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REQUEST FOR INFORMATION

LEAD ABATEMENT TRAINING PROGRAM BUSINESS SERVICES CONSULTANT

This Request for Information (RFI) consists of 8 pages beginning with this one.

Employ Milwaukee, Inc. (EMI) is soliciting quotes from qualified professional firms to supply business services, complying with all terms and conditions described in this document.

Proposals will be accepted through April 15, 2022. Proposals received after this time will not be accepted. See *3.2 Submission of the Response*.

1.0 REQUEST FOR INFORMATION OVERVIEW

Project Name: WAI Skillful Transitions Project

RFI Release Date: March 25, 2022

RFI Due Date: 4:00 PM CST, April 15, 2022

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 RFI.

RFI means Request for Information.

1.2 Scope of Services Sought

EMI's City of Milwaukee American Rescue Plan Act (ARPA) funded Lead Abatement Workforce Training Program was designed with the dual goals of 1) Upskilling 230 City job seekers, particularly those most impacted by COVID-19 and who have been historically marginalized in the economy while simultaneously; 2) Supporting and growing small, diverse City of Milwaukee -based contractors who can hire those same 230 City workers, grow their businesses, and build wealth in the heart of our most challenged neighborhoods.

To make the second goal viable, EMI needs to provide as many resources as possible to local City of Milwaukee contractors to position them to successfully compete for the work remediating lead hazards in City homes, specifically those funded by the Milwaukee Health Department's \$26M ARPA allocation.

EMI is seeking business services consultants to assist with connecting training graduates with contractors for employment, while also providing access to business development resources, whether the consultant provides them directly or refers them to other partners/resources already available. By aligning these services local contractors are able to grow their workforce as well as receive additional business development support to also grow their businesses.

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

Through the Lead Abatement Training Program, contractors will be provided first access to trained and lead abatement certified workers through hiring events and direct interview opportunities. City contractors can also bring trained workers onto their crews through transitional jobs where Employ Milwaukee pays the wages of the worker for a limited period (1 - 6 months typically) while they work on real jobs and acquire hands on skills. The worker benefits from personalized real-world training combined with wraparound support services, while the City contractor can onboard new workers with minimal risk (and building their bottom line a little by saving on wage costs). When an unsubsidized job offer is made, EMI can offer On-the-Job Training funding to offset more of the wages and Incumbent Worker Training to upskill crews into supervisory roles.

Although there are many resources that Employ Milwaukee can provide through the ARPA allocation and the federal resources it brings as the certified Workforce Development Board, gaps still exist. Below is a list of potential resources that would ensure City contractors are front and center in realizing the economic benefits of ARPA funding for lead remediation and training. Some of the resources City contractors may need include, but are not limited to:

- Business planning and startup
- Management training
- Maximizing SB/DBE/MBE/WBE/SDB/VOSB/SDVOSB/HUB Zone business status
- Finance and capital access (mini grants)
- Back of house support for IT, payroll, human resources, and accounting
- Tools and equipment
- Office space rental assistance
- Other

In addition, EMI seeks a business services consultant that can build relationships in the City of Milwaukee Community Development Grants Administration (CDGA) and Health Department (MHD) offices, research and understand guidelines and regulations for obtaining City of Milwaukee lead abatement contracts and assist contractors with navigating the system. The business services consultant will provide insight and advice on ways the City of Milwaukee contracting process can connect more local contractors to lead abatement work.

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 RFI 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:

<http://www.doa.state.wi.us/dsas/mbe/index.asp>.

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 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 RFI document as soon as they become aware of them. Any and all questions or requests for clarifications must be directed in writing to compliance@employmilwaukee.org no later than April 1, 2022 at 4 PM CST. The subject line of the email must be labeled "**RFI LEAD ABATEMENT BUSINESS SERVICES QUESTION.**"

Milestone	Date
Issue RFI	03 / 25 / 22
Deadline for Submission of Written Questions	04 / 1 / 22
Posting of Written Questions and Answers	04 / 8 / 22
Proposal Due Date	04/ 15 / 22

3.2 Submission of the Response

Mark all documents **RFI LEAD ABATEMENT BUSINESS SERVICES**. Email all documents to:

compliance@employmilwaukee.org

ATTN: DEREYA PEDERSEN, COMPLIANCE MANAGER

EMPLOY MILWAUKEE, INC.

2342 N 27TH STREET

MILWAUKEE WI 53210

Please submit **one (1) digital PDF file**.

3.3 Evaluation Criteria

EMI management will evaluate proposers' responses to each of the RFI 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 business services 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 may not be considered. The evaluation and selection of a partner/contractor will be based on the information submitted in the response.

Part 1: Signed Cover Page

The EMI cover page (**Attachment I**) must be signed by a vendor representative authorized to make contractual obligations and submitted as Page 1 of the response. Please include all contact information. Failure to include this in your response could result in rejection of the RFI.

Part 2: Vendor References

Present your firm's proven track record by providing three (3) 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. 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 services.

Part 3: Proposer's Qualifications/Experience with Like Projects

Describe your previous experiences providing business services in the context of Section 1.2 Scope of Services Sought. Include specific strategies, techniques, and best practices. Detail relevant education, degrees, certifications, or awards that support qualifications.

Part 3: RFI Response (Cost Proposal Worksheet)

You must fill out the Cost Proposal Worksheet (**Attachment II**) 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 may result in rejection of the RFI. Please do not submit cost information in any other format.

Part 4: Designation of Information as "Confidential" or "Proprietary"

You may fill out and submit the attached "Request to Designate Information as Confidential or Proprietary" form (**Attachment III**) 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.*

Part 5: Additional Materials, Brochures, Data, Etc.

Please only include relevant and necessary information.

Attachment I: Signed Cover Page

I have read the terms and conditions of this RFI 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.

Response Type: (Refer to Options I, II, III, IV, or V as outlined on Page of RFP.)

Organization/Business Name:

Telephone Number:

Address:

Website, if applicable:

City, State, Zip Code:

Email Address:

Authorized Signer's Full Name and Title:

Authorized Signature and Date:

Federal Tax ID Number:

Attachment II: Cost Proposal

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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 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
Business services consulting cost per hour		
Estimated hours per week		

Attachment III

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

The attached material submitted in response to the Lead Abatement Business 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: _____