



## REQUEST FOR INFORMATION: PROJECT MANAGEMENT SERVICES

This Request for Information (RFI) 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, December 7, 2021**. Proposals received after this time will not be accepted. See *3.3 Submission of the Response*.

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

[compliance@employmilwaukee.org](mailto:compliance@employmilwaukee.org)

ATTN: DEREYA PEDERSEN, COMPLIANCE MANAGER

EMPLOY MILWAUKEE, INC.

2342 N 27<sup>TH</sup> STREET

MILWAUKEE WI 53210

Proposals must be manually signed on this EMI form in the space provided below.

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

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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.

**Vendor Name:**

\_\_\_\_\_

**Telephone Number:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Website, if applicable:**

\_\_\_\_\_

**City, State, Zip Code:**

\_\_\_\_\_



**Email Address:**

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**Authorized Signer's Full Name and Title:**

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**Authorized Signature and Date:**

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**Federal Tax ID Number:**

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## **1.0 REQUEST FOR INFORMATION OVERVIEW**

Project Name: Project Management Services

RFI Release Date: November 8, 2021

RFI Due Date: 4:00 PM CST, **December 7, 2021**

### **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 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 **December 15, 2021** through December 31, 2025.

### **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](http://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 questions or requests for clarifications must be directed **in writing** to [compliance@employmilwaukee.org](mailto:compliance@employmilwaukee.org) no later than November 19, 2021 at 4 PM CST. The subject line of the email must be labeled "**RFI PROJECT MANAGEMENT QUESTION.**" The only contact allowed with EMI staff is through [compliance@employmilwaukee.org](mailto:compliance@employmilwaukee.org) as stated above. **Unauthorized contact of any EMI employee is cause for rejection of the RFI 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 RFI                                    | 11/8/21  |
| Deadline for Submission of Written Questions | 11/19/21 |
| Proposal Due Date                            | 12/7/21  |
| Proposal Evaluations and Negotiations        | 12/15/21 |

#### 3.3 Submission of the Response

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

[compliance@employmilwaukee.org](mailto:compliance@employmilwaukee.org)

ATTN: DEREYA PEDERSEN, COMPLIANCE MANAGER  
EMPLOY MILWAUKEE, INC.  
2342 N 27<sup>TH</sup> STREET  
MILWAUKEE WI 53210



### **3.4 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 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 RFI.

#### **TAB B: RFI 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: RFI 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 RFI. 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 only include relevant and necessary information.

## **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**

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.