

EMPLOY MILWAUKEE, INC.

REQUEST FOR PROPOSALS

for

Culinary Training Services

Employ Milwaukee may modify this schedule and evaluate proposals at its discretion at any intervals.

ISSUE DATE: January 23rd, 2019

PROPOSALS DUE: February 28th 3:30 pm CST

**Must be received via email:
Jeffrey.McAlister@employmilwaukee.org
2342 N. 27th Street
Milwaukee, WI 53210**

CONTENTS

PART I. GENERAL INFORMATION	3
A. RFP Purpose	3
B. Services Solicited Under this RFP	4
C. Procurement Timetable	7
D. Funding Availability	7
E. Conditions of the RFP	8
F. Conditions of the RFP	Error! Bookmark not defined.
PART II: SCOPE OF WORK	9
G. Training Program Description	9
H. Previous Performance Indicators	10
PART III: TERMS AND CONDITIONS	10
I. Applicant Eligibility	10
J. Proposal Format	10
K. Proposal Content & Organization	11
L. Proposal Submission	11
PART IV: SELECTION PROCESS	12
M. Proposal Evaluation Criteria and Review	12
N. Contract Award	13
O. Appeal Procedure	13
P. Attachment A – Budget Template	13

PART I. GENERAL INFORMATION

A. RFP Purpose

Employ Milwaukee (EM), the Workforce Development Board (WDB) for Milwaukee County, is soliciting proposals from qualified organizations to act as a Preferred Training Provider to provide training and placement services within the Culinary Industry for Job Seekers in Milwaukee County and surrounding areas.

Training must lead to an industry recognized credential. Industry recognized credentials can be defined as certification developed or supported by business and industry to verify student mastery of technical skills competencies in an occupational area

This RFP for cohort-based culinary training.

The purpose of the training program is to provide businesses with a pipeline of qualified workers as defined by industry standards. Businesses should also expect improved responsiveness and coordination of public workforce services to meet their growing demands for trained and qualified talent. Job seekers benefits include a clear connection from entry level opportunities to career pathways for family sustaining jobs, an opportunity to build stackable credentials, and access and connect to career/academic counseling and support services.

The program/s of choice shall align with Employ Milwaukee's Sector Strategy. Sector Strategy initiatives have achieved systematic changes that are "win-win" for employers, workers, and the community.

Sector Initiatives are successful to the extent they:

- Coordinate and align education and training programs to meet the short and long-term workforce needs of the industry.
- Enhance job matching of the right candidate to the right job at the right point in time.
- Show career pathways with on and off ramps for job seekers to progress over time

To lead and guide the training program, EM convenes a Hospitality and Retail Industry Advisory Board (IAB). The role of the IAB is to inform, review, and validate local and regional hiring needs, identify and define skills and competencies, and develop industry recognized training credentials. The IAB will help ensure that workforce development informational technology services are connected to the real-time labor market needs of the industry and that employers are engaged as active partners to advise on orientations, curriculum, testing instruments, worker readiness, training curriculum, and placement.

B. Hospitality Strategy Occupational Analysis

An initial analysis of current hospitality job openings from Job Centers of Wisconsin (**Table A**) projected job openings in Milwaukee, Racine and Waukesha Counties and the Economic Modeling Systems International (**Table B**) shows the top occupations in the hospitality within the 7 counties of SE Wisconsin. The data reveals the increased workforce demand within the hospitality industry.

Table A. Openings for ONET Occupational Category- Food Preparation and Serving Related Occupations

Occupational Category	Milwaukee County	Waukesha County	Racine County	Total
<i>Cooks and Food Preparation Workers</i>				
Cooks, Fast Food	0	0	0	0
Cooks, Institution and Cafeteria	11	6	2	19
Cooks, Private Household	0	0	0	0
Cooks, Restaurant	42	14	9	65
Cooks, Short Order	0	0	0	0
Cooks, All Other	1	0	0	1
Food Preparation Workers	16	13	5	34
Category Total	70	33	16	119
<i>Food and Beverage Serving Workers</i>				
Bartenders	15	0	0	15
Combined Food Preparation and Serving Workers, including Fast Food Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	83	50	27	160
Baristas	35	17	2	54
Waiters and Waitresses	33	27	5	65
Food Servers, Nonrestaurant	6	6	2	14
Category Total	228	138	38	404
<i>Other Food Preparation and Serving Related Workers</i>				
Dining Room and Cafeteria Attendants and Bartender Helpers	33	2	3	38
Dishwashers	26	5	4	35
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	12	2	2	16
Food Preparation and Serving Related Workers, All Others	0	0	0	0
Category Total	71	9	9	89
<i>Supervisors, Food Preparation and Serving Workers</i>				
Chefs and Head Cooks	45	20	3	68
First-Line Supervisors of Food Preparation and Serving Workers	78	41	17	136
Category Total	123	61	20	204
TOTAL	492	241	83	816

Source Job Center of WI as of 1-17-19

Table B. Projected Job Openings for & County Regions of SE Wisconsin

SOC	Description	2018 Jobs	2028 Jobs	2018 - 2028 Change	2018 - 2028 % Change	Annual Openings	2018 - 2028 Replacement Jobs
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	27,890	31,204	3,314	12%	5,702	53,699
35-3031	Waiters and Waitresses	15,542	16,500	958	6%	3,105	30,084
35-2014	Cooks, Restaurant	7,947	8,659	712	9%	1,230	11,582
35-3011	Bartenders	7,867	7,982	115	1%	1,318	12,992
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	6,441	6,866	425	7%	981	9,357
35-2012	Cooks, Institution and Cafeteria	3,509	3,876	367	10%	551	5,136
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	3,388	3,543	155	5%	798	7,824
35-9021	Dishwashers	3,319	3,481	162	5%	542	5,258
35-2021	Food Preparation Workers	3,250	3,628	378	12%	615	5,775
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	2,512	2,695	183	7%	458	4,392
35-3041	Food Servers, Nonrestaurant	2,351	2,653	302	13%	396	3,658
35-2011	Cooks, Fast Food	1,729	1,710	(19)	(1%)	243	2,409
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	1,662	1,895	233	14%	409	3,854
35-1011	Chefs and Head Cooks	927	1,019	92	10%	130	1,201
35-2015	Cooks, Short Order	710	727	17	2%	103	1,005
35-9099	Food Preparation and Serving Related Workers, All Other	219	258	39	18%	44	402
35-2019	Cooks, All Other	67	84	17	25%	12	106
35-2013	Cooks, Private Household	19	21	2	11%	3	27
		89,350	96,801	7,451	8%	16,638	158,760

C. Services Solicited Under this RFP

Employ Milwaukee’s vision is to offer short-term training that leads to an industry recognized culinary credential and prepares students with an understanding of current culinary theory, develops key industry competencies, provides hands-on application of new skill sets within the culinary arts industry, and gives students an opportunity for future growth and career advancement.

Number of Participants: 20 culinary students conducted in 1-2 cohorts

Funding: U.S. DOL Youth Reentry Employment Opportunities Grant, Region 3 Employment & Training, and U.S. DOL WIOA

Funding Amount: \$75,000 per year

Length of Training: 4-6 weeks

Culinary Program Outcomes

At the completion of the Culinary Training Program, students should have the ability to successfully:

1. Understand the basics of classic, modern, and healthy cooking techniques;
2. Identify and describe a variety of food ingredients and specifications with a focus on sustainable, organic and nutritional needs;

3. Understand and exercise proper kitchen sanitation and safety;
4. Understand professionalism and ethics in the workplace;
5. Identify and demonstrate proper use of kitchen tools and equipment;
6. Demonstrate basic measuring, conversion, food costing and yield management practices.
7. Inventory and waste management.

Industry-Recognized Credentials and Post-Secondary Credits and Certificates

Employ Milwaukee requires respondents to identify industry-recognized credentials and/or post-secondary credits and certificates that can be attained through successful completion of this culinary training program. For more information about WIOA credentials, please consult this link: http://wintac-s3.s3-us-west-2.amazonaws.com/topic-areas/ta_511/WI-WIOA-Joint-Credential-Detailed-Guidance.pdf

Credentials and certificates that are stackable and portable to allow participants to advance along a career pathway are highly preferred.

Suggested Coursework:

Employ Milwaukee's Hospitality Industry Advisory Board recommends that a strong hands-on component be integrated into coursework. Coursework should place an emphasis on food purchasing, specialty food preparation, dining room operation, and quantity food preparation and sanitation. Coursework should include, but is not limited to, the following:

- **Food Safety and Sanitation:** Educational program developed to educate food service workers about food safety. SERV Safe certification is required at a minimum.
- **Essential Cooking Skills:** This should address those both new and amateur cooks who want to start their journey in the culinary profession from a solid foundation of cooking techniques and methods such as Basic Knife Skills and Culinary Prep competencies.
- **Baking and Pastry:** Learn techniques of producing artisan breads, classic pastry, pies, tarts, celebration cakes, confections and showpieces. Throughout the program, students develop professionalism and proficiency in production methods and presentation techniques, as well as cost control and food safety.
- **Front of the House Essentials:** Focus on skills that all front of house staff should have, how to maintain a professional appearance and attitude, what to do when guests arrive and want to order, the importance of knowing your food and drinks menu. Different types and styles of Front of the House services.

Career Readiness and Resume Development

All students enrolled in this training will be required to complete Career Readiness and a resume upon receipt of certification.

C. Procurement Timetable

Procurement Action

Date

RFP Release Date	January 23rd 2019
RFP Question Deadline	January 31 st 2019
RFP Question Response	February 4th 2019
Proposal Submission	February 28 th 2019
Formal Award Notification	March 29th 2019
Target Start Date	June 1 st 2019

All times shown are Central Standard Time (CST). Employ Milwaukee, Inc. reserves the right to adjust the schedule when it is in the best interest of Employ Milwaukee, Inc., or to extend any published deadline in this RFP.

D. Funding Availability

EM asks interested parties to submit a budget that reflects the work to complete the roles identified above. EM is anticipating budgeting approximately \$75,000 annually for Hospitality/Retail training. Majority of funding available for training will be formula based, meaning participants in the training classes must be eligible and enrolled prior to training.

The lowest cost respondent will be awarded the maximum points available for this section. Please use the attached budget sheet, attachment A.

Only fully completed budgets, with no math errors, will be evaluated.

At its discretion, EM may amend contracts based on performance.

The selected training provider must complete the ETPL application process upon award. EM will provide technical assistance.

E. Conditions of the RFP

This Request for Proposal does not commit or obligate EM 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. EM 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 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 EM 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 EM, is not being made within a reasonable time-frame.

Written questions regarding this solicitation should be submitted via email or fax by 3:30pm on January 23, 2019. No questions about the development of proposals will be accepted after January 23rd, 2019. A summary of the questions and answers will be available on the Internet at www.employmilwaukee.org

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

Jeff McAlister
Jeffrey.McAlister@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 Employ Milwaukee 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.

PART II: SCOPE OF WORK

F. Training Program Description

Respondents must submit a written culinary training plan that describes how the provider will structure a short-term culinary arts training that meets the specifications outlined above. Please limit this response to 10 pages or less. Please include the following information at a minimum:

1. Classification of Instructional Program (CIP) Code
 - a. <https://nces.ed.gov/ipeds/cipcode/search.aspx?y=55>.
2. Occupations the training prepares students for, listing up to three ONET/SOC codes
 - a. <https://www.onetonline.org/>
3. Minimum requirements (educational, physical, other prerequisites or qualifications) to get into the training program, if any.
4. Methods of instruction (ex. Classroom, web-based, hands-on, etc.)
5. Description of facility and equipment used for training
6. List skills and competencies to be gained upon successful completion of the program.
7. How employer input was incorporated into the training design
8. Does completion of this program lead to employment with a specific employer? If yes, please list name of employer and describe nature of commitment.
9. Credentials, Certificates, and or Credits Earned (Specifically identify the credentials)
10. If training entity is licensed or accredited, please list name of approving or accrediting agency and submit documentation accordingly
11. Total Program Hours
12. Total Program Weeks
13. Average Class Size
14. Instructor to Student Ratio
15. Instructor Training and Qualifications
16. Description of the Program Fee Structure including Tuition Cost, Application Fee, Registration Fee, Required Book Cost, Exam Fee, Supplies/Equipment Cost, and Other Required Costs or Fees

G. Previous Performance Indicators

Give performance information for all that have participated in this training program. Information should be for the most recent period available.

1. Program completion rates. Provide details including total number enrolled and total number completed.
2. Hourly wages at placement (enter dollar values). Include total number placed, highest wage reported, lowest wage reported and average wage of those placed.
**Placement count must only include placement in occupation directly associated with training program.*
3. Time period the information is from.

See Part I, Section B – Services Solicited Under this RFP.

PART III: TERMS AND CONDITIONS

H. Applicant Eligibility

EM is soliciting proposals from governmental units, public or private not-for-profit or for-profit entities (including corporations, partnerships, or sole proprietorships), eligible local educational agencies, faith-based and community-based agencies, and/or a consortium of partners.

I. Proposal Format

All proposals must be submitted with the same topic headings, and in the same order, as in the Proposal Outline set forth below. The proposal document format must be single-spaced, with 11-point type, and margins of one inch on each side. Each page of the proposal should be numbered sequentially at the bottom of the page.

Each proposal should be prepared simply and economically, providing a straightforward response to this RFP. **Submission via emailed PDF is required.**

Marketing brochures are allowed – six-page maximum.

All proposals must be assembled according to the following outline:

- 1) Cover Page
- 2) Table of Contents
- 2) Proposal Narrative
- 4) Budget

J. Proposal Content & Organization

1. Cover Page/ Application Information – **5 Points**

Must include:

- a. Training Provider Name
- b. Federal Tax Identification Number (FEIN)
- c. Education/Training Provider, Entity or Institution Accreditation
- d. Training Program Name
- e. Training Provider Physical Address
- f. Training Site Address(es)
- g. Program Contact Name
- h. Contact Phone
- i. Contact Email

2. Table of Contents

3. Proposal Narrative*

- a. Training Program Description – **30 Points**
- b. Performance Information – **45 Points**

***See Part II – Sections G and H.**

4. Budget – **20 Points**, see attachment A

Total of 100 Maximum Points Available for Award

K. Proposal Submission

Providers wishing to be considered in the selection process must submit an **electronic** response by the following dates:

Friday, February 28th, 2019 at 3:30 PM CST

The subject line in the email shall be **CULINARY TRAINING SERVICES.**

Employ Milwaukee reserves the right to accept or reject any or all proposals.

If it becomes necessary to revise any part of this Request for Proposal (RFP) or otherwise provide additional information, an addendum will be issued by EM and placed on the website. *It is the responsibility of the Proposer(s) to monitor EM's website for any addendums.*

The proposal shall be signed and shall include the name, title, address, and telephone number, of the person authorized to submit/sign the proposal. EM will not be liable for any costs incurred by the respondents in replying to this RFP. EM is not liable for any costs for work or services performed by the selected provider prior to a written Notice of Award.

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.

The RFP is available on EM's website: <http://www.employmilwaukee.org/EmployMKE/About/Request-for-Proposals.htm>

All proposals become the property of the Employ Milwaukee and will be a matter of public record. EM 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.

PART IV: SELECTION PROCESS

The proposals considered in the selection process will be evaluated according to the criteria and point system presented below. Employ Milwaukee will evaluate the proposals and make a recommendation to either select a provider based on the proposals alone or to interview a "short list" of providers.

L. Proposal Evaluation Criteria and Review

Proposals will be initially reviewed and rated by an Employ Milwaukee selected Ad Hoc Committee using a point system based on a Proposal Evaluation/Rating Form. The Ad Hoc Committee will make recommendations to the Executive Committee. The Employ Milwaukee Executive Committee will select a proposal for award contingent upon successful contract negotiation.

The RFP shall be evaluated with regard to the following:

- There are a total of 100 points available for the proposal evaluation.
- Employ Milwaukee will thoroughly review and evaluate each proposal.
- Responses should be clear, concise and complete.
- Proposals must address all sections in the RFP.
- The point number is the weight of each criterion.
- A site visit will be required for all finalists being considered for the training.

M. **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, the Board 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.

N. **Appeal Procedure**

In accordance with applicable regulations, proposers who are denied funding have the right to appeal. The following steps must be taken for organizations to appeal funding decisions.

1. Submit a letter within three business days from the date of the contract award to the President/CEO of the Employ Milwaukee Workforce Board, Inc., stating that an appeal to the contract award is being filed and the specific reasons for that appeal. The reasons relied upon must be based on the four criteria listed below:
 - Clear and substantial error or misstated facts by the review team upon which the decision was made by the Board
 - Unfair competition or conflict of interest in decision making process
 - Any illegal or improper act or violation of law
 - Other legal basis on grounds that may substantially alter the Board's decision

The President/CEO will review the appeal and respond within 10 business days.

Send appeals to:

Willie C. Wade, President and Chief Executive Officer
Employ Milwaukee
2342 North 27th Street
Milwaukee, WI 53210

2. In the event the President/CEO's response is not satisfactory to the proposer, an appeal to the Employ Milwaukee Board may be requested. The request must be addressed in writing within 15 days from receipt of response from President/CEO to:

Don Layden, Jr.
Baird Venture Partners
777 East Wisconsin Avenue
Milwaukee, WI 53202

The appeal will be scheduled to be heard at a time set by the Chair after consultation with counsel.

Attachment A – Budget Template

*	20 Students in 4 Week Training	20 Students in 6 Week Training	Example 20 at 4 Weeks	Example 20 at 6 Weeks
# Hours Instruction & Cost per Hr.			\$1000(100 @ 10.00/hr.)	\$2000(200 @ 10.00/hr.)
Books			\$ 200.00	\$ 200.00
Materials			\$ 100.00	\$ 100.00
Fees			\$ 100.00	\$ 100.00
Total Cost			\$ 1,400.00	\$ 2,400.00
* = provide a separate detailed list of books, materials and fees.				