

EMPLOY MILWAUKEE, INC.

**REQUEST FOR PROPOSALS
FOR
MULTI-STATE COMPETE MIDWEST PROGRAM MANAGEMENT SERVICES**

**Contract Period: January 1, 2019 – June 30, 2019
* Potential annual extensions through June 30, 2020**

ISSUE DATE: November 2, 2018
PROPOSALS DUE: November 19, 2018– 3:30 pm CST

CONTACT: Julie Cayo, Director of Research & Planning
Employ Milwaukee, Inc.
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TABLE OF CONTENTS

Contents

A. RFP Purpose	3
B. Services Solicited Under This RFP	3
C. Procurement Timetable	4
D. Funding Availability	4
E. Conditions of RFP	5
F. Questions & Communication with EMI	6
G. Proposal Content & Organization	7
H. Proposal Submission	7
I. Selection Policy	8
J. Contract Award	8

A. RFP Purpose

The purpose of this Request for Proposals (RFP) is to solicit competitive proposals on behalf of Employ Milwaukee, Inc. (EMI) to retain a Program Manager for three (3) U.S. Department of Labor (DOL) H-1B grants currently administered across state borders: Compete Midwest America's Promise, Compete Midwest Tech Hire, and Compete Midwest American Apprenticeship Initiative.

EMI is the legal grantee of all three (3) H-1B grants awarded by DOL. EMI subcontracts service delivery for each grant to local partner agencies, as well as to six (6) Workforce Development Boards (WDBs) that are part of the Midwest Urban Strategies Consortium ("The Consortium"). The Consortium represents a coordinated effort on behalf of 13 urban WDBs in the Midwest to bolster regional planning through systematic approaches in attracting and retaining businesses and talent. Together, these cities and boards share and apply best practices in workforce development and integrate efforts and resources to fully maximize federal, state and local funds and initiatives to build a competitive regional workforce system aimed at revitalizing the Midwest economy.

Employ Milwaukee seeks to procure the expertise of an experienced Program Manager with the skill set required to maintain the deliverables and relationships between the six (6) out-of-state WDBs, in conjunction with EMI's local Compete Midwest Program Manager, to meet the performance outcomes of all three (3) DOL H-1B grants.

B. Services Solicited Under This RFP

The Program Manager will be responsible for coordinating grant service delivery among WDBs that received subawards as part of the three (3) U.S. Department of Labor (DOL) H-1B grants referenced above. Duties must include, but are not limited to:

- Communicate and understand the complex requirements of business stakeholders, ensuring engagement and sign-off at all stages of design and delivery.
- Take ownership in delivering solutions that are aligned with the strategic roadmap and long-term grant objectives.
- Establish a strong working relationship with all grantees.
- Obtain agreement on project deliverables and ensure that they meet all the requirements of both business and multiple systems and groups.
- Scope and estimate project requirements and deliver sound strategies to meet grant objectives within a regulated environment.
- Assist in contract administration.
- Provide technical assistance to current and potential contractors and outside interested parties, which may include businesses and research organizations.

- Develop monitoring instruments, collect and review data on contractors, and report on program performance that results from the monitoring and desk review of the data.
- Perform required reporting to Federal, State, and local grantors and funders.
- Assist in project audits and respond to findings by preparing and implementing corrective action plans when necessary.
- Monitor and evaluate program performance to address deficiencies.
- Establish goals for the WDBs and staff, develop strategic plans to attain those goals, and continuously monitor performance against the goals.
- Provide updates to and prepare reports for The Consortium.

Qualifications must include; but are not limited to:

- Minimum of Bachelor’s degree in Business Administration or related field.
- At least 5 years’ experience in project management
- Experience with process improvement and internal controls
- Advanced time management and analytical skills
- Working knowledge of Microsoft Excel
- Excellent client-facing communication skills

C. Procurement Timetable

Procurement Action Date

RFP Release Date	November 1, 2018
Proposal Submission	November 16, 2018
Formal Award Notification	December 1, 2018
Target Start Date	January 1, 2019

All times shown are Central Standard Time (CST). EMI reserves the right to adjust the schedule when it is in the best interest of EMI, or to extend any published deadline in this RFP upon notification to those who have submitted a proposal by the date specified.

D. Funding Availability

EMI asks interested parties to submit a budget that reflects the work to complete the roles identified above. An allocation of \$42,000.00 over 6 months has been established for completion of the duties outlined above. Travel costs are anticipated to be additional, will be incurred by the selected provider and reimbursed by EMI, and may not exceed \$1,500 per two (2) day on-site events. No events will be approved to exceed three (3) days. Travel costs shall not exceed \$6,000 per 6-month increment. All travel expenses must be pre-approved by EMI’s Chief Financial Officer prior to incurring costs.

Respondents should submit a Budget reflective of the criteria above. At its discretion, EMI may amend contracts based on performance, and/or renew contracts for up to three consecutive contract periods (July 1 through June 30) based on performance, through June 30, 2020. EMI reserves the right to accept other than the lowest cost proposal, and to negotiate the specified dollar amount, or any portion of that amount.

E. Conditions of RFP

This RFP does not commit or obligate EMI to award a contract, to commit any funds identified in this RFP document, to pay any costs incurred in the preparation or presentation of a proposal to this RFP, to pay for any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies.

The following conditions are applicable to all proposals. EMI reserves the right to:

1. Accept or reject any or all proposals in whole or in part, which it considers not to be in its best interest.
2. Change or waive any provisions set forth in this RFP.
3. Return non-conforming proposals without review.
4. Waive informalities and minor irregularities in proposals received.
5. Negotiate any and all proposed terms, conditions, costs, staffing level, services / activities mix, and all other specifics.
6. Request a) additional data, b) technical or price revisions, or c) oral presentations in support of a written proposal.
7. Determine that an arms-length agreement exists between the proposer and any subcontractors or vendors they might choose to use.
8. Require the establishment of escrow accounts for a Contractor that currently has outstanding debts to the EMI as a result of audits or monitoring reviews.
9. Conduct a pre-award review that may include, but is not limited to, a review of the proposer's record-keeping procedures, management systems, accounting and administrative systems, and program materials.
10. Use additional or de-obligated grant funds to increase the allocations of successful efforts.
11. Change specifications and modify contracts as necessary to (a) facilitate compliance with the legislation, regulations and policy directives, (b) to manage funding, and (c) to meet the needs of the customers.
12. End contract negotiations if acceptable progress, as determined by the EMI, is not being made within a reasonable time-frame.
13. If there is any conflict between these documents and the proposal, these documents shall control.

14. EMI reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date.
15. No proposer shall have a right to make a claim against EMI in the event EMI accepts a proposal or does not accept any proposals.
16. Nondiscrimination: Vendor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex, national origin, sexual preference, disability, age, marital status, or status with regard to public assistance or as veteran.
17. Assignability: Vendor shall not assign any interest in the contract and shall not transfer any interest in the same, whether by assignment or invitation, without the prior written approval of EMI.
18. Payment: Payments shall only be made in accordance with the agreed upon Contract. No reimbursements will be made for any expenses incurred by the Firm except for expenses specifically described in the Contract. No payment will be made for any incomplete, inaccurate or defective work until same has been satisfactorily remedied at no additional cost to EMI. All work performed and all related documentation records, etc., shall become property of EMI.
19. Billing: Billing for completed services shall be based upon the terms outlined in the final contract.

F. Questions & Communication with EMI

Written questions regarding this solicitation should be submitted via email or fax by 3:30 PM on November 8, 2018. No questions about the development of proposals will be accepted after 3:30 PM on November 8, 2018.

Any question(s) must be submitted in writing or by email to:

Julie Cayo, Director of Research & Planning
Email: julie.cayo@employmilwaukee.org
2342 N. 27th Street
Milwaukee, WI 53210

Employ Milwaukee staff are prohibited from communicating with proposers, and proposers shall not attempt to contact or communicate with staff in any manner regarding any portion of this RFP.

Ex parte communication regarding this solicitation is prohibited between a potential and or current contractor and any EMI Board member, staff, or any other person serving as an evaluator during this competitive procurement process. Proposers directly contacting Board members, committee members, staff or evaluators risk elimination of their applications from consideration.

G. Proposal Content & Organization

1. **Cover Page** – with Respondent’s name, company name and contact information (address, email, phone number, and website, if applicable). (Not to exceed 1 page)
2. **Introductory Letter** - providing an overview of Respondent’s interest, qualifications, and proven track record. Include the signature of authorized personnel. (Not to exceed 1 page)
3. **Project Approach** - narrative description of how the services required under the “Services Solicited Under This RFP” section would be delivered. (Not to exceed 10 pages)
4. **Relevant Experience** – detailed description of Respondent’s qualifications and proven track record. Respondent may provide sample work products they believe would be relevant to this project. (Not to exceed 5 pages)
5. **Formal Resume** – including three (3) references. (Not to exceed 3 pages)
6. **Budget**

H. Proposal Submission

Proposals must be received by EMI no later than **November 19, 2018 at 3:30 PM (CST)**. Proposals must be delivered to:

Julie Cayo, Director of Research & Planning
Email: julie.cayo@employmilwaukee.org
2342 N. 27th Street
Milwaukee, WI 53210

An emailed PDF submission is preferable to the email address listed above.

Submissions may also be submitted via U.S. Mail or hand delivered to the address above. Hard copy proposals should be secured with a binder clip to facilitate making copies.

Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes

corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

It is the sole responsibility of the submitting proposer to ensure that its proposal is received before the submission deadline. Submitting proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any proposals received after the scheduled closing time for receipt of proposals will be returned to the sender unopened. Timely hand delivered proposals are acceptable. No facsimile (fax) copies will be accepted.

EMI will not return proposals, binders or exhibits to proposals. All proposals become the property of EMI and will be a matter of public record. EMI shall have the right to use all ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP without the necessity of paying a fee, license, or royalty. Selection or rejection of the proposal will not affect this right.

I. Selection Policy

EMI maintains a policy that an organization must possess the demonstrated ability to perform successfully under the terms and conditions of a proposed contract prior to the contract being executed. Determinations of demonstrated performance shall take into consideration such matters as to whether the organization has:

- Adequate financial resources or the ability to obtain them;
- The ability to meet the RFP design specifications at a reasonable cost, as well as the ability to meet performance goals;
- A satisfactory record of past performance in delivering the proposed services, including demonstrated quality of services and successful outcome rates from past programs;
- The ability to provide services and/or a program that can meet the need identified;
- A satisfactory record of integrity, business ethics and fiscal accountability;
- The necessary organizational, accounting and operational controls; and
- The technical skills to perform the work.

All prospective proposers are prohibited from contacting any EMI board member, EMI committee member or EMI staff (other than contact person identified in Part I of this RFP) regarding this solicitation to avoid actual conflicts, the appearance of conflicts, or undue influence over the process. Contact during any part of this solicitation period with anyone for purposes of influencing the outcome of the procurement process will result in the disqualification of the prospective proposer.

J. Contract Award

A contract may be awarded based on offers received, without discussion of such offers with the proposers. Each offer should, therefore, be submitted in the most favorable terms, from a price

and technical standpoint that the offeror can make. However, EMI reserves the right to request additional data, oral discussion, or presentation in support of written proposals.

Final award of a contract will be contingent upon:

- Successful negotiation of a contract;
- Acceptance by the proposer of the contract terms and conditions;
- Satisfactory verification of past performance and systems (e.g., financial), where applicable; and
- Availability of funding.