



## **REQUEST FOR PROPOSALS**

FOR

### **Work Readiness Credential and Related Services for Rhode Island's On-Ramps to Career Pathways Initiative**

Funded Through

The United States Department of Labor's Workforce Innovation Fund

**RFP Issued: March 14, 2013**

**Proposal Due Date: April 11, 2013**

**Lincoln D. Chafee, Governor**

**State of Rhode Island**

**Charles J. Fogarty, Director**

**Department of Labor and Training**

## RFP SUMMARY

**Submit To:** Mr. David Tremblay  
Administrator  
Re: WIF Grant – On-Ramps to Career Pathways Initiative  
Department of Labor and Training  
State Workforce Investment Office  
1511 Pontiac Avenue, Cranston, RI 02920

**Services:** **Work Readiness Credential and Related Training**

**Contract Type:** Cost Reimbursement

**Contract Term:** **April 15, 2013-June 30, 2015**

**RFP Contact:** Mr. David Tremblay  
dtremblay@dlt.ri.gov  
(401) 462-8812

## INTRODUCTION

The On Ramps to Career Pathways Initiative is a three-year project funded by the United States Department of Labor. The On Ramps to Career Pathways initiative is focused on creating and measuring two levels of change: 1) systems change at the state and local levels to align and braid funding more closely to support Rhode Island residents along career pathways; and 2) testing the effectiveness of incorporating career pathways at the local one-stop career centers and providing new support tools to enable residents to move along these pathways.

As part of this initiative, Rhode Island is interested in implementing a statewide work readiness credential. This credential will be one component of a suite of tools to support residents and employers in seeking employment and finding qualified workers. The Department of Labor and Training (DLT), who is serving as the grant administrator for the *On-Ramps to Career Pathways* grant funded by the Department of Labor through the Workforce Innovation Fund), is seeking the services of a firm with experience in supplying and administering work readiness or career readiness certificates and related programming. The Department of Labor and Training along with its agency partners, believes that this will help participants in the workforce development system achieve better and faster employment outcomes and increase the satisfaction of employers with the public workforce system. The work readiness credential will be piloted first in the On-Ramps pilot at three one-stop career centers with an estimated 1,000 participants, and later expanded statewide. The outcomes of this initiative will be tested by a third party independent evaluator for the grant.

The technical proposal, approved by the Department of Labor, and related documents can be viewed at the following website: <http://www.dlt.ri.gov/wio/>.

The career/work readiness certificate project period will be from May 1, 2013 until June 30, 2015 and includes development, launch, and ongoing capacity building, assessment, and management work.

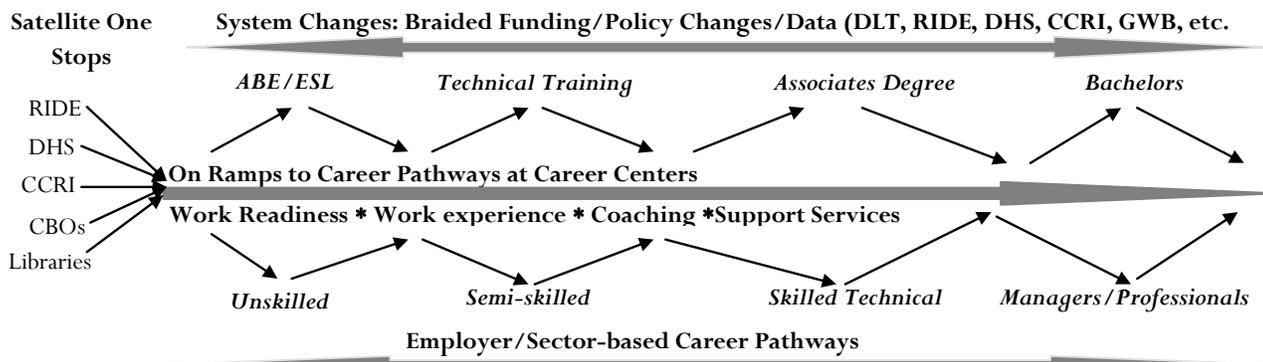
## ON RAMPS TO CAREER PATHWAYS BACKGROUND INFORMATION

Rather than creating a stand-alone career pathways program, the On Ramps to Career Pathways initiative seeks to identify existing programs and funding streams, align them along pathways, and create systems to knit them together for a sustainable career pathways system. RI's strategy is two-tiered:

- A. **Systems re-alignment along career pathways at the state level.** At the systems level, Rhode Island working to foster increased state agency collaboration through integrated funding and developing common outcome measurements. As part of the On-Ramps to Career Pathways Initiative, it will organize a portion of the workforce system to support career pathways in four industries: health care, information technology, hospitality and manufacturing. It will also establish a common set of tools that will be tested in a pilot and later implemented statewide, including:
- Web-based career pathways maps
  - Supportive services maps and links
  - Work readiness certificate
  - Work experience certificate
  - New coaching tools
- B. **Creating on-ramps to career pathways in all three of Rhode Island's netWORKri Career Centers:** The state will also pilot the systems changes through the development of on-ramps at two one-stop Career Centers. At Providence/Cranston and West Warwick, 1,000 customers will receive work readiness training and certification, work

experience, career coaching, and/or links to supportive services. The state intends to learn from the pilot how to create further integration across state agencies and programs and how to sustain the changes.

Below is a graphic representation of the system Rhode Island is planning to create:



From this two-tiered systems change and program design, RI will be able to test whether a) using work readiness, work experiences, and career coaching as on-ramps tools to career pathways create better employment and retention outcomes than having no on-ramp services ; and b) organizing the system around career pathways produces better outcomes. Specifically, Rhode Island is interested in achieving the following outcomes and impacts:

Systems outcomes after three years include:

- Transparent career pathways maps published on the web, tested through the pilot, and later utilized by at least four state agencies in their programs and services:
  - One gap in each career pathway is identified and filled with new funding and/or programming
  - One new partnership or service coordination agreement created in each career pathway
- Braided funding for the one-stop pilot secured from at least four funding sources; interagency agreements that allow for integrated funding that meet policy and regulatory requirements for each funding stream and agency:
  - Needed waivers are obtained and related policy adjustments are instituted
  - Local and/or state policies adjusted to allow for braided funding
  - Re-alignment of a portion of RI workforce dollars to support career pathways
- Agency partners’ efforts are aligned to remove duplication.
- Establishment of clear on-ramps within the career centers that equip workers with work readiness and the opportunity to demonstrate their work readiness.
- Implementation of a statewide work readiness credential.
- Employers accept work readiness credential and participate in work experience credentialing.
- Establishment of statewide work experience standards and processes that are used by at least four state or local agencies.
- Resource plan for improving social services and workforce linkages; change in at least 3 policies or programs to improve those connections.
- Data dashboard used across state by partners to evaluate system performance.



The credential will first be piloted through the One-Stop career centers, and later be expanded to a statewide credential that will be utilized by employers and the K-12, post-secondary, career and technical education, adult education, skills training, and post-secondary systems.

This Request for Proposals seeks qualified bidders to provide the on-line assessment portion of the credential. Bidders will be expected to provide pricing for the credential, marketing, on-line training, and related infrastructure and program development costs for piloting the credentialing system in two One Stops and expanding the credentialing system statewide over 2 years. In addition, bidders may include as part of their proposal, curriculum (of up to 40 hours) for instructor-led classroom-based training for job seekers to prepare them to take the credentialing assessment. *Please note that if the bidder does not have a classroom-based curriculum for job seekers preparing for the credentialing assessment, it will not be a factor in the Department's consideration; the Department would then release a separate RFP for that curriculum development.*

Bidders will also be expected to work in tandem with the state on the development of the Work Experience Credential so that the two are aligned and linked in competencies and structure. For purposes of this RFP, bidders can expect that this section of work will require a weekly meeting for several months as well as a limited amount of additional work to align the credential. The Department will work with the successful bidder to adjust the contract as needed should this portion of work exceed these parameters.

## SCOPE OF WORK

The scope of the Successful Contractor's efforts in this On Ramps to Career Pathways Work Readiness Credentialing Project focuses on one or more of the following items:

- 1) Providing and implementing a work readiness credential that includes one or both of the following:
  - a. Work Readiness Assessment and Credential
  - b. Soft Skills Assessment and Credential
- 2) Providing and implementing related curriculum, training and supports to enable the successful utilization of the credential.

Bidders may propose to provide all of the above items or select items.

The scope of work includes the following activities and deliverables. The Successful Contractor may suggest an alternative approach or set of activities within their proposal along with their rationale for how the proposed approach will better achieve the goals of the project.

### Project Management

- Work with the On Ramps to Career Pathways Implementation Leadership Team and the Work Readiness Credential Project team to finalize the scope and goals of the effort and define the plan for both the pilot and statewide implementation of the certification process.
- Develop a plan and process for the pilot and statewide implementation of the certification process in partnership with the On Ramps to Career Pathways Implementation Leadership Team and the WRC Project Team.
- Work to align the work readiness on-line credentialing assessment with the work experience certificate under development.

### Work Readiness Credential

Provide a nationally recognized work readiness credential with all or most of the specifications noted on page 7 as criteria for choosing a credential.

### Hands-On Training Curriculum

*Please note: If bidders have a curriculum, this should be included in the proposal; if bidders do not, this will not be a factor in the Department's decision.*

- Provide a training curriculum for job seekers of up to 40 hours that supports learning related to the assessment competencies. Note: The curriculum must be contextualized to improve literacy and math skills related to the workplace, offered tiered or progressive curriculum based on literacy level and/skill development, and be accessible down to at least a 3<sup>rd</sup> grade reading level.
- Provide three train-the-trainer sessions on the curriculum as well as a train-the-trainer manual.

### Implementation Support

- Work with up to twenty assessment sites to install and train staff in using the assessment software and any related technology.
- Provide marketing materials and a marketing strategy to employers, for both the initial pilot and ongoing expansion.
- Provide optional on-site marketing work with chambers of commerce, employer association meetings, and individual employer meetings.
- Work with the WRC Project Team to operationalize the plan for building capacity and management of the credentialing process for both the pilot and the statewide expansion including but not limited to: training staff, updating policies and procedures, forms, tracking, portability and data systems, and other required infrastructure.

### **Timeframe for deliverables**

The Department anticipates the following timeline:

|  |                  |
|--|------------------|
| Delivery of curriculum related to credential (if provided) | June 2013        |
| Credential software and related materials                  | June 2013        |
| Beta test of systems                                       | July/August 2013 |
| Training of staff in curriculum and credential             | July/August 2013 |
| Pilot Launch of credential and training                    | September 2013   |

The Department and collaborating agencies recognize that external factors outside the contractor's control could affect the contractor's ability to deliver products on time. In that event, the timelines can be renegotiated with the state.

## **CRITERIA FOR SELECTING WORK READINESS CREDENTIAL PARTNER**

The Department of Labor and Training will assemble a team of reviewers who will read and score the proposals and make recommendations to the Director of the Department of Labor and Training, who has the final authority to select the business process consultant. Please see page 17 for a description of the process.

The following are the criteria that will be used by the Department of Labor and Training and its partners (Governor's Workforce Board, Department of Education, Department of Human Services, and Community College of Rhode Island). Successful bidders will meet as many of the criteria as possible. While not every vendor will meet all of the desired criteria, the Department will use its full criteria to evaluate bidder's responses.

- **Alignment of the work readiness credential to criteria detailed on page 8.** The tool must most of the criteria outlined, including reaching low-literacy populations, assessing for work readiness skills, having an on-line curriculum component, having portability, and include a database of credentialed individuals that is portable to

other systems. While not every system will have all of the desired characteristics, the Department will use the full criteria to evaluate bidder's responses.

- **Experience and Technical Expertise:** The proposer must demonstrate that they have the experience to guide the launch of the certification process with the appropriate tool, professional development, capacity building and management practices as solicited by this Request for Proposals. The proposer must demonstrate that they can address the credentialing criteria as outlined. Preferences will be given to Proposers who have documented experience with successful implementation of WRC process that has been accepted by the business sector and increased the employment and retention levels of job seekers.
- **Project launch experience and subject matter knowledge:** The proposer must demonstrate that the proposed project lead brings ample WRC launch and training expertise as well as management experience to guide statewide implementation.
- **Completeness and relevance of response:** Responses should address all areas requested in this RFP.
- **Cost:** Proposers will be evaluated on their pricing proposal as well as on the cost of their proposal in comparison to other Proposers.
- **References:** Proposers should provide a minimum of three (3) public sector client references similar in scope as services being requested who can discuss their experiences working with the proposer's organization.

## CRITERIA FOR THE WORK READINESS CREDENTIAL AND CURRICULUM

Rhode Island is interested in procuring a work readiness credential that will provide a standard that certifies for employers a level of competency and work readiness. Additionally, the state understands the critical need for related training, infrastructure and other supports to launch a successful credential. As such, the Department will evaluate the proposed work readiness credentials based on the following criteria. Successful bidders will meet as many of the criteria as possible. While not every vendor will meet all of the desired criteria, the Department will use the criteria below to evaluate bidder's responses.

### Work Readiness Credential Criteria

- Is demonstrated as recognized by employers as valuable.
- Provides a credentialing assessment that is accessible at a 6<sup>th</sup> grade literacy level.
- Has a pre-assessment to determine initial ability to pass the credential.
- Uses a computer-based assessment for the credential.
- Can be utilized by the entire workforce system, including K-12, post-secondary, career and technical education, adult education, and skills training.
- Can be tiered.
- Is portable across state lines.
- Is stored in a data system that can be transferred to Rhode Island's data systems and individual participant portfolios within that system.
- Is ADA compliant or accessible for those with disabilities, specifically hearing or visual impairment e.g. videos open captioned, screen reader accessible.
- Assesses for the following work readiness and soft skills:
  1. Timeliness, Appearance, and Attitude (motivation, work ethic) Communication, Interpersonal Skills, Customer Service, Situational Judgment and Teamwork

2. Ability to work independently: self-sufficiency, time & stress management, proactive learning
3. Innovation and Adaptability
4. Critical Thinking and Problem Solving Skills
5. Computer skills and digital literacy
6. Leadership potential

### Curriculum Criteria

- Provides a minimum of 40 hours of training for job seekers learning related to the assessment competencies.
- Is contextualized to improve literacy and math skills related to the workplace.
- Is tiered or progressive curriculum based on literacy level and skill development.
- Is accessible down to a 3rd grade literacy level.
- Is ADA compliant or accessible for those with disabilities, specifically hearing or visual impairment e.g. videos open captioned, screen reader accessible.
- Has on-line training for job seekers to support passing the credential or can provide on-line resources that are the equivalent of on-line training support.

## PROJECT BUDGET AND NARRATIVE

The proposal must include a budget and narrative using the attached form. The budget should include a line item budget that includes costs for: Personnel, Fringe Benefits, Materials and Supplies, Communication, Travel, Postage, Copies, Meals/Incidentals, Subcontractors/Consultants and Indirect Charges (capped at 10%)

The proposal must detail the following in the budget narrative:

- 1) Pricing for the work readiness assessment and credential and/or the soft skills assessment and credential that details the following items:
  - a. Cost of the license for the credential with detailed information on how the license operates in terms of usage by assessment sites, by number of users, or other criteria.
  - b. Set-up and ongoing costs for assessment sites, a detailed explanation of the costs associated with each site including a break out of costs for training staff who are delivering assessments. Please provide a specific definition of a assessment site and note specific thresholds (in terms of the number of assessment sites and/or volume of assessment takers) at which discounts will be offered for assessments and assessment center costs.
  - c. Cost of pre-assessments.
  - d. Cost of assessments for the credential, including whether or not there is a fee for a re-assessment of an individual.
  - e. Cost of obtaining the credential.
  - f. Costs for data storage, transferring data to Rhode Island's data systems and other data related costs on an annual basis.
  - g. Any other costs pertaining to the credential that are relevant and or potential costs associated with the customization of your product for Rhode Island's needs.
- 2) If applicable, pricing for the curriculum, training and supports to enable the successful utilization of the credential that details the following items:
  - a. Set-up and ongoing costs for training sites, a detailed explanation of the costs associated with each site including a break out of costs for training staff who are delivering training and the cost of curriculum and what services are included in those fees. Note: it is possible that Rhode Island could use a distributed network of community-based adult education providers, career and technical schools and the one stops to

deliver work readiness training to help residents prepare for the credentialing assessment. These training sites may or may not also be assessment sites. Please provide a specific definitions of a training site and note specific thresholds (in terms of the number of training sites) at which discounts will be offered for training resources and training site costs.

- 3) Proposed pricing schedule for each of the following scenarios with a break out of costs by components (credentialing costs, training costs, assessment site costs). If you are not proposing to provide a training curriculum for job seekers, provide a pricing schedule for the assessment component only.
- Scenario 1: 1000 job seekers taking the credentialing assessment, 2 training sites, 2 assessment sites
  - Scenario 2: 2500 job seekers taking the credentialing assessment, 10 training sites, 4 assessment sites
  - Scenario 3: 5000 job seekers taking the credentialing assessment, 20 training sites, 8 assessment sites

Please include the cost of items 1-2(a) through 1-2(g) in your pricing information.

### 3) Cost related to marketing the credential.

The proposer must provide detail showing how the total proposed cost of each was derived including a unit cost measurement for each item. The budget narrative must clearly specify the staff who will be dedicated to the project and the amount of time budgeted for each staff person. All costs included in the budget narrative must be reasonable and appropriate to the project timeline and deliverables. All budgets will be evaluated on the basis of cost-effectiveness in relation to the provision of consistent, high-quality services and a credentialing tool that meets the outcomes of the project.

## REQUIREMENTS FOR SUBMISSION

### Eligible Bidders and Subcontractors

Proposing organizations may be public, private or not-for-profit entities.

### Format Requirements

Each proposal must contain all required documents identified and physically adhere to the following:

- Must be printed on 8.5" x 11" plain white paper
- Must be single spaced in 12 point Times New Roman or Arial font
- Each page must have a one-inch margin
- Each page must be single sided
- Pages must be sequentially numbered
- Must submit one (1) original proposal marked "Original" and manually signed by officials authorized to represent and bind applicants
- Include ten (10) copies and one (1) pdf of the entire proposal emailed to dtremblay@dlt.ri.gov. The files must be compatible with Microsoft Word and Excel.

### Proposal Components

- Proposal Cover Form (Please see page 18)
- Table of contents
- Executive summary – Limited to two (2) pages
- Proposal Narrative – Limited to ten (10) pages
- Budget narrative - Limited to two (2) pages

- Three references from entities that have implemented the vendor’s work readiness credential, with preferably one from a state. Please include at least 1 reference from a public sector client.
- Attachments
  - Project Team Organizational Chart
  - Resumes of Key Staff
  - For non-profit organizations only:
    - List of board of directors, officers and their affiliations.
    - Most recent audited financial statement for your organization.
    - IRS Determination Letter indicating your tax-exempt status and tax identification number, if applicable.

## Submission

DLT must receive all sealed proposals no later than 12:00 p.m. EST, April 11, 2013. Regardless of postmark or arrival, (if hand delivered), proposals received after the due date and time will not be considered. Proposals may be submitted by U.S. mail, other mail carrier services, or hand delivered. Faxed or e-mailed proposals will NOT be accepted. Untimely proposals are not eligible for appeal. The applicant is solely responsible for assuring that everything sent to DLT arrives completely, legibly and on time.

Deliver proposals to:

David Tremblay  
 Department of Labor and Training  
 State Workforce Investment Office  
 1511 Pontiac Avenue  
 Cranston, RI 02920

## Questions

Please note that procurement policies mandate that staff of the Department of Labor and Training will not be allowed to discuss the RFP, but questions are allowed and must be submitted via e-mail, no later than 12:00 p.m. Noon EST on March 7, 2013 . Please note “On-Ramps Work Readiness Credential RFP Question” in the subject line of the e-mail and submit to [dtremblay@dlt.ri.gov](mailto:dtremblay@dlt.ri.gov). All questions and answers will be posted to the following website: [www.dlt.ri.gov/SWIO](http://www.dlt.ri.gov/SWIO) by March 12, 2013.

## RFP Timeline

|                                 |                     |
|---------------------------------|---------------------|
| Request for Proposals Released  | March 14, 2013      |
| Questions due to DLT            | March 20, 2013      |
| Responses posted on DLT website | March 25, 2013      |
| Responses due                   | 12:00 noon April 11 |
| Interviews                      | April 16, 2013      |
| Decision Announced              | April 19, 2013      |
| Contract Start Date             | May 1, 2013         |

## Evaluation Process

The evaluation process will include the following steps:

1. Staff from agencies participating in the initiative will review each proposal to ensure that they meet the mandatory requirements.
2. Proposals that complete minimum proposal requirements will be distributed to the review team for scoring. The minimum proposal requirements consist of :
  - Submitted on time;
  - Signed by the signatory authority of the respondent organization;
  - Respondent is not debarred, suspended, or voluntarily excluded from receipt of federal funds;
  - Proposal is appropriately formatted as provided in this RFP.
3. All proposals will be read and scored by each review team member. The review team committee will meet to discuss and work to establish a recommendation for funding.
4. The selected proposal will be recommended to the Rhode Island Department of Labor and Training on April 9.

## Proposal Cover Form and Summary

Please complete the Cover Form below and provide a brief summary of your proposed evaluation plan. The Cover form must be signed by an official authorized to submit the Proposal.

|                                    |  |
|------------------------------------|--|
| <b>Lead Organization:</b>          |  |
| FEIN:                              |  |
| Address:                           |  |
| Name of Authorized Official/Title: |  |
| Telephone:                         |  |
| Fax:                               |  |
| E-mail Address:                    |  |
| Proposal Contact Person/Title:     |  |
| Telephone:                         |  |
| Fax:                               |  |
| E-mail Address:                    |  |
| Summary of Proposed Project Plan:  |  |

The authorized official from the lead fiscal agency must sign both the application and the contract. This person must also be listed as the "AUTHORIZED OFFICIAL" in the Contact Information section of the Cover Form. I certify that all information contained in this proposal is true and accurate and understand that falsification of information may be cause for non-review or award revocation. I certify that the applicant organization is in compliance with all contributions, payment in lieu of contributions, interest or penalty charges due under Rhode Island unemployment law, in good standing with Workforce Regulation and Safety and has not been debarred from contracting with any agency that administers Federal funds.

|   |
|---|
| <b>SIGNATURE OF AUTHORIZED OFFICIAL</b> |
|   |

## Proposal Narrative Requirements

Proposals will be evaluated on the basis of the quality of the proposal and congruence with the goals and criteria of this Request for Proposals. The narrative portion of the proposal (not counting the budget narrative) must be **no more than 10 pages**, single-spaced, in 12-point font. Assemble your proposal narrative in the order in which each requirement is presented below.

### PART ONE: PROJECT APPROACH AND PROPOSED DESIGN

#### 1. Description of the credential and/or curriculum (25 points)

- A) Please provide a detailed description of the proposed work readiness credential, including:
- The competencies for which the credential assesses and a matrix showing how they align with the desired Rhode Island competencies.
  - The structure of the credential, including incremental levels.
  - Baseline literacy levels needed to take the credentialing assessment including data or analysis on the credentialing rates of lower literacy job seekers. If data, cannot be provided, please provide detailed information of outcomes from other states in this area.
  - The process through which an individual moves to obtain the credential.
  - The data system through which the credential is stored, and the process by which credentials can be transferred to other systems.
  - How the credential is ADA compliant or accessible for those with disabilities, specifically hearing or visual impairment e.g. videos open captioned, screen reader accessible.
- B) Please provide a detailed description of the proposed infrastructure for supporting the credential, including:
- Computer specifications for credential assessment.
  - On-line training resources to support individuals preparing for the credential.
  - Training support for assessment sites and process for certifying assessment sites.
- C) Please describe the curriculum (existing or to be developed) for face-to-face training, including:
- The training theory underlying the curriculum.
  - The materials that will be developed or provided.
  - How the curriculum/training materials are ADA compliant or accessible for those with disabilities, specifically hearing or visual impairment e.g. videos open captioned, screen reader accessible.
  - For firms submitting only for the curriculum development, please describe how you will use the competencies within the credential to develop curriculum.

#### 2. Process to implement the work readiness credential (20 points)

A) Please describe in detail the process and strategy for deploying the work readiness credential in Rhode Island. Include a description of the process you have used in other states or communities to deploy the work readiness credential. Include a discussion of what the key factors are for success in adoption of the credential by employers and other

stakeholders.

B) Please discuss the strategy for promoting the credential within the state, particularly with employers. What infrastructure is necessary and what role will your firm play in creating that infrastructure and deploying a promotional strategy? What materials are available or will be developed to market the credential to employers?

C) Please articulate how you would measure the success of this project.

### 3. Analysis of challenges (5 points)

Please identify at least three challenges that you anticipate with this initiative and explain how you would address them, and include a description of experience you have had with similar challenges and the outcome of that work.

## PART TWO: ORGANIZATIONAL EXPERIENCE

### 4. Organizational Description and Qualifications (5 points)

Provide a concise description of your organization, its areas of expertise, and history.

### 5. Technical Capacity (20 points)

- A. Please demonstrate that your organization has ample work readiness credential expertise and experience in the public sector as well as operational best practice knowledge related to the project.
- B. Provide information on how widely the credential is in use (states, localities); the aggregate number of certificates earned, and the number earned in 2012.
- C. Describe at least two other localities, preferably states, in which you have implemented the credential. Include information on the stakeholders involved, the timeline for implementation, lessons learned, and the results (number of assessment sites, number of assessment takers, number of credentials, use of on-line resources, employer satisfaction surveys)
- D. Describe your experience working with industries or employers to adopt the credential, including a specific example from at least one employer or industry. Include experience on marketing the credential to employers and provide at least two lessons learned from this work.

### 6. Staffing (10 points)

Using the table below, provide a description of all staff that will be responsible for implementing the business process redesign and the responsibilities they will have. Add more rows as needed. Please attach resumes of key staff along with an organizational chart that depicts the team you would assign to this project.

| Staff Person Name and Title | Role/Responsibilities | Past Experience with Work Readiness Credential and Public Sector Work Environments |
|-----------------------------|-----------------------|--|
|                             |                       |  |
|                             |                       |  |
|                             |                       |  |
|                             |                       |  |

9. Budget: (15 points): Please submit a budget and budget narrative using the guidelines on pages 9 and 15.

## TECHNICAL REQUIREMENTS

### Governing Authority

Acceptable proposals must meet the specifications contained in SGA/DFA PY-11-05 – Catalog of Federal Domestic Assistance (CFDA) Number: 17.283 and all applicable statutes, regulations, policies and procedures. It is the applicant's responsibility to familiarize themselves with these and other relevant documents and any subsequent changes.

### Type of Contract

The contract(s) awarded through this RFP will be cost reimbursement only. For the purpose of this RFP, applicants must develop a budget defining anticipated costs associated with the delivery of the proposed service plan.

### Funding

DLT will make funding available from the Department of Labor Workforce Innovation Fund as authorized under Department of Labor ETA - SGA/DFA PY-11-05 – Catalog of Federal Domestic Assistance (CFDA) Applicant responses must include a reasonable total cost for delivering the services described in this RFP.

### Funding Period

The funding period for contract(s) awarded under this RFP is from April **15, 2013 through June 30, 2015** provided service provider performance remains acceptable during this period.

### Financial Capability

Applicants must:

- Maintain fiscal controls, accounting procedures and financial reporting in accordance with generally accepted accounting principles,
- Demonstrate sound financial practices, and
- Provide evidence of continued financial stability.

Applicants must keep separate accounting records to ensure accurate and appropriate reporting of contract expenditures. Costs must be tracked in sufficient detail to determine compliance with contract requirements and ensure funds are being and have been lawfully spent. Successful applicants will be required to submit all appropriate documents to identify their policies and procedures to assure compliance.

### THE FOLLOWING ADDITIONAL INFORMATION CAN BE LOCATED ON THE DLT WEBSITE:

1. Rhode Island Response to the Workforce Innovation Fund Solicitation
  - Abstract
  - Technical Proposal
  - Logic Model
  - Memorandum of Understanding
  - Evaluation Proposal
2. Evaluation Plan Improvement Guide from the US Department of Labor for RIDLT

### 3. Sample Confidentiality Agreement

### 4. Workforce Innovation Fund Solicitation # SGA/DFA PY-11-05

## INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- 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 Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the Department of Labor and Training.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Department of Labor and Training at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Department of Labor and Training.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation 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 will be a requirement only of the successful bidder(s).
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public record, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

- Selection of a bidder for this award does not constitute approval of the application as submitted. Before the actual contract is executed, we may enter into negotiations about such items as staffing and funding levels, etc.
- The State reserves the right to accept or reject any or all proposals received as a result of this request or to cancel in part or its entirety this RFP, if it is in the best interest of the State to do so. In addition, the State reserves the right to waive any and all requirements of the RFP.
- The State reserves the right not to fund any proposal solely due to the submission of the lowest cost or receipt of the highest ranking. All contract awards are subject to the availability of Federal funds and the execution of a contract that is acceptable to both the selected respondent and the State.
- The State of Rhode Island has a goal of ten percent (10%) participation by Minority Business Enterprise's (MBE) in all State procurements. For further information, visit the website [www.rimbe.org](http://www.rimbe.org) . To speak with an M.B.E. Officer, call (401) 457-8253.
- Any respondent who has submitted a response to this RFP may appeal an award announcement. The process for appealing an award is as follows:

All protests, appeals or complaints must be submitted in writing to the Department of Labor and Training within five (5) working days of the award announcement addressed to the Administrator of the State Workforce Investment Office for review and to determine merit. In order for an appeal to be found to have merit it must show that a substantial portion of the RFP process or Federal procurement guidelines was violated. Only appeals that cite the specific section(s) of the RFP that have been violated will be considered.

If protests, appeals or complaints are found to have merit, the appeal will be evaluated by the Director of the Department of Labor and Training. The decision made by the Director of DLT will be final.

Appeals received after the established deadline will not be accepted. Appeals may not dispute a particular score received by the petitioning agency, or the scores assigned to a competing agency. The scores awarded are final and are not subject to question by an appealing agency.

- Interested parties are instructed to peruse the Department of Labor and Training web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- Equal Employment Opportunity (RIGL 28-5.1)  
 § 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 in all areas where the state dollar is spent, in employment, public service, grants and financial

assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090.

## BUDGET WORKSHEET

| Item  | Proposed Project Budget |
|---|-------------------------|
| <b><i>Personnel</i></b>   |                         |
| A. Personnel  |                         |
| B. Fringe   |                         |
| <b><i>C. Total Personnel (A+B)</i></b>  |                         |
| <b><i>Non-Personnel</i></b>   |                         |
| D. Communications   |                         |
| E. Copies   |                         |
| F. Materials and Supplies   |                         |
| G. Postage  |                         |
| H. Travel   |                         |
| I. Meals and Incidentals  |                         |
| <b><i>J. Total Non-Personnel (D-I)</i></b>                                    |                         |
| <b><i>K. Total Direct Costs (C+J)</i></b>                                     |                         |
| <b><i>L. Indirect Costs</i></b>   |                         |
| <b><i>M. Total Direct and Indirect Costs (K+L)</i></b>                        |                         |
| <b><i>Subcontracts/Consultants (list below by subcontract/consultant)</i></b> |                         |
| <i>Subcontract 1</i>  |                         |
| <i>Etc.</i>   |                         |
| <b><i>N. Total Subcontracts/Consultants</i></b>                               |                         |
| <b>Grant Total (M+N)</b>  |                         |