	8
How to Apply	8
Review and Selection Process	9
Questions	9
Disclaimers	10

GENERAL INFORMATION

This section provides general and background information needed to understand the context of this RFP. This section also describes important details regarding the services and stakeholders related to this RFP, as well as characteristics of any agreements that may result from this RFP.

About Employ Milwaukee

Employ Milwaukee is the local Workforce Development Board (WDB) serving Milwaukee County. By convening leaders from business and industry, economic and workforce development, education and training as well as community partners and policy makers, our vision is to develop workforce solutions that promote regional economic growth and employment opportunity for all job seekers.

Our mission is to build a strong workforce development system by planning, coordinating, collaborating and monitoring workforce initiatives with businesses, partners and community stakeholders at the local, regional and state level to ensure a skilled and productive workforce for the 21st Century.

Our goals are to connect job seekers to employment opportunities, to provide education and training options in high-growth, high-demand sectors, and to provide a skilled and sustainable workforce to attract, retain and grow diverse businesses in our Milwaukee 7 region.

As the WDB for Milwaukee County, Employ Milwaukee has programmatic and administrative responsibility for services of the Workforce Innovation and Opportunity Act (WIOA) provided in the workforce development area of Milwaukee County.

Purpose of this RFP

Employ Milwaukee was awarded three (3) H-1B grants from the U.S. Department of Labor (USDOL). Employ Milwaukee is issuing this Request for Proposals (RFP) to identify a consultant to oversee Employ Milwaukee's Federal Grant portfolio directly connected to a multi-city consortium during the period of September 1, 2019 through December 31, 2020. Employ Milwaukee is a member of a thirteen (13) urban workforce development board consortium that works together for Federal grant opportunities. One of the thirteen (13) boards apply for Federal Award opportunities and fulfills the fiscal and administrative functions of the grants.

Employ Milwaukee is seeking an organization that has experience in grant management services with multiple cities for Federal Awards and can fulfill certain fiscal and administrative functions of the three (3) H-1B grants. The various responsibilities are defined under the Statement of Work section below.

Overview: Compete Midwest Portfolio

USDOL awarded Employ Milwaukee a five (5) year H-1B grant (Oct. 1, 2015 – Sept. 30, 2020) to fund the Compete Midwest American Apprenticeship Initiative, which seeks to expand and enhance apprenticeships in these three urban Midwest cities – Milwaukee, WI, Detroit, MI, and St. Louis, MO. Project activities focus on connecting underrepresented populations to pre-apprenticeship and registered apprenticeships (RA) in all sectors but with emphasis on Healthcare, Finance, and Information Technology (IT).

USDOL awarded Employ Milwaukee a three and a half (3.5) year TechHire H-1B grant (January 1, 2017 through June 30, 2020) to recruit, train and place 400 program participants in IT career pathways in two urban Midwest cities – Milwaukee, WI and St. Louis, MO. Young adults ages 17-29 with a high school degree or equivalent and

barriers to employment are served, as well as incumbent workers and long-term unemployed. Training and placement focus on a variety of IT and high technology occupations within multiple industries.

USDOL awarded Employ Milwaukee a four (4) year (January 1, 2017 thru December 31, 2020) America's Promise H-1B grant to provide individuals with the opportunity to get high quality education and training that leads to in-demand and industry recognized credentials and degrees in seven (7) urban Midwest cities – Milwaukee, WI, St. Louis, MO, Detroit, MI, Minneapolis, MN, Gary, IN, Kansas City, KA, and Cincinnati, OH. Participants receive assessment, case management, training funds, supportive services and career and placement services.

Service Dates

The selected applicant will begin delivering the full range of services as described below on September 1, 2019 and continue for 16 months ending on December 31, 2020.

Anticipated Award

Employ Milwaukee plans to award up to \$400,000 to one organization for the consortium grant management services of the Compete Midwest Grant Portfolio.

Who can apply?

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations and other entities operating in accordance with federal, state and local law. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the federal government, not debarred, and have proof of insurance and a DUNS number. Organizations currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State, City or County department/agency, quasi-governmental agency, or Employ Milwaukee are ineligible to apply. See Appendix A for more information on administrative requirements for selected applicants.

¹See Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.

A group of two or more applicants may apply as a consortium, but the lead applicant must be clearly identified. In this scenario, Employ Milwaukee will contract with one lead organization. All entities whether directly contracted or subcontracted via the lead applicant will be held to the requirements of federal, state, and local policies. Please be aware that additional monitoring, compliance, and assessment requirements will become the responsibility of the lead applicant.

Applicant Competency – All applicants must have the technical competence, knowledge and expertise, management and administrative capabilities and capacity, professional staff, financial resources and stability, and administrative and fiscal systems to carry-out the work described in this RFP. Employ Milwaukee requires assurance that the selected applicant(s)'s performance of the terms and conditions of any agreement resulting from this RFP be undertaken in accordance with the highest level of integrity and business ethics. Applicants are responsible for being knowledgeable of all laws, regulations, rules, and policies of the funding sources identified in this RFP. If Employ Milwaukee determines, at its sole discretion, that the selected applicant(s) is not responsible, that it does not possess the administrative, fiscal, and/or technical resources and capabilities necessary to successfully perform under the terms and conditions of an agreement, it shall terminate the agreement immediately.

STATEMENT OF WORK

All proposals must be concise, well-organized, and demonstrate how your proposed services, approach and methodology, qualifications, experience, and terms meet or exceed Employ Milwaukee's requirements, which are outlined below:

- **Subrecipient and Vendor Management**
 - Develop and negotiate Scope of Work for subrecipients and vendors.
 - Develop tracking system for “soft” Outcomes and Outputs (employer engagement, best practice development, etc.) and incorporate the management of that system through subrecipient and vendor scope(s) as well as through a grant-specific project workplan.
 - Develop monthly program reporting framework and tools.
 - Train subrecipients and vendors in the expectations for program reporting and the application of the tools provided for grant management.
 - Accompany Employ Milwaukee on scheduled subrecipient/vendor compliance monitoring visits to learn more about program operations, partner relationships, and grants management practices.
 - Provide technical support to subrecipient/vendor with addressing or remediating any issues or findings discovered through compliance monitoring.
 - Communicate progress on remediation of compliance monitoring issues or findings to Employ Milwaukee through the monthly reporting process.
- **Data Analysis:** Regular (at least monthly) review of data score card to validate data accuracy, appropriateness, and eligibility. This review will be documented for each subrecipient and/or vendor included in each grant through a monthly report submitted to Employ Milwaukee by the 10th of each month.
 - Participant data will be reviewed through one-on-one calls hosted by the Consultant monthly with subrecipient or vendor program staff. This review will focus on issues related to accuracy, validity and completeness. Concerns about technical assistance needs to remediate data entry challenges will be addressed during these calls.
 - Program progress will be reviewed during one-on-one calls with subrecipient or vendor program staff. Monthly outcomes will be compared against the planned outcomes as clarified in the negotiated Scope of Work. Significant variances between planned and actual will be identified and (when necessary) an action plan will be developed to modify the program plan to get the project back on track.
 - When an action plan is developed, the Consultant will work more closely with the subrecipient or vendor program staff to ensure adequate progress in its implementation. Progress reports for each subrecipient or vendor will be included in the monthly program report submitted to Employ Milwaukee by the 10th of each month.
 - Grant management activities will inform Compliance Monitoring.
 - Employ Milwaukee program monitoring staff hired to coordinate the data management and reporting functions of the Grant(s) will work closely with the Consultant to facilitate regular and consistent communication.
- **External Reports:** Work in close coordination with Employ Milwaukee to generate reports on the progress of subrecipients/vendors for each of the USDOL awarded grants. These reports will include both planned quantitative and qualitative outcomes and will incorporate both hard and soft outputs as authorized according to the approved Scope of Work in the Notice of Award.

- Prepare and submit QNR (narrative reports) to Employ Milwaukee by the 15th day after the end of each quarter.
- Review and validate participant data report (QPR) prior to upload by Employ Milwaukee in to the WIPS system.
- Review and validate quarterly financial reports prior to submission by Employ Milwaukee.
- Develop and disseminate a quarterly report card for subrecipient/vendor CEO to ensure that the executive, program, and fiscal teams are aware of the subrecipient/vendor progress and/or challenges.
- Develop and disseminate a regional report card to share the successes of the Grant(s) with all stakeholders.
- Submit monthly billing invoice to Employ Milwaukee substantiated by monthly program report and requisite back up material.
- **Technical Support:** Provide support to subrecipients/vendors to help them accomplish the goals identified in their Scope of Work. This Technical Support is extended to all members participating in grant objectives. It is accomplished through monthly one-on-one calls with subrecipient/vendor (and Employ Milwaukee) program staff.
 - Review progress to date on each grant objective as compared to planned progress in Scope of Work.
 - Identify areas of concern and develop corrective action plan.
 - Review budget expenditures as compared to program progress to ensure adequate and appropriately paced spending.
 - Identify areas of concern and develop corrective action plan.
 - Provide guidance in resolving challenges in achieving planned outcomes.
 - Coordinate shared planning and identification of emerging best practices for dissemination and replication throughout the network.
 - Develop monthly newsletter to promote the best practices as they emerge.
 - Host webinars focused on solutions to common challenges that have emerged or on emerging best practices that should be shared in order to cultivate and grow the capacity of subrecipient/vendor (and Employ Milwaukee) program staff.
 - Facilitate dialogue between programs to share experiences and foster peer-to-peer learning.
 - Host bi-annual program sessions to promote successes and facilitate learning and program development and enhancement.
 - Create report card for each subrecipient to confirm grant progress to date, highlight areas of success, flag areas of concern, and communicate required or expected next steps.
 - Provide current report card to subrecipients/vendors within one week of each month's one-on-one conference call.

PROPOSAL PROCESS & REQUIREMENTS

This section provides instructions for preparing and submitting a proposal in response to this RFP, including required proposal content and format, important dates and deadlines, and how to find out more about the RFP. Before preparing and submitting a proposal, interested and qualified applicants are highly encouraged to read all other sections of this RFP and key source documents referenced throughout to gain a full understanding of the services requested and provider characteristics and competencies sought.

How to Apply

Interested and qualified applicants must submit proposals by August 12, 2019 at 5:00 pm CST to julie.cayo@employmilwaukee.org. Emails must have the subject line “Compete Midwest Grant Portfolio Management Proposal [Organization name].” Late or incomplete proposals will not be considered. Proposals must be submitted in 12-point, Times New Roman font, double-spaced with 1-inch page margins. Your proposal may not be considered if page limitations and formatting requirements are not met. Your proposal must contain all the content below in the same general order illustrated. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise and program design needed to meet the required standards and goals:

1. Cover Sheet – Use template provided.
2. Executive Summary – Include each of the following: (maximum 1 page)
 - a. Overview of the organization’s qualifications and alignment with the services sought by this RFP.
 - b. The total amount of funding requested.
3. Organization Description – Describe each of the following for your organization: (maximum 1 page)
 - a. Basic organizational description, including but not limited to year established, legal status, governance structure, mission, principal programs and services, executive leadership, annual budget and number of full-time staff.
 - b. Past experience in grant management services similar in size and scope to that required by this RFP, including but not limited to type and size of grants, scope of work and outcomes.
 - c. Administrative and fiscal capacity, including but not limited to your organization’s proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate reports.
4. Service Description – Provide a work plan for completing this project (maximum of 5 pages). Include an estimate of the hours you believe it will take for your team to complete each phase of work. Your proposal must describe your approach for assisting with administering and overseeing the Compete Midwest Grant Portfolio, including how you plan to communicate with Employ Milwaukee’s team and Compete Midwest Subrecipients to effectively facilitate the exchange of necessary information and how you plan to monitor and evaluate grantee performance, both on-site and remotely. Provide a detailed, step-by-step process for how you propose performing on-site and remote grantee performance evaluations. Your process must include a comprehensive review of grant-related documents and budget materials, interviews with relevant subrecipient staff and stakeholders, and an examination of the implementation of projects.
5. Cost – Provide a budget for this project, including an itemization of expected direct and indirect costs. We anticipate awarding a time and materials contract with a maximum dollar amount; accordingly, your proposal must include:
 - a. Hourly rates for each proposed consultant assigned to the project;
 - b. An estimate of the total number of days or hours the applicant expects to bill for the project;

- c. An estimate of the total cost of the project, including expenses.
- 6. References – Provide professional references (including full contact information) concerning the applicant’s performance on three comparable projects
- 7. Other Information – You may provide other information or materials that you believe is relevant to our evaluation or that provides additional features or value.

Review and Selection Process

All proposals received by the submission deadline will be initially reviewed by Employ Milwaukee for completeness and compliance with the specifications and requirements contained in this RFP. Proposals passing the initial review will be scored by qualified evaluators according to the criteria below, with attention to clarity, completeness and quality. High scoring proposals will clearly demonstrate an ability and likelihood to effectively perform the Statement of Work and meet the standards and intended outcomes of this RFP. Select applicants may be requested to participate in presentations or discussions with proposal evaluators and other Employ Milwaukee staff. Selection of a proposal for contract award will be subject to successful contract negotiations.

Scoring for the required sections of the proposal will be assigned as follows:

Proposal Review Scoring Rubric	
1 & 2. Cover Sheet and Executive Summary	Required, but not scored
3. Organization Description	20 points
4. Service Description	50 points
5. Cost	30 points
6 & 7. References & Other Information	May support scores of related proposal sections
Total points available	100 points

The selected applicant will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding source.

Review Timeline (all dates are subject to change):

- Release of RFP: July 29, 2019
- Proposal Due: August 12, 2019 by 5:00 PM CST
- Selection: August 23, 2019
- Contract Start Date: September 1, 2019

Questions

We welcome your questions and look forward to hearing from you. All questions or requests for additional information must be made in writing to julie.cayo@employmilwaukee.org. Answers will be posted at www.employmilwaukee.org to make them available to the public and ensure a fair and transparent process.

Disclaimers

- This Request for Proposals (RFP) does not commit Employ Milwaukee to award a contract.
- Employ Milwaukee may select a firm based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms, from a price and technical standpoint, that the bidder can submit to Employ Milwaukee. Employ Milwaukee may, however, have discussions with those firms it deems in its discretion to fall within a competitive range.
- Employ Milwaukee reserves the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
- Employ Milwaukee reserves the right to fund portions of a proposal, or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.
- Employ Milwaukee may, at its discretion, adjust the level of funding provided to successful bidders under this RFP and/or consider the funding of proposals not initially funded under this RFP at a later date.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Employ Milwaukee and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- The contract award will not be final until Employ Milwaukee and the successful bidder have executed a mutually satisfactory contractual agreement. Employ Milwaukee reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final Employ Milwaukee approval of the award and execution of a contractual agreement between the successful bidder and Employ Milwaukee.
- The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
- Applicants are advised that most documents in the possession of Employ Milwaukee are considered public records and subject to disclosure. Employ Milwaukee reserves the right to issue additional RFPs if and when it is in Employ Milwaukee's best interest to do so and, may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFPs.
- All programs and activities are designated as equal opportunity employers/programs. The proposing Contractor agrees to follow all regulations as stipulated in 29 CFR part 38. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFP.