



Solicitation Information
April 28, 2014

RFP# 2014-0528

Rhode Island's Senior Community Service Employment Program (SCSEP)

Award Amount: Contingent upon Federal funding the anticipated award amount is **\$465,051.00**

Submission Deadline: May 28, 2014 at 4:00pm (EST)

PRE-BID/ PROPOSAL CONFERENCE: Yes

MANDATORY: No

To pre-register contact Kristen Taft at 401-462-8817 or ктаft@dlt.ri.gov

Any Vendor who intends to submit a bid proposal in response to this solicitation may have its designated representative attend the Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents.

DATE: May 7, 2014 at 9:30am (EST)

LOCATION: Conference Room 73-1 at the RI Department of Labor and Training Administrative Offices; 1511 Pontiac Avenue, Building 73, Cranston, RI 02920

Questions concerning this solicitation must be received by the Department of Labor and Training at rfp_info_scsep@dlt.ri.gov no later than **May 22, 2014 at 4:00pm (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

NAME OF BUYER: Hector Rivera

TITLE OF BUYER: Chief of Labor and Training Operations

Applicants must register online at the State Purchasing Website at www.purchasing.ri.gov.

Note to Applicants:

Offers received without the entire completed four-page RI VIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Labor and Training (RIDLT), contingent upon the availability and provision of federal funds, is soliciting proposals from community based organizations, non-profit corporations, or public agencies to implement the Title V Senior Community Service Employment Program (SCSEP). In accordance with the terms of this Request for Proposal, the selected bidder must provide the necessary programs and administrative functions to develop appropriate community work assignments as defined in Title V of the Older Americans Act and 20 CFR 641 of the U.S. Department of Labor regulations and to promote unsubsidized employment opportunities for the senior population. No sub-grants for program administration will be permitted under this grant.

The initial contract period will be twelve (12) months, beginning July 1, 2014. Contracts may be renewed for up to two (2) additional one-year periods at the sole discretion of the state.

All bidders must adhere to the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov>.

This is a Request for Proposal, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Department of Labor and Training pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Department at the time of opening for any cause will be determined to be late

and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Department.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchasing website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov.
15. The Contractor may also be required to sign a HIPAA Business Associate Agreement if it is an entity, other than in the capacity of the workforce, "who creates, receives, maintains, or transmits protected health information (45 C.F.R. § 160.103)" on behalf of the covered entity, or an organized health care arrangement in which the covered entity participates. A Business Associate includes a Health Information, E-prescribing Gateways, or other person that provides data transmission services with respect to protected health information to a covered

entity and that requires access on a routine basis to such protected health information and a person that offers a personal health record to one or more individuals on behalf of the covered entity.

SECTION 2: BACKGROUND

2.1 Skills Training Program

According to the amended Older Americans Act, the RIDLT is seeking a Skills Training Program designed:

- To foster and promote useful part time opportunities in community service activities for unemployed low-income persons who are 55 years or older and who have poor employment prospects
- To foster individual economic self-sufficiency
- To increase the number of persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors
- To assist seniors to remain independent in the community and to preserve dignity and capacity for choice to seniors

2.2 Regions Defined

The SCSEP program services eligible participants statewide. The chart below indicates the current breakdown of participants with the five (5) counties being serviced.

| | |
|------------|----|
| Bristol | 5 |
| Kent | 10 |
| Newport | 0 |
| Providence | 33 |
| Washington | 0 |

2.3 Term of Grant

Contingent upon the availability of federal funds, the entire funding period for this grant is for the period of July 1, 2014 through June 30, 2017. The *initial* term is twelve (12) months from July 1, 2014 through June 30, 2015. At the end of this initial term, the contract may be renewed for up to two (2) additional one-year periods, at the sole discretion of the state, contingent upon funds being appropriated, budgeted, and otherwise made available and other contractual requirements, if applicable, being satisfied.

SECTION 3: SCOPE OF WORK

3.1 Services Required

The program requirements are set forth under Subpart C, Grant Operations, contained in 20 CFR Part 641. To access the federal regulations online, go to http://www.doleta.gov/Seniors/other_docs/etaOAre.pdf.

Grantees and sub-grantees are expected to follow the applicable federal regulations.

3.2 Performance Goals

The following Performance Goals are in effect for this grant cycle and all efforts to attain these goals should be attempted. The statewide goals are negotiable with the federal SCSEP program, thus are subject to change at the sub-grantee level (*Note*: in this context, *sub-grantee* refers to the successful bidders on this RFP).

3.2.1 Service Level Goal of 150%

The number of participants who are active on the last day of the reporting period or who exited during the reporting period divided by the number of modified community service positions.

3.2.2 Community Service Goal of 75%

The number of hours of community service in the reporting period divided by the number of hours of community service funded by the grant minus the number of paid training hours in the reporting period.

3.2.3 Entered Employment Goal of 38.2%

Of those not employed at the time of participation, the number of participants employed in the first quarter after the exit quarter divided by the number of participants who exit during the quarter.

3.2.4 Employment Retention Goal of 71.3%

Of those participants who are employed in the first quarter after the exit quarter, the number employed in both the second and third quarters after the exit quarter divided by the number of participants who exit during the quarter.

3.2.5 Average Earnings Goal of \$7,390

Of those participants who are employed in the first, second, and third quarters after the quarter of program exit, total earnings in the second and third quarters after the exit quarter, divided by the number of exiters during the period.

3.2.6 Service to Most in Need Goal of 2.75

Average number of barriers per participant. The total number of the following characteristics: severe disability, frail; age 75 or older, old enough for but not receiving SS Title II, severely limited employment prospects and living in an area of persistent unemployment, limited English proficiency, low literacy skills, disability, rural, veterans, low employment prospects, failed to find employment after using WIA Title I, and homeless or at risk of homelessness divided by the number of participants who are active on the last day of the reporting period or who exited during the reporting period.

3.3 Database Requirements

Grantees must have the capability to utilize the program specific database for compilation and management of participant records and other information. This

database is essential for reporting data for the federal SCSEP program. For more information regarding the database go to <http://www.scsep-help.com/>.

SECTION 4: TECHNICAL PROPOSAL

The proposal *must* be organized in the following order, with the inclusion of all required supporting documents.

4.1 Management

4.1.1 Cover letter summarizing proposal

4.1.2 Proposing Agency abilities to:

- Describe in detail the purpose of the proposing agency and any other similar programs operated.
- Describe your experience with employment and training programs.
- Describe your experience in working with older adults. (If none, how and when will you develop and provide these skills to your staff?)
- Describe your experience with completing vocational assessments, plan development, and job search activities.

4.1.3 Agency and Project Administration

- **Organizational Structure:**
Describe the organizational structure of the agency, including a description of the purpose and function of each organizational unit including the unit that will be connected with the SCSEP program and the RIDLT.
- **Staffing Pattern:**
Describe how the SCSEP unit will be staffed. Indicate the amount of time to be designated for each staff position assigned to the program.
- **Training the Staff:**
Describe the agency policy for staff training and describe the training that will be used to improve the knowledge, skills, and abilities of the staff.
- **Staff Resumes:**
Provide resumes of all staff who will be directly involved with the administrative and/or programmatic responsibilities regarding the program.

4.1.4 Fiscal Management System

Describe the fiscal management system for your agency. Describe in detail how the financial aspects of the program will be managed, including: how timecards will be approved and payroll will be processed, who will prepare the monthly financial reports, how fiscal reports will be prepared on an accrual basis, and the frequency of payroll dates.

4.1.5 Project Evaluation Process

Describe how the internal project evaluation will be accomplished, who will be responsible for evaluation, what criteria will be used, and what methods will be used to prescribe remedial action when necessary.

4.1.6 Copies of the following documents (if not available, please explain)

- Agency organization chart which shows each division or component and their relationship to each other
- Agency's grievance procedures
- Job descriptions for project staff
- Written procedures for the evaluation of individual program activities (or a copy of the document used for evaluation)
- An example of outreach activities

4.2 Technical

The narrative should be concise, relevant, and provide a clear explanation of the proposed project. Avoid reiteration of the SCSEP program. In addition, include a detailed proposed project schedule (Appendix C) that lists tasks, activities and/or milestones that will be employed to administer the project. The following must be addressed:

Project Approach/Plan of Action – Provide a clear and concise description of each project function or activity listed below, assuring adherence to SCSEP regulations and enabling the reviewers to clearly ascertain how the project will be implemented.

4.2.1 Recruitment and Selection of Participants

Describe the methods and resources to be used to recruit project participants. Describe specific methods and resources for assuring equitable participation of minorities and persons with disabilities as well as those with greatest economic need. Describe coordination efforts with One-Stop Job Centers. According to Section 516(2) of the OAA Amendments, only those individuals who are at least 55 years old and a member of a family with no more than income of 125% of poverty guidelines are eligible to receive SCSEP services. To assure that the maximum number of eligible individual have an opportunity to participate in the program, and to the extent feasible, priority is given to individuals who are Veterans and their spouses, eligible

minorities, limited-English speakers, American Indians, or individuals who have the greatest economic need at least in proportion to their numbers in the area, taking into consideration their rates of poverty and unemployment.

4.2.2 Certification for Eligibility for Initial and Continued Enrollment

The sub-grantee agency will be required to recertify the income of each participant at least once each program year. Indicate the schedule for certifying participants and action, if any, to be taken on behalf of those found to be ineligible. Indicate where eligibility records will be maintained.

4.2.3 Orientation for Participants and Host Agencies

Describe participant and host agency/worksites orientation procedures to be used. Include who will provide orientation, when, how, and what information will be provided verbally as well as in writing.

4.2.4 Assessment and Reassessment of Participants

Describe the procedures to be followed when assessing participant skill level, job readiness, job preferences, potential for transition into unsubsidized employment, and supportive service needs. Indicate who will perform the assessments, how frequently they will be completed, and how this information will be documented.

4.2.5 Individual Employment Plan (IEP)

Describe how you will document that the IEP was developed in partnership with the participant and that it reflects the needs of the participant as indicated by the assessment, as well as the expressed interests and desires of the enrollee.

4.2.6 Development and Monitoring of Host Agencies/Worksites

Describe the types of host agencies/worksites to be used, the procedure and criteria for their selection, and assurance that the agency provides the appropriate support for older workers. Describe the procedures to be used for monitoring worksites including who will monitor, when, for what purpose, and how documentation will be maintained. Explain methods and procedures that will be used to determine that participating nonprofit agency worksites are exempt from taxation under the provisions of Section 501c(3) of the IRS Code of 1954.

4.2.7 Host Agency Agreements

Describe and/or provide the agreement that will be used with host agencies to assure that proper orientation, supervision, and safe working conditions will be provided to participants.

4.2.8 Physical Examinations

Describe the arrangements that will be made to offer examinations to participants, a fringe benefit of participation, but are not used as an eligibility criterion. If a participant provides results of the examination, an option, a secure file should be maintained for confidentiality. Participants

are not required to have an examination, but there should be documentation of the offer for examination and a waiver signed by the participant.

4.2.9 Supportive Services

Describe the supportive services to be provided to participants. Indicate the methods that will be used for determining needs and the resources available, the methods that will be used for follow-up, and how services will be documented. Describe the procedures to be used for providing/ensuring services to applicants determined ineligible for the SCSEP program.

4.2.10 Training

Describe how the need for job-related training prior to subsidized placement will be determined, how it will be provided, and by whom

4.2.11 Placement into Subsidized Employment

Describe how placement of participants into subsidized employment will be accomplished. Include the types of community service activities that will be emphasized, methods to be used to match participants with work assignments, and the extent to which participants will be placed in work assignments involving administration of the SCSEP program. Describe the procedure and criteria to be used for developing participant job descriptions for subsidized employment.

4.2.12 Participant Job Performance Assessment

Describe the procedure to be used for assessing participant job performance, including who will perform the assessment, frequency of the assessments, and how documentation will be maintained and utilized. Describe how you will design an assessment, including coordination with assessments for Workforce Investment Act (WIA) programs.

4.2.13 Placement into Unsubsidized Employment

Describe in detail what methods, procedures, and steps will be used for placing participants into unsubsidized employment. Describe how you will demonstrate that the SCSEP training resulted in the placement. Describe how you will document that the participant has increased earnings as a result of training. Identify what staff positions will be responsible for enrollee employability planning, job development efforts, private sector initiatives, and resource-mobilization effort.

4.2.14 Follow-up After Placement in Employment

Describe follow-up methods to be used for both unsubsidized placements and other terminations per federal guidelines.

4.2.15 Participant Personnel Guidelines, Including Due Process for Adverse Actions

Describe fully the system for due process which will be used in cases where an adverse action is contemplated against a participant or in any case where an applicant wishes to dispute an unfavorable determination. A written copy

of the agency grievance procedures must be issued to each applicant and these procedures must be discussed during the enrollee's orientation to the program. All participants terminated for cause must be issued another copy of the procedures at the time of termination.

4.2.16 Nondiscrimination and Equal Employment Opportunities

Describe the mechanism that will be used for promoting the prevention and elimination of discrimination in employment.

4.2.17 Maintenance of Effort

Describe the steps to be taken to ensure compliance with the maintenance of effort regulation (20 CFR 641.844).

4.2.18 Interagency Goals

Describe the cooperative relationships and working linkages which will be established with WIA partner agencies or related training programs and with agencies concerned with or experienced in working with older workers or the problems of the aging. Indicate any other cooperative or coordination relationships that would assist program performance.

4.2.19 Plans to Accomplish the Uninterrupted Transition of all Program Participants from the Current Grantee (describe only if you are not the current grantee)

Describe in detail the steps to be taken or the procedures to be used to accomplish a smooth, uninterrupted transition of all participants from the current grantee(s) to your agency should your agency be selected.

SECTION 5: COST PROPOSAL

In your narrative please describe how you will use these funds in your proposed budget. Explain the basis for calculating the costs included in the budget based on a *twelve (12) month budget*. The budget form is in Excel format and is available as a separate document. A line item budget with descriptions and explanations is required describing how the total for each line item was developed. The line items should be concise and relevant and provide clear explanations. The computations must be adequate to allow a determination of accuracy. Include complete information and computations regarding direct and indirect costs. (Note: Per federal regulation 20 CFR 641.809(e) a match is not required from bidders for this grant.)

All costs must be classified as either “administrative costs” or “program costs.”

5.1 Administrative Costs

Administrative costs may be both personnel and non-personnel and both direct and indirect costs. The costs of administration are the costs associated with:

- Performing overall general administrative and coordination functions, including:
 - ❖ Accounting, budgeting, financial, and cash management functions

- ❖ Procurement and purchasing functions
 - ❖ Property management functions
 - ❖ Personnel management functions
 - ❖ Payroll functions
 - ❖ Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
 - ❖ Audit functions
 - ❖ Developing systems and procedures, including information systems, required for these administrative functions
- Oversight and monitoring responsibilities related to administrative functions
 - Cost of goods and services used for administrative functions of the program, including goods and services such as utilities, office supplies, postage, and rental and maintenance of office space
 - Travel costs incurred for official business in carrying out administrative activities or the overall management of the program including an annual Department of Labor (DOL) required training
 - Costs of information systems related to administrative functions including the purchase, systems development, and operating costs of such systems

5.2 Program Costs

Program costs include but are not limited to:

- Participant wages and fringe benefits (not less than 75% of budget)
- Outreach, recruitment and selection, intake, orientation, assessment, and preparing and updating IEPs
- Participant training provided on the job, in a classroom setting, or utilizing other appropriate arrangements
- Job placement assistance, including job development and job search assistance, job fairs, job clubs, and job referrals
- Participant supportive services as described in OAA section 502(c)(6)(A)

It is recommended that the bidder review federal regulations regarding allowable costs before submitting a proposal. Pertinent regulations regarding allowable costs and administrative rules begin at 20 CFR 641.800. Included in the Excel budget document are general and specific allowable administrative and program costs.

5.3 Budget Format

Budget format is the financial expression of the proposal and will become a part of the grant document. It must include detailed information related to all projected expenditures for the entire performance period. The proposing agency must prepare its proposed budget using the Excel forms included in this RFP (Appendix D). The format consists of the following:

- Budget Proposal Form
- Line Item Budget including Descriptions and Explanations

5.4 Participant Costs – Wages and Fringe Benefits

- No less than seventy-five percent (75%) of the total amount of this project must be expended for Participant Earned Wages and Fringe Benefits (EW/FB). Physical examinations, which are limited to \$200 per enrollee per fiscal year, are considered a fringe benefit. Allowable fringe benefits are discussed in 20 CFR 641.565 of the regulations for the SCSEP program. The offer of a physical examination must be made within sixty (60) workdays after the commencement of the community service assignment. Each year thereafter, the sub-grantee agency must offer the physical exam and document the offer and any participant's refusal of the offer.
- The sub-grantee agency must pay participants the highest applicable minimum wage for time spent in orientation, on the job training required by the sub-grantee, and work in the pre-employment community service assignments. The highest applicable minimum wage in Rhode Island is currently \$8.00 per hour. Medicare and income taxes are deducted from the participant's wages.
- Participant hours should be budgeted at no more than twenty (20) hours per week.
- Benefits are limited to FICA (including Medicare) and Workers Compensation. Unemployment Insurance is not a reimbursable expense for the SCSEP program. Thus, bidders should not include any portion of this cost in their proposal.

5.5 Supportive Services

These costs include participant eyeglasses and exams, transportation, counseling, and other supportive services to assist participants in successfully participating in the program. See Section 20 CFR 641.545 for the definition of supportive services.

SECTION 6: EVALUATION AND SELECTION

6.1 Evaluation

All proposals will first be reviewed for compliance with the submission requirements of the RFP. Proposals that fail to comply with all the requirements may be eliminated from further consideration. Any proposal may be rejected if the proposal is conditional, incomplete, or if it deviates from the specifications stated in this RFP. Staff specifically reserves the right to reject any of all proposals that do not comply with submission requirements.

The proposal will be reviewed by the Rater Committee to determine if the bidder demonstrates the experience and ability necessary to perform the grant. If the bidder does not demonstrate the requisite experience and ability, the grant will be rejected without further review.

Recommendations for the grant awards will be based on the scoring criteria as outlined in Sections 6.3 and 6.4 below.

The Rater Committee will be comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (75%) out of the maximum of 80 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 20 points in the cost category, bringing the potential maximum score to 100 points.

Selection may be made from the proposals alone or interviews may be conducted with any and/or all respondents.

6.2 Disqualification

Any attempt by a bidder to influence a member of the rating staff during the proposal review process will result in the elimination of the bidder's offer from consideration.

The state reserves the right not to award this contract, or to award this contract on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest. Consideration will be given to those proposals of reasonable cost, comparable to other programs of similar content and quality. Evaluation of the cost proposal and the Budget Narrative will also be taken into consideration.

6.3 Scoring Criteria and Percentages

Proposals will be reviewed and scored based upon the following criteria:

| Criteria (See Section 6.4 for detailed descriptions) | Possible Points |
|--|-------------------|
| Organization or Business Qualifications | 25 Points |
| Management of Community Service Programs | 25 Points |
| Technical | 30 Points |
| Total Possible Technical Points | 80 Points |
| Budget | 20 Points |
| Total Possible Points | 100 Points |

6.4 Scoring Criteria Details

6.4.1 Organization or Business Qualifications

- Experience with employment and training programs. Where applicable, success with WIA, TANF, SCSEP, and DLT programs, etc. Successful experience in working with older adults.
- Expertise regarding assessment, plan development, and job search activities.

6.4.2 Management of Community Service Programs

Indication of competence and sophistication of the proposing agency in managing community service programs as evidenced by the detailed description and responses to the management section of the proposal.

6.4.3 Technical

- Indication of bidder's understanding of the work required to achieve the stated goals as evidenced by the completeness and responsiveness of the narrative describing the planned approach for providing services.
- Recruitment methods appropriate for targeted population and region.
- Screening and assessment of applicants to adequately evaluate their training readiness, possession of requisite skills for training success, and identifying issues which would require supportive services.
- Coordination and provision of job search and job development activities to promote participants movement to unsubsidized employment.

IMPORTANT: *Send the budget/cost portion of your proposal in a separate sealed envelope. Cost Proposals will only be reviewed for those firms that meet the minimum technical score as determined by the Technical Evaluation sub-committee. Your proposal must receive at least sixty (60) points of the available eighty (80) technical points.*

6.4.4 Budget

- A clear and concise detailed budget and narrative as evidenced by the accuracy and completeness presented in the budget section.
- The budget must reflect appropriate costs in appropriate categories according to federal regulations.
- The budget must indicate that no less than 75% of the grant will be expended toward participant wages and fringe benefits.

SECTION 7: PROPOSAL SUBMISSION

7.1 Questions

Bidders are encouraged to submit written questions to the Department of Labor and Training. **No other contact with State parties will be permitted.**

Questions concerning this solicitation may be emailed to rfp_info_scsep@dlt.ri.gov no later than **May 22, 2014 at 4:00pm (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be answered and posted on the RIDLT website <http://www.dlt.ri.gov/wfds/rfp.htm> as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

7.2 Application Instructions and Required Items

- A complete proposal is available on the RIDLT website <http://www.dlt.ri.gov/wfds/rfp.htm>
- A separate Content of Proposal that addresses the specifications outlined in the Request for Proposal
- A separate signed, sealed Cost Proposal Budget
- Register online at the State Purchasing website at www.purchasing.ri.gov
- A completed, signed four-page RI VIP generated bidder certification cover sheet downloaded from the RI Division of Purchases homepage at www.purchasing.ri.gov
- Bidders must submit a Payers Request for Taxpayer Identification Number and Certification (**W-9**), which may be found at www.purchasing.ri.gov

- Response to this proposal must be limited to twenty (20) pages numbered, (excluding the cover pages and any sample presentation materials), 8 ½ x 11, no smaller than 12 point, Arial font, and include a letter of introduction and any other pertinent information.
- Bidders must submit proposals to provide the services covered by this Request for Proposal on or before the deadline for submission, **May 28, 2014 at 4:00pm (EST)**, and are solely responsible for delivery of said proposal. Late proposals will NOT be considered.
- Hard copies only are acceptable. Emailed, electronic, or faxed proposals will not be considered.
- **One (1) Original and five (5) complete copies**, must be submitted to:
 - Rhode Island Department of Labor and Training
 - Workforce Development Services Division
 - 1511 Pontiac Avenue, Building 73-3
 - Cranston, Rhode Island 02920
 - ATTN: Kristen Taft
- The proposal must contain a management, technical, and budget component. Each of the above components of the proposal must be clearly labeled with the bidder's name and the appropriate component of the proposal.
- Submissions in response to this RFP must contain the proposal and all required supporting information and documents as described in this RFP. The proposal must be sealed and must be signed by an official authorized to bind the bidder.
- Bidders must submit an explainable fee structure for accomplishing the scope of services described within this RFP.
- Bidders must submit the Contact Sheet (Appendix B)
- Bidders must initial each item on the Application Checklist (Appendix A) and submit the Application Checklist as the first page of your application packet.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

APPENDIX A: APPLICATION CHECKLIST

Please initial each item certifying that it is enclosed and include this checklist as the first page of your application packet.

Agency Name: _____

Agency Information

_____ Application Checklist (this page)

_____ Contact Sheet (Appendix B)

Program Specific Information

_____ Organization or Business Qualifications

_____ Content of Proposal: **Management**

_____ Content of Proposal: **Technical** (Including Appendix C)

_____ Content of Proposal: **Cost Proposal** (Including Appendix D)
Budget/cost portion of proposal submitted in a separate sealed envelope

_____ RI VIP Bidder Certification Cover Form

_____ W-9 Form

_____ One (1) signed original

_____ Five (5) complete copies

APPENDIX B: CONTACT SHEET

Agency Name: _____

Mailing Address: _____

If the physical address of the program is different from above, please provide the address where the project will be based here:

Agency Executive Director/President: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Program Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Program Financial Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

APPENDIX D: PROGRAM BUDGET

SCSEP PROGRAM BUDGET

Contractor Name: _____

Address: _____

Total Funds Requested: \$0.00

BUDGET SUMMARY

Staff Positions: \$0.00

Fringe Benefits: \$0.00

Travel: \$0.00

Rent: \$0.00

Utilities: \$0.00

Equipment Rental: \$0.00

Consumable Supplies: \$0.00

Other: \$0.00

Participant Wage & Fringe: \$0.00

Other Support Services: \$0.00

TOTAL: \$0.00

SCSEP PROGRAM BUDGET

Contractor Name: _____

Address: _____

Total Funds Requested: **\$0.00**

PROGRAM YEAR BUDGET

FUNDS REQUESTED

| CATEGORY | BASIS | | | TOTAL AMOUNT |
|----------------------------------|--------------------------|--------------------------------|----------------------|-----------------|
| | | | | |
| 1. Staff Positions | Hourly Rate | Annual Hours | % to Contract | Amount |
| a. | | | | \$0.00 |
| b. | | | | \$0.00 |
| c. | | | | \$0.00 |
| d. | | | | \$0.00 |
| e. | | | | \$0.00 |
| | | | TOTAL | \$0.00 |
| 2. Fringe Benefits | Wage Base | Rate | | Amount |
| a. | | | | \$0.00 |
| b. | | | | \$0.00 |
| c. | | | | \$0.00 |
| d. | | | | \$0.00 |
| e. | | | | \$0.00 |
| | | | TOTAL | \$0.00 |
| 3. Travel (list position) | Rate per Mile | # of Miles (per Wk) | # of Weeks | Amount |
| a. | | | | \$0.00 |
| b. | | | | \$0.00 |
| c. | | | | \$0.00 |
| | | | TOTAL | \$0.00 |

| 4. Rent (address & # Sq. Feet) | Cost Per Month | # of Months | % to Contract | Amount |
|--|---------------------------|--------------------|----------------------|---------------|
| a. | | | | \$0.00 |
| b. | | | | \$0.00 |
| | | | TOTAL | \$0.00 |
| | | | | |
| 5. Utilities (tel., elec., gas, etc.) | Monthly Rate | # of Months | % to Contract | Amount |
| a. | | | | \$0.00 |
| b. | | | | \$0.00 |
| c. | | | | \$0.00 |
| | | | TOTAL | \$0.00 |
| | | | | |
| 6. Equipment Rental (copier, etc.) | Monthly Rate | # of Months | % to Contract | Amount |
| a. | | | | \$0.00 |
| b. | | | | \$0.00 |
| | | | TOTAL | \$0.00 |
| | | | | |
| 7. Consumable Supplies | Monthly Rate | # of Months | % to Contract | Amount |
| a. | | | | \$0.00 |
| b. | | | | \$0.00 |
| c. | | | | \$0.00 |
| | | | TOTAL | \$0.00 |
| | | | | |
| 8. Other | Cost Per Month | # of Months | % to Contract | Amount |
| a. | | | | \$0.00 |
| b. | | | | \$0.00 |
| c. | | | | \$0.00 |
| d. | | | | \$0.00 |
| e. | | | | \$0.00 |
| | | | TOTAL | \$0.00 |

| 9. Participant Wages & Fringe | | | | |
|--|----------------------|---------------------------------|--------------------|---------------|
| <i>Number of Participants</i> | Rate Per Hour | Hours Per Week | Total Weeks | Amount |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | TOTAL | \$0.00 |
| | | | | |
| <i>Type of Fringe</i> | Wage Base | Rate | | Amount |
| a. | | | | \$0.00 |
| b. | | | | \$0.00 |
| | | | TOTAL | \$0.00 |
| | | | | |
| | | TOTAL Wages & Fringe | | \$0.00 |
| | | | | |
| 10. Other Support Services | | | | |
| <i>Type of Service</i> | Rate Per | # of | | Amount |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | TOTAL | \$0.00 |

**GRAND
TOTAL \$0.00**