

DELAWARE DEPARTMENT OF LABOR, DIVISION OF EMPLOYMENT & TRAINING
REQUEST FOR PROPOSAL (RFP)

Information Summary Sheet and Proposal Schedule

Program: Today's Reinvestment Around Industry Needs (TRAIN)
Planning Grants

RFP Issue Date: February 2, 2015

Orientation: February 25, 2015
9:00 A.M.
Buena Vista Conference Center
661 South DuPont Highway
New Castle, DE 19720
(302) 323 – 4430

Proposal will be accepted between: February 2, 2015 and April 1, 2015 no later than 4:00 P.M.

Submission of Proposals: Proposers must submit 3 copies to:
Delaware Department of Labor,
Division of Employment & Training
3rd Floor – Attn: Robin Brinkley-White
4425 N. Market Street
Wilmington, DE. 19802

Note: No electronic or faxed copies of proposals will be accepted. Proposals must be hand delivered or received by mail no later than the date and time specified above.

Period of Performance: 160 days following award notice.

Questions: Questions are encouraged to be asked during the Orientation. Questions may be submitted Rachel Turney via email at Rachel.Turney@state.de.us any time between the Issue Date and the Proposal Due Date. Questions and Answers will be posted at <https://joblink.delaware.gov> in the Quick Links section found on the left side of the page.

EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Assurance

As a condition to the award of financial assistance from the Delaware Workforce Investment Board and the Department of Labor under Title I of WIA, the grant application assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Investment Act of 1998 (WIA), which 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 WIA Title I financially assisted program or activity;

Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

PART A

REQUEST FOR PROPOSAL GUIDANCE

I. PURPOSE

The Delaware Department of Labor, Division of Employment and Training (DOL/DET) with the issuance of this Request for Proposal (RFP) is requesting proposals from qualified individuals and organizations to create Strategic Workforce Training Plans that meet employers' workforce needs, advance the skills of Delaware workers, grow the state's economy, and increase sustainable employment for working families. The purpose of this RFP is to award planning grants to support the convening of stakeholders in order to develop a Strategic Workforce Training Plan. The goals are to:

1. Create a Strategic Workforce Training Plan (see attached Part C)
2. Implement training plans by providing targeted education and training to Delaware workers to ensure Delaware employers have the talent they need to compete and grow.

While this RFP funds planning grants to develop Strategic Workforce Training Plans, it is expected that a separate future RFP (for Implementation Grants) will be issued to solicit proposals to implement Strategic Workforce Training Plans that may or may not be developed with funding awarded under this RFP.

The source of funds that will fund this solicitation are State General Funds appropriated in Fiscal Year 2015 Final Operating Budget Act (SB 255) to the Department of Labor, Division of Employment and Training for Workforce Development as described in Section 271 of the Act.

Other state or federal funds that become available may also be used to fund this solicitation.

II. SOLICITATION

1. The estimated funding available for this solicitation is \$100,000 and is subject to change without notice. This estimate will be used to fund this solicitation. Any funds not awarded or not expended within the performance period may be used to fund future awards for the Implementation Grants or other use as DOL/DET sees fit.
2. No limit on the number of planning grants funded has been set. The number of grants awarded will be determined by the quality of the proposal submitted and available funding.
3. The award amount is capped at a maximum of \$20,000 per grant.
4. The evaluation of proposals will be based on the following elements: (a) composition of applicant group, (b) identified industry or common skill supported by labor market information or other supporting detail, (c) the proposed cost/budget, and (e) proposer past performance. In addition, see section (IV. 7) for enhanced considerations.
5. Funding decisions may be made incrementally at the sole discretion of DOL/DET. Early submission of proposals is encouraged. The review of proposals will discontinue when a total of \$100,000 is awarded. Once all funds have been awarded, a notice will be posted at <https://joblink.delaware.gov> in the Quick Links section found on the left side of the page.

III. DEFINITIONS

For the purposes of this RFP, the following abbreviations or terms have the meanings indicated below:

1. **Community Based Organization** - A private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.
2. **Convener**-An individual or organization that starts the dialogue, assembles a shared set of facts about potential target industries or skills, and reaches out to potential partners. The convener must have credibility with industry and diverse set of program partners. The ideal convener will have the discipline and credibility to let industry partners set their own agenda and chart the course for the partnership, while balancing the interests of all potential partners. As a practical matter, the convener plays a critical project management role, including managing activities, logistics, outreach, coordination and drafting of the Strategic Workforce Training Plan.
3. **Cost Reimbursement Contract** –An agreement that provides for the payment of actual costs incurred to the extent prescribed in the agreement. Instead of paying the contractor to meet all the terms and conditions at a specified price, this type of agreement reimburses the awardee for its best efforts to perform up to the total cost and types of costs authorized in the agreement.
4. **Credential** – A recognized educational diploma, certificate or degree, occupational license, apprenticeship certificate, industry- recognized certification, or award for skills attainment and completion, issued by an approved training provider in the State or third-party credential provider.
5. **Common Skill(s)**- A skill or multiple skills that employers from various industries come together to agree that this common skill is used by workers within their industries. This is not industry specific, but instead used in various industries. For example, supervisory skills and information technology skills.
6. **DOL/DET**- Department of Labor, Division of Employment and Training
7. **High-Demand Occupation** – An occupation that has a significant presence within target industries, is in demand by employers, and pays or leads to payment of a family-sustaining wage.
8. **Identifiable Skill** – The attainment of proficiency in a specific work-related skill that is likely to lead to future job advancement and improvement in an individual’s earning potential.
9. **Implementation Grant** – It is expected that a separate future RFP will be issued to solicit proposals to implement the Strategic Workforce Training Plans that may or may not be developed with funding awarded under this RFP (Planning Grant).
10. **Job Readiness Training** – Training for the purpose of assisting and supporting jobseekers in overcoming individual barriers to employment and developing the skills required by industry necessary to maintain employment and to qualify for skills training opportunities. Job readiness training includes occupational skills development, GED preparation, literacy advancement, financial stability services, including financial coaching, credit counseling, transportation and child care.
11. **Lead Applicant** – The entity designated by the applicant group to serve as the Fiscal Agent for the partnership for the purposes of the Planning Grant. The Lead Applicant is the responsible entity for

producing the end product (Strategic Workforce Training Plan) and meeting the grant requirements. The Lead Applicant can be any of the following:

- Employer
- Nonprofit Organization
- Two or four year institution of higher education
- Industry association
- Labor union
- Local government
- Local or regional economic development entity

12. **Planning Grant** – Awards made from this RFP to provide modest funding to assist awardees in assembling their Strategic Workforce Training Plan, identifying high priority skills and workforce needs of an identified industry or across multiple industries based on data and employers’ experience, and developing solutions to address these high priority skills and workforce gaps or needs.
13. **Planning Grant Applicant Group** – The group of entities applying for Planning Grant funding. This group must include at least two employers and at least one representative from other stakeholders such as nonprofits, community-based organizations, two or four year institutions of higher education, government, regional or local economic development entities, labor unions, K-12 programs, industry associations, philanthropic organizations, other training providers and other relevant partners that are able to identify common workforce needs and develop and implement strategies to meet these common workforce needs.
14. **Strategic Workforce Training Plan**-The final work product produced as a result of awards funded with this RFP. This plan will provide a training plan developed by the planning grant applicant group that addresses the workforce skill needs of the target industry or common skill identified. This plan will be used to request funds for the expected Implementation Grant RFP that will be issued in the future. See Part C Strategic Workforce Training Plan Template attached to this RFP.
15. **Target Industry** – A group of employers closely linked by a common product or service, workforce skills, similar technologies, supply chains, or other economic ties.
16. **Training** – A systematic, planned sequence of instruction or other learning experiences on an individual or group basis under competent supervision which is designed to impart skills, knowledge, or abilities to prepare individuals for unsubsidized employment.

IV. SPECIFIC PROGRAM SOLICITATION

1. Proposals are being solicited to develop a Strategic Workforce Training Plan that either addresses the:
 - a) Workforce skill needs within a targeted industry or
 - b) Workforce skill needs that address a common skill need across industries.
2. Proposals must be submitted by a lead applicant representing a Planning Grant Applicant Group (see Planning Grant Applicant Group definition).

3. The Strategic Workforce Training Plan will be developed by members of the planning grant applicant group and other stakeholders if applicable and be coordinated under the convener.
4. This RFP will award planning grants to support up to a four month planning process to enable the convener to coordinate the planning grant applicant group and other stakeholders to jointly develop the Strategic Workforce Training Plan. At the end of the Planning Grant performance period, awardees will have developed a Strategic Workforce Training Plan to meet the requirements for submittal for the Implementation Grant RFP. (See definition of Strategic Workforce Training Plan)
5. The Implementation Grant will provide funding to selected Strategic Workforce Training Plans developed.
6. A separate RFP will be issued for the Implementation Grants and will be open to all applicants, including those who did not apply for and those who applied but did not receive a Planning Grant under this RFP
7. Enhanced considerations for Planning Grants include:
 - Proposals where the applicant group can 1) demonstrate that they have worked together in the past on a common goal; and/or 2) have demonstrated capacity to work across systems to achieve common goals.
 - Proposals where the applicant can demonstrate that they have developed a well thought out planning process that will 1) genuinely assess the existing and projected skills or other workforce needs and 2) develop responsive education and training solutions
 - Proposals that maximize the potential of the collaboration through direct financial or in-kind contributions by members of the planning grant applicant group or other stakeholders.
8. Awardees will be required to submit status reports at least monthly during the performance period.
9. Awardees will be required to submit monthly financial reports. Fiscal oversight will consist of an examination of expenditures as compared to the approved grant.
10. The Strategic Workforce Training Plan will serve as the final report (see Part C for template).
11. The Strategic Workforce Training Plans will be designed to fulfill the following goals:
 - Address business workforce needs by focusing on long term solutions to sustained skills gaps or projected shortages
 - Address the needs of workers (incumbent and dislocated) by creating formal career paths to good jobs, and sustain or growing middle class jobs
 - Foster better coordination between the public and private sectors and the workforce, economic development, and education partners around the state.
12. If the Planning Grantees determine during the planning phase that there is insufficient labor market need, they may choose not to proceed with a Strategic Workforce Training Plan. In this event, the Lead Applicant must still provide a final report documenting the planning process, data and experience collection and how the decision was arrived at not to pursue Implementation Grant funding. In these instances, DOL/DET reserves the right to require the Lead Applicant to return any portion of the grant funds that were not expended during the performance period.

V. PROPOSAL REVIEW PROCESS AND PROCEDURES

1. Serious proposers should attend an orientation meeting on February 25, 2015 at Buena Vista Conference Center in New Castle, DE. The orientation for potential proposers will begin at 9:00 a.m.
2. Questions are encouraged to be asked during the Orientation. Questions may be submitted Rachel Turney via email at Rachel.Turney@state.de.us any time between the Issue Date and the Proposal Due Date. Questions and Answers will be posted at <https://joblink.delaware.gov> in the Quick Links section found on the left side of the page.
3. Proposal will be accepted between February 2, 2015 and April 1, 2015 no later than 4:00 P.M. DOL/DET reserves the right to review and make funding decisions on proposals as they are submitted or review and rate proposals competitively after all proposals are received.
4. Three copies of each proposal will be submitted to the Delaware Department of Labor, Division of Employment & Training ATTN: Robin Brinkley-White, 4425 N. Market Street, Wilmington, DE 19802.
5. The proposals submitted in response to this Request for Proposal will be processed after submission as follows:
 - A pre-screening will be performed by staff to insure that each proposal is responsive to the Request for Proposal (RFP).
 - A committee will rate proposals and make funding decisions.
 - Oral presentations may be required and individual appointments would be scheduled.
6. Proposers may request an explanation of the basis of the awarding of funds from the Director of the Division of Employment and Training. The request must be in writing and must be submitted within ten (10) days of the award. Proposers who feel that a protection established in WIA has been violated may file a complaint. Information on the filing of a complaint may be obtained through the Director's office.

VI. POLICIES

1. The existence and contents of proposals are confidential until all funding decisions are final and as such will not be discussed with any proposer or outside party by staff or Board members at any time other than designated official proposal review periods. Proposers also should be aware that they are competitors and should not discuss the contents of proposals with others. Proposals received are considered the property of the DOL/DET and will not be returned.
2. All proposals funded through this RFP, when viewed in their entirety, will be readily accessible to disabled individuals and will conform with all non-discrimination and Equal Opportunity laws and regulations covered by Section 188 of the Workforce Investment Act.
3. Funded proposals will be expected to provide the services specified, at the cost proposed unless further negotiation is specified by DOL/DET. Funding may be approved to fund all or any portion of the proposed cost. Awards granted for less than the proposal amount are contingent on the proposer working

closely with staff, demonstrating that the level of funding is sufficient to meet the planning grant requirements.

VII. COST CATEGORIES, BUDGETING, AND CONTRACTING

1. Grant funds will be provided in up to two payments. 75% of award amounts will be provided to grantees upon contract execution. The remaining balance will be provided after the submission of a final financial report detailing expenses.
2. Prior to executing a contract, proposers, without current contracts, will be required to provide a copy of their most recent audit to enable DOL/DET to establish their fiscal soundness and eligibility for a contract.
3. DOL/DET reserves the right to reissue this RFP in order to increase the proposals received.
4. Grant funds may be used to support the facilitation of the planning process, including documented staff time to coordinate the planning process and to develop the Strategic Workforce Training Plan. Funds will be used to:
 - Assemble the partners and stakeholders
 - Identify the critical skills gaps, workforce needs, and other long term workforce issues
 - Identify the training, education, human resource and other solutions to address the critical needs
 - Develop the detailed Strategic Workforce Training Plan to implement these solutions.
5. Expenses shall be set at the following rates:
 - Consultants (including facilitators): No more than \$500 per day, plus travel expenses
 - Mileage: \$0.40/mile
 - Meals: Per diem rates found at www.gsa.gov/perdiem
6. Grant funds may not be used for the following:
 - Capital improvements
 - Equipment
 - Marketing
7. Proposers will be asked to provide in their proposals the total amount of funds being requested broken out in a line item budget

VIII. PROPOSAL EVALUATION

1. All proposals submitted for consideration will be reviewed and evaluated according to the following criteria:
 - a) Demonstrated Performance
Proposal demonstrates the ability to coordinate with various stakeholders on other initiatives and proposer has credibility and partnerships with identified employers and stakeholders.
 - b) Cost

Costs are reasonable and competitive as compared to other proposals if applicable.

c) Design

Proposal provides evidence that Planning Grant goals can be achieved. This includes proposals demonstrate that labor market information or other supporting data has been reviewed.

d) Enhanced Considerations (identified in section IV. 7)

PART B

PROPOSAL FORMS

PROPOSAL INSTRUCTIONS

Proposers will submit three (3) original copies of the proposal on 8 ½ x 11 inch paper in the designated proposal format, stapled in the upper left hand corner. Please do not place in covers, binders or rings.

Proposals must be received no later than 4:00 p.m. on April 1, 2015 at:

Delaware Department of Labor, Division of Employment & Training
3rd Floor – Attn: Robin Brinkley-White
4425 N. Market Street, Wilmington, DE 19802

Proposal items should be numbered exactly as indicated on the proposal forms.

No cover sheet should be added to this proposal.

PROPOSAL DATA SUMMARY

I. Name and Address of Lead Applicant Organization

(NAME)

(STREET)

(CITY, STATE)

(ZIP CODE)

(CONTACT PERSON)

(TELEPHONE NUMBER)

(FEDERAL TAX ID #)

(E-MAIL ADDRESS)

(Website URL)

(LOCATION(S) OF PROGRAM OPERATION - CITY/TOWN, COUNTY)

(COUNTY(IES) THE PROGRAM WILL SERVE)

II. Lead Organization Type:

- Non Profit
- Governmental
- Private for Profit

III. Proposed Contract Period (Must be within 4 month specified performance period)

Start Date:_____ End Date:_____

IV. Targeted Industry:_____

OR

Targeted Common Skill(s):

V. Required Partners

Employer Partner 1: _____
(if same as Lead enter "Lead Applicant")

Employer Partner 2: _____

Additional Employers:

Other Stakeholder 1: _____

Additional Stakeholder:

VI. Funding:

Total Amount Requested: \$ _____

Requested funds for this program are _____ % of organization's total budget.

Leveraged Resources Provided if any:

- Cash Contribution Amount: _____
- In-Kind Amount: _____

These leveraged funds will support the following:

VII. Describe the manner in which you propose to meet the Planning Grant goals and develop a Strategic Workforce Training Plan (should answer questions; who, what, when, where, why, how) – no page limit

Activity Schedule

Please enter a proposed schedule of activities that will take place and an estimated date they will occur. All dates should be within the performance period. You may add or delete rows as needed.

	Activity	Estimated Date Achieved
1		
2		
3		
4		
5		
6		
7		

Budget Summary

Organization: _____

DUNS#: _____

LINE ITEM	TOTAL	
Staff Salaries		
Staff Fringe Benefits		
SUBTOTAL		
Rent (inc. cost per sq. ft./hr. rates)		
Utilities (List as a % of Annual Expense)		
Heat/AC		
Phone		
Electric		
Other		
Consumable Office Supplies		
Postage		
Printing/Advertising		
Travel		
Professional Services: (List)		
Overhead/Indirect for Parent Organization:		
Other: (Please specify)		
Other: (Please specify)		
GRAND TOTAL		

Certificate of Information and Authorized Signature

I hereby certify that to the best of my knowledge all information contained in this proposal is accurate and complete, that this is a valid proposal and that I am legally authorized to sign and to represent this organization.

SIGNATURE DATE

NAME

TITLE

PART C

STRATEGIC WORKFORCE TRAINING PLAN TEMPLATE (Final Work Product for Planning Grants)

The following is the Strategic Workforce Training Plan (see Section III Definitions) template. This template will be completed and submitted as the final work product produced as a result of awards funded with this RFP. In addition, this plan/template will be used to request funds for the expected Implementation Grant RFP that will be issued in the future. DOL/DET does have the right to edit this template.

This should not be completed and submitted for Planning Grant funds. See Part B for Proposal Forms in response to this RFP.

In the event the clause found at Section IV. 12 is applicable, this template will be partially completed and submitted up until question 3.

A. PROPOSAL DATA SUMMARY

1. Name and Address of Lead Applicant Organization

(NAME)

(STREET)

(CITY, STATE) (ZIP CODE)

(CONTACT PERSON)

(TELEPHONE NUMBER) (FEDERAL TAX ID #)

(E-MAIL ADDRESS)

(Website URL)

(LOCATION(S) OF PROGRAM OPERATION - CITY/TOWN, COUNTY)

(COUNTY(IES) THE PROGRAM WILL SERVE)

2. Lead Organization Type:

- Non Profit
- Governmental
- Private for Profit

3. It has been determined that there is a need for a Strategic Workforce Training Plan

- Yes (continue to question 4)
- No (see Section IV. 12). Submit a final report as a narrative attached to this first page along with a final financial report.

4. Proposed Contract Period

Start Date: _____ End Date: _____

5. Proposed Name of Training Program

Partnership: _____

6. Targeted Industry: _____

OR

Targeted Common Skill(s):

7. Funding:

Total Amount Requested: \$ _____

Requested funds for this program are _____ % of organization's total budget.

Leveraged Resources Provided if any:

- Cash Contribution Amount: _____
- In-Kind Amount: _____

These leveraged funds will support the following:

Amount of Training Expense to be paid by the Trainee: \$ _____

Description of services/supplies to be paid by Trainee:

8. Projected number of trainees needed to fill the identified industry/skills needs within the next year: _____

9. Proposed Number of Participants this will serve (trainees): _____

10. Proposed Number of Cycles of Training: _____

If more than one cycle of training is proposed, can training be offered on a per cycle basis? If yes, complete the following:

Cycle #	Cost
_____	_____
_____	_____
_____	_____
_____	_____

11. Proposed Total Training Hours per Participant: _____

12. Proposed Outcomes to be Achieved (i.e. 75% of participants will obtain a recognized credential/certificate or 80% of participants will obtain unsubsidized employment after completion of training program):

13. Briefly describe the end state this proposal seeks to accomplish for both employers and trainees. Address how each will benefit.

Certificate of Information and Authorized Signature

I hereby certify that to the best of my knowledge all information contained in this proposal is accurate and complete, that this is a valid proposal and that I am legally authorized to sign and to represent this organization.

SIGNATURE DATE

NAME

TITLE

B. PROPOSAL NARRATIVES-No answer shall exceed one page.

Identification and Assessment of the Target Industry/Skills

1. Outline the critical occupation and skills needs the proposed training will address
2. Describe the process to identify such occupation and skills needs and provide basic industry and labor market analysis that supports the rationale for selecting the proposed training
3. Describe the process in how the Applicant Group has defined their actual and projected workforce needs. How will the partnership continue this process to ensure projections continue and needs are being met?

Key People

1. Complete the following chart detailing the partners involved:

Organization Type (i.e. Employer, Education/Trainer, or Other Partner)	Name of Organization	Organization Contact and Contact Information (include phone number and email)	Role/Commitment

2. Describe preliminary plans to solicit feedback as to the value and impact of the training and the partnership generally.
3. Describe plans to ensure the sustainability of the partnership in the absence of funding.

Core Features

1. Intensity/Duration – Describe the intensity of the service to participants, including hours of participation. In addition identify the enrollment schedule, training schedule and the duration of the program including any post-exit follow-up.
2. Describe who will be providing training and how they were selected.
3. Insert or attach the proposed curriculum.
4. Delivery Strategy – In a narrative fashion describe how a specific client will flow through the elements of your program.
5. Describe the way your training program integrates work and learning.
6. Describe recognized certificate(s)/credential that a successful completer of your program will achieve.

Customers/Participants

1. Describe your criteria for participant selection.
2. How will you outreach, recruit customers as well as assess their needs and program fit.

C. BUDGET SUMMARY

Please complete the following budget pages.

Area of Training: _____
Organization: _____
DUNS # _____

Contract #: _____
Program Year: _____

TOTAL

- | | |
|--|-------|
| 1. Staff Salaries | _____ |
| 2. Staff Fringe Benefits | _____ |
| 3. SUBTOTAL | _____ |
| 4. Direct Benefits To Participants | _____ |
| 5. Rent (inc. cost per sq. ft./hr. rates) | _____ |
| 6. Custodial Services | _____ |
| 7. Utilities (List as a % of Annual Expense) | |
| A. Heat/AC | _____ |
| B. Phone | _____ |
| C. Electric | _____ |
| D. Other | _____ |
| 8. Consumable Office Supplies | _____ |
| 9. Postage | _____ |
| 10. Equipment and Furniture Purchase | _____ |
| 11. Equipment Rental | _____ |
| 12. Tuition | _____ |
| 13. Entrance Fees | _____ |

Area of Training: _____
Organization: _____
DUNS # _____

Contract #: _____
Program Year: _____

14. Training Materials

- A. Books
- B. Software
- C. Videos
- D. Other (specify)

15. Printing/Advertising

16. Travel

- A. Student
- B. Staff

17. Staff Training

18. Participant Payments (Wages, OJT Payments, etc...)

19. Participant Fringes

20. Insurance:

21. Professional Services: (List)

22. Overhead/Indirect for Parent Organization:

23. Profit:

24. Other: (Please specify)

25. Other: (Please specify)

26. TOTAL

Area of Training: _____
Organization: _____
DUNS # _____

Contract #: _____
Program Year: _____