



**Request for Proposals
Eastern Indiana Works Muncie YouthBuild**

**Release Date: Friday, May 13, 2022
Proposal Submission Deadline: Friday, June 3, 2022, by 4:00pm EST
Contract Period: June 20, 2022 through August 31, 2025**

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Purpose of RFP

Alliance for Strategic Growth, Inc., doing business as Eastern Indiana Works, serves as a pass-through entity for a myriad of employment and training programs in Economic Growth Region 6 (EGR 6) using a variety of state and federal grant resources, including the US DOL Awarded YouthBuild Grant.

Grant funds for this RFP are awarded based on the grant proposal submitted and chosen for award by US DOL. This Request for Proposal (RFP) solicits proposals for the delivery of the Muncie YouthBuild Initiative. Muncie YouthBuild is focused on providing a pre-apprenticeship program model in the construction field that encompasses education, occupational skills training, leadership development, and high-quality post-program placement opportunities to youth. Contracts awarded are anticipated to commence June 20, 2022, and continue through August 31, 2025, contingent upon available funding.

About Eastern Indiana Works/ASG

Eastern Indiana Works /ASG provide strategic leadership, oversight, and content delivery to the Economic Growth Region 6 (EGR6). EGR6 has been structured by the Governor of Indiana in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), and serves the Eastern Indiana counties of Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union, and Wayne. Eastern Indiana Works/ASG is designated by the Economic Growth Region 6 Chief Elected Officials Executive Council to serve as the Eastern Indiana Works/Workforce Development Board. Eastern Indiana Works/ASG strives to prepare the Eastern Indiana workforce for high-demand, high-wage employment, and convenes regional private/public partners to provide funding for credential, certificate and degree programs that empower job seekers to meet the current and future workforce needs of Eastern Indiana Employers.

Eastern Indiana Works/ASG's mission and vision align with the intent of WIOA through the following commitments:

ENGAGE Employers- to gather real-time workforce demand data.

CONVENE Partners- convenes Economic Development, Education and Training Provider Partners to design and implement data-driven, cost-effective, employer-demanded workforce training.

ALIGN Resources- to fund data-driven, cost-effective, employer-demanded training.

EMPOWER the Workforce- empowers the current and future Eastern Indiana workforce with targeted training opportunities that prepare participants with opportunities for high-demand, high-wage jobs.

Bidding organizations should know that Eastern Indiana Works/ASG intends to be as inclusive as possible in this solicitation. The goal is to receive a wide variety of high quality, innovative proposals that meet the workforce development needs of the emerging workforce in EGR 6. The resulting contract with the successful bidder will be for a one-year period. Based on performance, Eastern Indiana Works/ASG may elect to renew the contract for up to two additional years.

The current Eastern Indiana Works/ASG Region 6 Organizational Chart is available as Attachment 1 of this document.

Who is Eligible to Apply

Government, business, non-profit, educational institutions, and faith-based organizations are eligible to apply for WIOA funding. WIOA fiscal and administrative management and performance outcomes are rigorously and regularly monitored by Eastern Indiana Works/ASG.

For this grant funding opportunity, Eastern Indiana Works/ASG will consider sole organization applicants, serving as lead and fiscal agent, and applicant will not subcontract.

Procurement Timeline

RFP Release Date: **Friday, May 13, 2022**

RFP Questions & Answers due: Wednesday, May 18, 2022

RFP Q&A Responses posted to www.easternindianaworks.org

Proposal Packages Due- no later than June 3, 2022, 4:00pm EST

Contract Negotiations with selected provider: June 8, 2022

Beginning Implementation of Muncie YouthBuild June 2022

RFP Funding Categories

Bidders should know that funding comes from multiple sources including DOL YouthBuild, WIOA, and other federal and non-federal entities. The federal percentage of costs to this program amounts to 86% with a total of \$1,261,030.00 in federal dollars allotted to the project as well as 14% of non-federal dollars amounting to \$204,114 non-

federal dollars funding this program. Bidders should use the funding estimate below for their proposals. The estimate is provided solely for the purpose of offering guidance to bidders in preparing budget and cost proposals. The final contract amount will be negotiated between Eastern Indiana Works/ASG and the successful bidder. Final contract amount will be based upon the amount of funding available for Muncie YouthBuild Initiatives in the Muncie Area. Estimated total contract amount is capped at \$675,000.00. Approximately \$331,550 for work-based learning, \$130,944 for occupational skills training, \$145,288 for supportive services, \$2,340 for travel, \$7,400 for supplies, \$178,384 for staffing (split evenly over YouthBuild & WIOA) and the remainder for administration, etc. Again, this funding is an estimate and is contingent on actual awarded YouthBuild funding levels.

RFP Questions and Answers

Beginning with the release of this RFP and continuing through Wednesday, May 18, 2022, 12:00 pm (EST), bidders may submit questions electronically to Rebecca Jennings, Associate Director of Strategic Initiatives, rijennings@easternindianaworks.org. Questions will not be answered over the phone, in person, via email, or directly to inquiring parties in any form. A question-and-answer page will be updated and posted on the website on a rolling basis at www.easternindianaworks.org.

Submission is Final

Unless specifically requested by Eastern Indiana Works/ASG, changes and/or amendments to the originally submitted proposal will not be considered. In addition, Eastern Indiana Works/ASG reserves the right to: (1) amend or withdraw this RFP at any time, (2) reject any and all proposals, and (3) re-issue this RFP if necessary.

Right to Appeal

Bidders have the right to appeal any action or decision related to this RFP. Appeals must be submitted to Eastern Indiana Works/ASG and will be reviewed and investigated by the Executive Board. If a bidder wishes to appeal, a letter of inquiry must be submitted in writing within fifteen (15) calendar days of the date of the notice of non-award. Letters must detail the specific appeal and can include additional documentation as deemed necessary by the nature of the appeal. Letters should be addressed to:

Attn: Lyndsey Hellems, Executive Vice President

Address: Alliance for Strategic Growth, 3310 W Fox Ridge Lane, Ste. A, Muncie, IN 47304

The decision of the Workforce Development Board in such situations shall be final.

RFP Provisions and Expectations

Bidding organizations must assure that they will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act of 2014; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The RO also assures that it will comply with 29 CFR Part 38 final rule and all other regulations implementing the laws listed above. This assurance applies to the WIOA Title I financially assisted program or activity, and to all agreements to carry out the WIOA Title I financially assisted program or activity. This WIOA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a bid all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.

The successful bidder also assures that if awarded a contract, it will comply with Regional, State and Federal program and financial monitoring requirements. This means that the bidder will make available required information (both program and financial) as is required to satisfy local, state, and federal monitoring expectations. In addition, bidders are required to maintain all WIOA records for three years.

Bidding organizations should note that specifications in this RFP may change based on issuance of State or Federal policy. Eastern Indiana Works/ASG will work with successful bidders to implement any changes required by the State or the Federal Department of Labor. By submitting a proposal, the bidder agrees to work cooperatively with Eastern Indiana Works/ASG to comply with any required subsequent changes.

Important Notes for Bidders

This RFP does not commit Eastern Indiana Works/ASG to award a contract. Eastern Indiana Works/ASG reserves the right to accept or reject any or all proposals received, and to accept or reject portions of proposals received.

Eastern Indiana Works/ASG may award more or fewer dollars to any budget proposal, unless the bidder qualifies its proposal by specific limitations. All awards are contingent upon fund availability.

All awards are contingent upon demonstrated administrative capacity of the bidder, as determined by Eastern Indiana Works/ASG. No costs will be paid to cover the expense of preparing a proposal or negotiating a contract for services.

Proposers are advised that most documents in the possession Eastern Indiana Works/ASG are considered public records and are subject to disclosure under Federal and State public records laws.

Eastern Indiana Works/ASG Contact Information

For the purpose of this solicitation, the final proposal submission should be directed to Eastern Indiana Works/ASG electronically to:

Attn: Lyndsey Hellems, Executive Vice President

Email: lhellems@easternindianaworks.org

Website: www.easternindianaworks.org

Bidders are responsible to check the webpage frequently to stay informed throughout the procurement process.

Overview of RFP

Eastern Indiana Works/ASG is issuing this Request for Proposals (RFP) to procure a service provider to deliver Muncie YouthBuild career services activities. Eastern Indiana Works/ASG is seeking partnerships with organizations that can demonstrate a measurable, positive impact. Organizations are invited to respond to this Request for Proposal (RFP) as an important step toward building a network of integrated services.

Please see attached Project Narrative for Overview of RFP as Attachment 1

WIOA Performance Outcomes

The selected bidder(s) are expected to establish and maintain program performance standards that:

- Assure that negotiated performance measures are met or exceeded;
- Promote accountability and transparency, and;

- Maximize return on investment of federal resources;
- Utilize state’s case management system for performance tracking.

WIOA Performance measures are defined in the following chart:

WIOA Performance Measure	Definition
Entered Employment	The percentage of participants who are placed in unsubsidized employment during the second quarter after exit
Employment Retention	The percentage of participants who are placed in unsubsidized employment in the fourth quarter after exit
Median Earnings	The median earnings of participants who are in the second quarter after exit
Credentials	The percentage of participants who obtain recognized postsecondary credential or secondary school diploma/GED within one year after exit from the program
Skill Gains	The percentage of participants enrolled in training or education program who show documented skills gains during a program year

The period of performance is May 2, 2022 through August 31, 2025. The negotiated performance measures for the period of performance are as follows:

Proposed WIOA Performance Outcome	Goal
Enrollment	44 participants
Placement into Employment or Education 2 nd Qtr. After Exit	75%
Placement Into Employment or Education 4 th Qtr. After Exit	73%
Median Earning	\$4,000
Credential Attainment	80%
Measurable Skills Gains	75%
Effectiveness in Serving Employers	73%

Proposal Narrative

All proposals must be received by Friday June 3, 2022, no later than 4:00pm EST. No proposals submitted after the due date will be reviewed.

The proposal should be organized in the order in which the requirements are presented in this RFP, with a table of contents which cross-references the RFP requirements. The Executive Summary and Proposal Narrative must be submitted in the following format:

- 8 ½” x 11” plain white paper
- One-inch margins on each side
- Minimum 12-point font
- Double spaced
- Sections and subsections labeled
- 20 pages maximum, excluding the cover page, table of contents, executive summary, and requested attachments
- Number the pages of the proposal narrative consecutively in “Page x of x” format. Attachments need not be numbered.

Proposals should be assembled in the following order:

- Cover Sheet (Included as an attachment to this RFP)
- Table of Contents
- Executive Summary (No more than 2 pages)
- Proposal Narrative
- Attachments
 - Attachment 1 – Proposal Cover Sheet
 - Attachment 2- Budget Worksheet
 - Attachment 3 – Non-Collusion Affidavit
 - Attachment 4 – Assurances & Certifications Form
 - Attachment 5 – Proof of Non-Profit Status OR if For-profit provide Certificate of Good Standing
 - Attachment 6 – Audited Financial Statements
 - Attachment 7 – Board of Directors with company names and titles

Eastern Indiana Works/ASG is requesting that proposals be submitted in electronic format. Eastern Indiana Works/ASG will provide a secure electronic SharePoint folder for that entity to provide all required documents. Each file should include the entities name and the document title. No late proposals will be reviewed. Request access to SharePoint folder from Rebecca Jennings, Associate Director of Strategic Initiatives via email rjennings@easternindianaworks.org

Proposal narrative responses should address the specific questions and be answered in a clear and concise manner. Bidders are encouraged to use bullet points and embed

charts or graphs when possible. Bidders should not include references to any attachments that are not specifically requested. Any superfluous attachments referenced in the proposal narrative or attached to the proposal will not be reviewed.

ORGANIZATIONAL BACKGROUND AND CAPACITY

All bidders are instructed to provide the following information about their organization:

1. Brief history of the organization.
2. Description of the organization's qualifications related to the delivery of the required youth service components.
3. Overview of the organization's staffing and management structure, including an organization chart that depicts levels of staff responsibility and division of work.
4. Staff experience and specialized WIOA Youth workforce system knowledge. If your organization has not provided WIOA services, please provide the same information for programs that are comparable to the WIOA services you are proposing.
5. The organization's ongoing staff development plan to engage staff in gaining knowledge, skills, and abilities to better serve customers.
6. Grant recipient and fiscal agent role, and the organization's experience in managing Federal, State, and other public funds, and experience in fund accounting; and
7. Three (3) examples of successful systemic or programmatic workforce system delivery improvements the organization have initiated or driven.

PAST PERFORMANCE HISTORY

All bidders are instructed to provide the following information about the organization's past performance outcomes, by providing specific examples and/or performance data for the past three to five (3 – 5) years in the following areas:

1. Evidence of the organization's ability to meet program performance goals and objectives in delivering workforce services to customers.
2. Evidence of the organization's track record in recruiting customers eligible to receive services.
3. Evidence of the organization's success in using data entry systems to capture service delivery data, case notes, and documents in provision of workforce development services; and
4. Evidence of the organization's success in using performance data to drive service design and delivery for continuous program improvements.

PROGRAM MANAGEMENT QUALIFICATIONS

All bidders are instructed to provide the following information about their organization:

1. Ensure staffing plan for program delivery.
2. Ability to deliver employment and other career-readiness services and support to at-risk youth who are enrolled in MYB.
3. Familiarity with WIOA standards, YouthBuild standards, and eligibility for Youth.
4. Ensuring consistent, timely entry of services into all appropriate electronic data/case management systems. What case management system(s) is the organization familiar with or what case management system(s) does the organization have at its disposal?
5. Taking direction from Eastern Indiana Works and working in coordination with MYB partners to meeting MYB goals.
6. Supporting candidates in accessing appropriate non-workforce services available in the community.

FINANCIAL MANAGEMENT

1. Provide an overview of your administrative and financial management capabilities as they relate to your ability to carry out the services described.
2. Describe your experience with cost reimbursement contracts.
3. Describe your organization's previous experience administering federal, state, and private grants.
4. How will financial information be made available for monitoring and auditing purposes?

PROPOSAL EVALUATION

Each proposal will be reviewed for completeness toward meeting the submittal guidelines. Proposals that are incomplete will not be evaluated further.

Proposals will be scored according to the following matrix:

Proposal Evaluation Scoring Matrix	
Proposal Requirement	Total Points
Organization Background and Qualifications	35
WIOA Youth Services or Similar Performance	35
Financial Management	20
Budget	10
Total	100

REGULATIONS AND REQUIREMENTS

RIGHT TO CANCEL: The Eastern Indiana Works/ASG reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. Eastern Indiana Works/ASG also reserves the right to modify the RFP process and timeline as deemed necessary. Subject to guidance being issued by US Department of Labor and/or Indiana Department of Workforce Development and/or any subsequent sub-awards will be modified to ensure compliance.

AUDIT REQUIREMENTS: The services delivered under this RFP are considered sub-recipient services and will require the selected bidder to comply with audit requirements for federal funds. All bidders must submit a copy of the most recent independent audit and financial statements.

TYPE OF CONTRACT: Proposed costs will be analyzed, and a cost reimbursement contract will be negotiated with a demonstrated performance basis. Payment under a cost reimbursement contract will be based upon actual costs and performance delivery outcomes. For the purposes of responding to this RFP, bidders will develop a line-item budget showing all expected costs associated with delivering the proposed services and a budget narrative explaining the costs. Bidders may not subcontract services described in this proposal without prior written consent.

COMPLIANCE WITH WORKFORCE INNOVATION AND OPPORTUNITY ACT: The selected bidder(s) are required to operate the Workforce Innovation and Opportunity Act (WIOA H.R. 803, Public Law 113-128) in accordance with all applicable current or future federal, state, and local laws, rules, and regulations. As a condition to the award of financial assistance from the Department of Labor, under WIOA the selected bidder will assure that it will comply fully with the nondiscrimination and equal opportunity provisions of as follows: WIOA prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially assisted program or activity

Attachment 1:

Muncie YouthBuild Project Narrative

[Muncie YouthBuild Project Narrative \(1\).pdf](#)

Due Date: Friday, June 3, 2022, 4:00 pm (EST)

Proposal Cover Sheet

Name of Lead Agency/Organization: _____

FEIN: _____

Partnership or Sole Agency: _____

Mailing Address: _____

Contact Person: _____

Telephone: _____ Email: _____

Website: _____

Total Funds Requested: \$ _____	Proposed Expenditures per Service Category:	
	Career Services	\$ _____
	Supportive Services	\$ _____
	Work Experience	\$ _____
	Other Education and Training	\$ _____

To the best of my knowledge and belief, all information in this proposal is true and correct, the document has been duly authorized by the governing body of the applicant.

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Telephone Number

Date

Budget Estimate Worksheet

Organization Name: _____

Line-Item Budget	YouthBuild	WIOA Out of School Youth	Total
Personnel			
Fringe Benefits			
Travel	\$ 2,340.00		\$ 2,340.00
Supplies	\$ 7,400.00		\$ 7,400.00
Training Services	\$ 98,208.00	\$ 32,736.00	\$ 130,944.00
Work Experience	\$ 248,662.00	\$ 82,888.00	\$ 331,550.00
Supportive Services	\$ 132,349.00	\$ 12,938.80	\$ 145,288.00
Profit			
Indirect Charges			
Total			

NON-COLLUSION AFFIDAVIT

State of Indiana

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Eastern Indiana Works/ASG whereby it has paid or will pay to such other respondent or officer of employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting or the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this _____ day of _____, 2022.

Notary Public

County of: _____

Commission Expiration Date: _____

ASSURANCES AND CERTIFICATIONS

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Development Act, Workforce Development Board, and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies, and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, as requested.

Signature of Authorized Representative

Print or Type Name