



Request for Proposals

Contract Period: November 15, 2019 – September 30, 2020

Workforce Program Service Provider

Proposals Due:
November 1, 2019

Employ Milwaukee
2342 N. 27th Street
Milwaukee, WI 53210

RFP Release Date:
October 1, 2019

Employ Milwaukee is an Equal Opportunity Employer and Service Provider. Auxiliary aids and services are available upon request to individuals with disabilities. If you need this information interpreted to a language you understand or in a different format, please contact Sharron Briggs (Sharron.Briggs@employmilwaukee.org or 414-270-1729). Callers who are deaf or hearing or speech-impaired may reach us at Wisconsin Relay Number 711.

Employ Milwaukee's Workforce Program Management Services are funded by Federal grants provided by the US Department of Labor (USDOL). Any agreements resulting from this RFP may be funded by Employ Milwaukee through the Federal grants provided by USDOL. The contractor must comply with all applicable regulations and the terms and conditions of the grant.

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A. GENERAL INFORMATION

This section provides general and background information needed to understand the context of this RFP. This section also describes important details regarding the services and stakeholders related to this RFP, as well as characteristics of any agreements that may result from this RFP.

About Employ Milwaukee, Inc.

Employ Milwaukee, Inc. is the local Workforce Development Board (WDB) serving Milwaukee County. By convening leaders from business and industry, economic and workforce development, education and training as well as community partners and policy makers, our vision is to develop workforce solutions that promote regional economic growth and employment opportunity for all job seekers. Our mission is to build a strong workforce development system by planning, coordinating, collaborating and monitoring workforce initiatives with businesses, partners and community stakeholders at the local, regional and state level to ensure a skilled and productive workforce for the 21st Century. Our goals are to connect job seekers to employment opportunities, to provide education and training options in high-growth, high-demand sectors, and to provide a skilled and sustainable workforce to attract, retain and grow diverse businesses in our Milwaukee 7 region. As the WDB for Milwaukee County, Employ Milwaukee has programmatic and administrative responsibility for services of the Workforce Innovation and Opportunity Act (WIOA) provided in the workforce development area of Milwaukee County.

About Midwest Urban Strategies, Inc.

Midwest Urban Strategies, Inc. (MUS) was organized in 2014 as an association of high performing urban workforce development boards focused on improving the results of the workforce development industry in its region. The leaders of these founding organizations recognized the need to build capacity in the field, establish scalable and innovative strategies for the practice of workforce and economic development, and to develop a platform to share the industry's successes. Employ Milwaukee's U.S. Department of Labor (DOL) Compete Midwest H-1B grants are administratively managed by MUS.

Purpose of this RFP

The purpose of this Request for Proposals (RFP) is to solicit competitive proposals on behalf of Employ Milwaukee, Inc. (EMI) to retain one (1) Service Delivery Provider for two (2) DOL H-1B grants currently administered by EMI in the St. Louis, Missouri metropolitan area. The grants are Compete Midwest TechHire and Compete Midwest American Apprenticeship Initiative (AAI).

Overview: Compete Midwest Grants

EMI is the legal grantee of the Compete Midwest TechHire and Compete Midwest AAI DOL H-1B grants. EMI subcontracts service delivery for each grant to local partner agencies including the St. Louis Agency for Employment and Training (SLATE) Workforce Development Board (WDB) that is a member 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 partners 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. EMI seeks to procure the expertise of a Service Delivery Provider with the skill set required to maintain the deliverables and relationships with MUS and community organizations, training vendors, and employers within the St. Louis metropolitan area to meet grant objectives and the performance outcomes of both grants. The Provider will coordinate closely and oversee training partners to provide program participants with a range of services, including marketing/outreach, training, supportive services, and job placement.

Service Dates

The selected applicant will begin delivering the full range of services as described below on November 15, 2019 and continue for 10 months ending on September 30, 2020.

Anticipated Award

Employ Milwaukee plans to award up to \$460,000 to one organization for the consortium grant management services of the Compete Midwest Grant Portfolio.

Who can apply?

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations and other entities operating in accordance with federal, state and local law. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the federal government, not debarred, and have proof of insurance and a DUNS number. Organizations currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State, City or County department/agency, quasi-governmental agency, or Employ Milwaukee are ineligible to apply. *See Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.*

Applicant Competency – All applicants must have the technical competence, knowledge and expertise, management and administrative capabilities and capacity, professional staff, financial resources and stability, and administrative and fiscal systems to carry-out the work described in this RFP.

Qualifications must include, but are not limited to:

- Significant and long-term experience and capacity providing job training, employment, and career advancement services in the St. Louis, MO metropolitan area.
- Robust partnerships with St. Louis organizations, businesses, and government agencies.
- Experience administering federal job training grants.

Employ Milwaukee requires assurance that the selected applicant(s)'s performance of the terms and conditions of any agreement resulting from this RFP be undertaken in accordance with the highest level of integrity and business ethics. Applicants are responsible for being knowledgeable of all laws, regulations, rules, and policies of the funding sources identified in this RFP. If Employ Milwaukee determines, at its sole discretion, that the selected applicant(s) is not responsible, that it does not possess the administrative, fiscal, and/or technical resources and capabilities necessary to successfully perform under the terms and conditions of an agreement, it shall terminate the agreement immediately.

STATEMENT OF WORK

All proposals must be concise, well-organized, and demonstrate how your proposed services, approach and methodology, qualifications, experience, and terms meet or exceed Employ Milwaukee's requirements, which are outlined below:

The Workforce Program Service Provider will be responsible for coordinating grant service delivery to meet designated performance outcomes and quality program standards. Duties include, but are not limited to:

Project Management

- Understand the complex requirements of business stakeholders and the rules and regulations that have been issued by DOL for each grant under its respective Federal Opportunity Announcements ("American Apprenticeship Initiative FOA-ETA-12" and "TechHire FOA-ETA-16-01").
- Work with employers and training providers designated by EMI in approved sectors and occupations to recruit, enroll, train, and advance individuals in educational and training programs in H1-B career pathways.
- Oversee the attainment of industry-recognized credentials and wage gains conferred through training to ensure the achievement of quality program standards.
- Coordinate with EMI and its St. Louis, MO partners to ensure participants enter employment and/or transition into Registered Apprenticeship.

Recruitment, Enrollment, and Career Services

- Coordinate with EMI on all aspects of participant recruitment and enrollment of participants in programs pre-approved and established by EMI with local partners.
- Coordinate with EMI and the City of St. Louis to recruit WIOA-eligible participants.
- Provide career services based on the employment and training needs of the individual. Career services include: eligibility determinations, initial skill assessments; labor exchange services; and more intensive activities that are designed to help an individual retain or obtain employment; and follow-up services.

Communications and Reporting

- Participate in bi-weekly meetings with EMI staff to review the progression of participants who have completed, are entering, or will complete training and education activities.
- Maintain participant records according to EMI-issued standards.

Required Outcomes: American Apprenticeship Initiative

Allowable Sectors & Occupations: Healthcare, IT, Advanced Manufacturing, & Construction

Performance Measure	Participant Goal
Participants Served	60
Participants Enrolled in Education/Training Activities	50
New Registered Apprentices	40
Case Management of Existing and New Trainees	40-75

Required Outcomes: TechHire

Allowable Sectors & Occupations: Information Technology

Performance Measure	Participant Goal
Participants Served	80
a. Target Population (Young Adults age 17-29	60
b. Other Populations (Unemployed, Dislocated, Underemployed, Veteran)	20

Total Participants Enrolled in Education/Training Activities	60
Total Participants Completing Education/Training Activities	48
Total Number of Participants Who Obtain Employment & Receive Industry-Recognized Credential	40
Total Number of Participants Who Obtain Employment	38
Case Management of Existing and New Trainees	90

PROPOSAL PROCESS & REQUIREMENTS

This section provides instructions for preparing and submitting a proposal in response to this RFP, including required proposal content and format, important dates and deadlines, and how to find out more about the RFP. Before preparing and submitting a proposal, interested and qualified applicants are highly encouraged to read all other sections of this RFP and key source documents referenced throughout to gain a full understanding of the services requested and provider characteristics and competencies sought.

How to Apply

Interested and qualified applicants must submit proposals by November 1, 2019 at 5:00 pm CST to julie.cayo@employmilwaukee.org. Emails must have the subject line "Compete Midwest Workforce Program Service Delivery Proposal [Organization name]." Late or incomplete proposals will not be considered. Proposals must be submitted in 12-point, Times New Roman font, double-spaced with 1-inch page margins. Your proposal may not be considered if page limitations and formatting requirements are not met. Your proposal must contain all the content below in the same general order illustrated. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise and program design needed to meet the required standards and goals:

- B. Cover Sheet – Use template provided.
- C. Executive Summary – Include each of the following: (maximum 1 page)
 - a. Overview of the organization's qualifications and alignment with the services sought by this RFP.
 - b. The total amount of funding requested.
- D. Organization Description – Describe each of the following for your organization: (maximum 1 page)
 - a. Basic organizational description, including but not limited to year established, legal status, governance structure, mission, principal programs and services, executive leadership, annual budget and number of full-time staff.
 - b. Past experience in grant management services similar in size and scope to that required by this RFP, including but not limited to type and size of grants, scope of work and outcomes.
 - c. Administrative and fiscal capacity, including but not limited to your organization's proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate reports.
- E. Service Description – Provide a work plan for completing this project (maximum of 5 pages). Include an estimate of the hours you believe it will take for your team to complete each phase of work.
- F. Cost – Provide a budget for this project, including an itemization of expected direct and indirect costs. We anticipate awarding a time and materials contract with a maximum dollar amount; accordingly, your proposal must include:
 - a. Hourly rates for personnel assigned to the project;
 - b. An estimate of the total number of days or hours the applicant expects to bill for the project;
 - c. An estimate of the total cost of the project, including expenses.
- G. References – Provide professional references (including full contact information) concerning the applicant's performance on three comparable projects
- H. Other Information – You may provide other information or materials that you believe is relevant to our evaluation or that provides additional features or value.

Review and Selection Process

All proposals received by the submission deadline will be initially reviewed by EMI for completeness and compliance with the specifications and requirements contained in this RFP. Proposals passing the initial review will be scored by qualified evaluators according to the criteria below, with attention to clarity, completeness and quality. High scoring proposals will clearly demonstrate an ability and likelihood to effectively perform the Statement of Work and meet the standards and intended outcomes of this RFP. Select applicants may be requested to participate in presentations or

discussions with proposal evaluators and other Employ Milwaukee staff. Selection of a proposal for contract award will be subject to successful contract negotiations.

Scoring for the required sections of the proposal will be assigned as follows:

Proposal Review Scoring Rubric	
1 & 2. Cover Sheet and Executive Summary	Required, but not scored
3. Organization Description	20 points
4. Service Description	50 points
5. Cost	30 points
6 & 7. References & Other Information	May support scores of related proposal sections
Total points available	100 points

The selected applicant will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding source.

Review Timeline (all dates are subject to change):

Release of RFP:	October 1, 2019
Proposal Due:	November 1, 2019 by 5:00 PM CST
Formal Award Notification:	November 11, 2019
Contract Start Date:	November 15, 2019

Questions

We welcome your questions and look forward to hearing from you. All questions or requests for additional information must be made in writing to julie.cayo@employmilwaukee.org. Answers will be posted at www.employmilwaukee.org to make them available to the public and ensure a fair and transparent process.

Disclaimers

- This Request for Proposals (RFP) does not commit Employ Milwaukee to award a contract.
- Employ Milwaukee may select a firm based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms, from a price and technical standpoint, that the bidder can submit to Employ Milwaukee. Employ Milwaukee may, however, have discussions with those firms it deems in its discretion to fall within a competitive range.
- Employ Milwaukee reserves the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
- Employ Milwaukee reserves the right to fund portions of a proposal, or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.
- Employ Milwaukee may, at its discretion, adjust the level of funding provided to successful bidders under this RFP and/or consider the funding of proposals not initially funded under this RFP at a later date.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Employ Milwaukee and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- The contract award will not be final until Employ Milwaukee and the successful bidder have executed a mutually satisfactory contractual agreement. Employ Milwaukee reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final Employ Milwaukee approval of the award and execution of a contractual agreement between the successful bidder and Employ Milwaukee.

- The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
- Applicants are advised that most documents in the possession of Employ Milwaukee are considered public records and subject to disclosure. Employ Milwaukee reserves the right to issue additional RFPs if and when it is in Employ Milwaukee's best interest to do so and, may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFPs.
- All programs and activities are designated as equal opportunity employers/programs. The proposing Contractor agrees to follow all regulations as stipulated in 29 CFR part 38. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFP.