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## REQUEST FOR PROVIDERS

Employ Milwaukee, Inc (EMI) is seeking providers approved to offer Child Care Foundational Training courses for QUEST participants.

Proposals will be accepted on a rolling basis through June 1, 2025

Proposals received after this time will not be accepted. See *3.2 Submission of the Response*.

### 1.0 REQUEST FOR PROVIDER OVERVIEW

Project Name: The Quality Jobs, Equity, Strategy, and Training (QUEST) Program

RFP Release Date: November 19, 2024

RFP Due Date: Rolling submissions through June 1, 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/provider/respondent means a firm submitting a response to this RFP.

RFP means Request for Provider

#### 1.2 Scope of Services Sought

Wisconsin's QUEST Dislocated Worker Grant project seeks to address known deficiencies in the childcare economy related to access, quality, affordability, and wages through the provision of employment and training services, supportive services, business engagement, microenterprise and entrepreneurial skills development, and the creation of disaster-recovery employment.

Providers must meet the following criteria:

1. Be an approved agency with the Wisconsin Registry to offer Child Care Foundational Training courses via at least one of the approved training delivery methods.

#### Training Delivery Methods

- Face to Face - In-Person (Classroom)
- Face to Face - Web Based, using a virtual platform for training sessions
- Blended - E-Learning Course using the Wisconsin Registry LMS with Face-to-Face in-person or virtual sessions.

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

## **Courses**

- FFCC - Fundamentals of Family Child Care
  - FITC - Fundamentals of Infant and Toddler Care
  - ICCP - Introduction to the Child Care Profession
  - SSCCT - Skills and Strategies for the Child Care Teacher
  - CPR - Adult and Pediatric First Aid/CPR/AED
2. Offer each of the foundational classes individually at the state approved payment rate (this includes any discounts or subsidies allowed). Courses may not be bundled or offered with other amenities.
  3. Accept registration for courses through the EMI voucher system.
  4. Agree to the terms of the EMI accounts payable process.

## **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 RFP 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 providers will establish a strong partnership with EMI. As a strong partner, successful providers 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 PROVIDER**

#### **3.1 Communication**

Providers are expected to raise any questions, or additions they have concerning the RFP document as soon as they become aware of them. Any and all questions or requests for clarifications must be directed in writing to [procurement@employmilwaukee.org](mailto:procurement@employmilwaukee.org). The subject line of the email must be labeled **"RFP QUEST EARLY CHILDCARE TRAINING PROVIDER."**

#### **3.2 Submission of the Response**

Mark all documents Email all documents to **RFP QUEST EARLY CHILDCARE TRAINING PROVIDER:**

[procurement@employmilwaukee.org](mailto:procurement@employmilwaukee.org)  
ATTN: CARRIE HERSH, COMPLIANCE MANAGER  
EMPLOY MILWAUKEE, INC.  
2342 N 27<sup>TH</sup> 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 RFP 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. All proposals that are deemed qualified will be placed on a provider list and utilized as needed contingent upon available funding and agency needs. Respondents will be contacted on a case-by-case basis.

### **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 provider 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 RFP.

### **Part 2: RFP Response (Course and Cost Proposal)**

You must fill out the Course and Cost Proposal (**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 RFP. Please do not submit cost information in any other format.



Employ Milwaukee is an Equal Opportunity Employer and Service Provider. Auxiliary aids and services are available upon request to individuals with disabilities at no cost to you. Contact (414) 270-1700. Callers who are deaf or hearing or speech-impaired may reach us at Wisconsin Relay Number 711.

## Attachment I: Signed 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.

<b>Business Name (Include dba if applicable):</b>	
<b>Owner/Manager Name:</b>	<b>Phone:</b>
<b>Address:</b>	<b>FEIN/EIN:</b>
	<b>Email Address:</b>
<b>Website (If Applicable):</b>	
<b>Alternate Contact:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email Address:</b>
<b>Corporate Address:</b>	
<b>Training Site Address:</b>	

Signature of Authorized Representative: \_\_\_\_\_

Name and Title of Authorized Representative: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

**ATTACHMENT II**  
**Course and Cost Proposal**

Check if Course is offered	Course Name	Method Course is/will be offered (check all that apply)	DCF Subsidy Applies	Cost per student enrolled
<input type="checkbox"/>	FFCC - Fundamentals of Family Child Care	<input type="checkbox"/> FTF-in person <input type="checkbox"/> FTF-online <input type="checkbox"/> Blended	<input type="checkbox"/> Yes  <input type="checkbox"/> No	\$
<input type="checkbox"/>	FITC - Fundamentals of Infant and Toddler Care	<input type="checkbox"/> FTF-in person <input type="checkbox"/> FTF-online <input type="checkbox"/> Blended	<input type="checkbox"/> Yes  <input type="checkbox"/> No	\$
<input type="checkbox"/>	ICCP - Introduction to the Child Care Profession	<input type="checkbox"/> FTF-in person <input type="checkbox"/> FTF-online <input type="checkbox"/> Blended	<input type="checkbox"/> Yes  <input type="checkbox"/> No	\$
<input type="checkbox"/>	SSCCT - Skills and Strategies for the Child Care Teacher	<input type="checkbox"/> FTF-in person <input type="checkbox"/> FTF-online <input type="checkbox"/> Blended	<input type="checkbox"/> Yes  <input type="checkbox"/> No	\$
<input type="checkbox"/>	CPR - Adult and Pediatric First Aid/CPR/AED	<input type="checkbox"/> FTF-in person <input type="checkbox"/> FTF-online <input type="checkbox"/> Blended	<input type="checkbox"/> Yes  <input type="checkbox"/> No	\$
<input type="checkbox"/>	CAN – Child Abuse and Neglect (2 yr refresher)	<input type="checkbox"/> FTF-in person <input type="checkbox"/> FTF-online <input type="checkbox"/> Blended	<input type="checkbox"/> Yes  <input type="checkbox"/> No	\$
<input type="checkbox"/>	Other:	<input type="checkbox"/> FTF-in person <input type="checkbox"/> FTF-online <input type="checkbox"/> Blended	<input type="checkbox"/> Yes  <input type="checkbox"/> No	\$

Attach a Schedule of upcoming classes (if available)