

LAB18001-ADULTTRNG
Adult Occupational Skills Training Programs

This contract has been multi-awarded with an effective date of
07/01/18 through 06/30/2020.

Award Notices Posted on Following Pages



DEPARTMENT OF LABOR
DIVISION OF STATE OF DELAWARE
EMPLOYMENT AND TRAINING
4425 NORTH MARKET STREET, THIRD FLOOR
WILMINGTON, DE 19802

STACEY LAING
DIRECTOR

TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

May 29, 2018

Sussex Tech Adult Division
17099 County Seat Highway
Georgetown, DE 199447

Kimley Hines:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, **C.N.A Enhanced**, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of **\$304,200** between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP.
2. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
3. Revised Budgets (template attached)
 - a. One for each year (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. The budgets should reflect the cost reimbursement portion. This can be determined by taking the total amount for each year, subtracting the direct benefits and cost for work experience, and then multiplying by 60%.

Budgets are subject to further approval once received.

There will be a *mandatory* contract orientation on June 21, 2018 at Buena Vista State Conference Center from 9:00-4:00.

Please send the requested items to Ashley.Francica@state.de.us no later than Friday June 8, 2018.

No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8156 with any additional questions you may have.

Sincerely,

Ashley Francica



DEPARTMENT OF LABOR
DIVISION OF STATE OF DELAWARE
EMPLOYMENT AND TRAINING
4425 NORTH MARKET STREET, THIRD FLOOR
WILMINGTON, DE 19802

STACEY LAING
DIRECTOR

TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

May 29, 2018

Delaware Technical & Community College – George Campus
300 N. Orange Street
Wilmington, DE 19801

Cathy Hagan-Smith:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, **Patient Care Technician Hemodialysis**, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of **\$84,323** between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP.
2. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
3. Updated Milestone to reflect new enrollment number.
4. New program schedule to reflect less enrollments or a brief description on how you plan on serving one cohort
5. Revised Budgets (template attached)
 - a. One for each year (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. The budgets should reflect the cost reimbursement portion. This can be determined by taking the total amount for each year, subtracting the direct benefits and cost for work experience, and then multiplying by 60%.

Budgets are subject to further approval once received.

There will be a *mandatory* contract orientation on June 21, 2018 at Buena Vista State Conference Center from 9:00-4:00.

Please send the requested items to Ashley.Francica@state.de.us no later than Friday June 8, 2018.

No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8156 with any additional questions you may have.

Sincerely,

Ashley Francica



DEPARTMENT OF LABOR
DIVISION OF STATE OF DELAWARE
EMPLOYMENT AND TRAINING
4425 NORTH MARKET STREET, THIRD FLOOR
WILMINGTON, DE 19802

STACEY LAING
DIRECTOR

TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

May 29, 2018

Delaware Technical & Community College – George Campus
300 N. Orange Street
Wilmington, DE 19801

Cathy Hagan-Smith:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, **Paraprofessional**, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of **\$205,031** between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP.
2. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
3. Updated Milestone to reflect additional enrollments
4. New program schedule to reflect new cohort, if needed or a brief explanation of how and when they will be served.
5. Revised Budgets (template attached)
 - a. One for each year (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. The budgets should reflect the cost reimbursement portion. This can be determined by taking the total amount for each year, subtracting the direct benefits and cost for work experience, and then multiplying by 60%.

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Please send the requested items to Ashley.Francica@state.de.us no later than Friday June 8, 2018.

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Please contact me at 302-761-8156 with any additional questions you may have.

Sincerely,

Ashley Francica



DEPARTMENT OF LABOR
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4425 NORTH MARKET STREET, THIRD FLOOR
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May 29, 2018

Delaware Technical & Community College – George Campus
300 N. Orange Street
Wilmington, DE 19801

Cathy Hagan-Smith:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, **Patient Care Technician**, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of **\$175,833** between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP.
2. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
3. Revised Budgets (template attached)
 - a. One for each year (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. The budgets should reflect the cost reimbursement portion. This can be determined by taking the total amount for each year, subtracting the direct benefits and cost for work experience, and then multiplying by 60%.

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Sincerely,

Ashley Francica



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EMPLOYMENT AND TRAINING
4425 NORTH MARKET STREET, THIRD FLOOR
WILMINGTON, DE 19802

STACEY LAING
DIRECTOR

TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

May 31, 2018

Delaware Skills Center
500 Ships Landing Way
New Castle, DE 19720

Eric Well & Annemarie Linden:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, Computer User and Network Support Specialist, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of \$151,200.00 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
2. Revised Budgets (template attached)
 - a. One for each year (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. The budgets should reflect the cost reimbursement portion. This can be determined by taking the total amount for each year, subtracting the direct benefits and cost for work experience, and then multiplying by 60%.

Budgets are subject to further approval once received.

There will be a *mandatory* contract orientation on: June 21, 2018 at Buena Vista State Conference Center from 9:00-4:00.

Please send the requested items to Joel.Riley@state.de.us no later than Friday, June 8, 2018.

No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley



DEPARTMENT OF LABOR
DIVISION OF STATE OF DELAWARE
EMPLOYMENT AND TRAINING
4425 NORTH MARKET STREET, THIRD FLOOR
WILMINGTON, DE 19802

STACEY LAING
DIRECTOR

TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

May 31, 2018

Delaware Skills Center
500 Ships Landing Way
New Castle, DE 19720

Eric Well & Annemarie Linden:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, Electricians and Construction Trades, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of \$80,001.00 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
2. Revised Budgets (template attached)
 - a. One for each year (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. The budgets should reflect the cost reimbursement portion. This can be determined by taking the total amount for each year, subtracting the direct benefits and cost for work experience, and then multiplying by 60%.

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Please send the requested items to Joel.Riley@state.de.us no later than Friday, June 8, 2018.

No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley



DEPARTMENT OF LABOR
DIVISION OF STATE OF DELAWARE
EMPLOYMENT AND TRAINING
4425 NORTH MARKET STREET, THIRD FLOOR
WILMINGTON, DE 19802

STACEY LAING
DIRECTOR

TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

May 31, 2018

Delaware Skills Center
500 Ships Landing Way
New Castle, DE 19720

Eric Well & Annemarie Linden:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, HVAC Mechanics, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of \$189,259.00 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
2. Revised Budgets (template attached)
 - a. One for each year (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. The budgets should reflect the cost reimbursement portion. This can be determined by taking the total amount for each year, subtracting the direct benefits and cost for work experience, and then multiplying by 60%.

Budgets are subject to further approval once received.

There will be a *mandatory* contract orientation on: June 21, 2018 at Buena Vista State Conference Center from 9:00-4:00.

Please send the requested items to Joel.Riley@state.de.us no later than Friday, June 8, 2018.

No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley



DEPARTMENT OF LABOR
DIVISION OF STATE OF DELAWARE
EMPLOYMENT AND TRAINING
4425 NORTH MARKET STREET, THIRD FLOOR
WILMINGTON, DE 19802

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DIRECTOR

TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

May 31, 2018

Delaware Skills Center
500 Ships Landing Way
New Castle, DE 19720

Eric Well & Annemarie Linden:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, Licensed Practical Nurses Program, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of \$557,874.00 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
2. Revised Budgets (template attached)
 - a. One for each year (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. The budgets should reflect the cost reimbursement portion. This can be determined by taking the total amount for each year, subtracting the direct benefits and cost for work experience, and then multiplying by 60%.

Budgets are subject to further approval once received.

There will be a *mandatory* contract orientation on: June 21, 2018 at Buena Vista State Conference Center from 9:00-4:00.

Please send the requested items to Joel.Riley@state.de.us no later than Friday, June 8, 2018.

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Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley



DEPARTMENT OF LABOR
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TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

May 31, 2018

Delaware Skills Center
500 Ships Landing Way
New Castle, DE 19720

Eric Well & Annemarie Linden:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, Multicraft Program, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of \$125,597.00 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
- 2.
3. Revised Budgets (template attached)
 - a. One for each year (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. The budgets should reflect the cost reimbursement portion. This can be determined by taking the total amount for each year, subtracting the direct benefits and cost for work experience, and then multiplying by 60%.
 - c. Budget should reflect the caveat provided, (1 day program and 2 evening program), edited to accommodate the amount awarded, and include paid work experiences discussed.

Budgets are subject to further approval once received.

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Please send the requested items to Joel.Riley@state.de.us no later than Friday, June 8, 2018.

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Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley



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DIVISION OF STATE OF DELAWARE
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4425 NORTH MARKET STREET, THIRD FLOOR
WILMINGTON, DE 19802

STACEY LAING
DIRECTOR

TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

May 31, 2018

Delaware Skills Center
500 Ships Landing Way
New Castle, DE 19720

Eric Well & Annemarie Linden:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, Welding Fabrication Program, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of \$265,848.00 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
2. Revised Budgets (template attached)
 - a. One for each year (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. The budgets should reflect the cost reimbursement portion. This can be determined by taking the total amount for each year, subtracting the direct benefits and cost for work experience, and then multiplying by 60%.

Budgets are subject to further approval once received.

There will be a *mandatory* contract orientation on: June 21, 2018 at Buena Vista State Conference Center from 9:00-4:00.

Please send the requested items to Joel.Riley@state.de.us no later than Friday, June 8, 2018.

No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley



DEPARTMENT OF LABOR
DIVISION OF STATE OF DELAWARE
EMPLOYMENT AND TRAINING
4425 NORTH MARKET STREET, THIRD FLOOR
WILMINGTON, DE 19802

STACEY LAING
DIRECTOR

TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

May 29, 2018

Drone Workforce Solutions, LLC
300 North Cleveland Avenue
Wilmington, DE 19805

Theophilus R. Nix, Jr., Esq.:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, Drone Technology Operation Training, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of \$65,000 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP.
2. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
3. A copy of your most recent financial statement.
4. Revised Budgets (template attached)
 - a. One for each year (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. The budgets should reflect the cost reimbursement portion. This can be determined by taking the total amount for each year, subtracting the direct benefits and cost for work experience, and then multiplying by 60%.
 - c. Budget should reflect the caveat provided (add in the cost of the drone per student), edited to accommodate the amount awarded, and include paid work experiences discussed.

Budgets are subject to further approval once received.

There will be a *mandatory* contract orientation on: June 21, 2018 at Buena Vista State Conference Center from 9:00-4:00.

Please send the requested items to Joel.Riley@state.de.us no later than Friday June, 8, 2018.

No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley



DEPARTMENT OF LABOR
DIVISION OF STATE OF DELAWARE
EMPLOYMENT AND TRAINING
4425 NORTH MARKET STREET, THIRD FLOOR
WILMINGTON, DE 19802

STACEY LAING
DIRECTOR

TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

May 29, 2018

Delaware Technical Community College
97 Parkway Circle
New Castle, DE 19720

Rodney Bailey:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, General Maintenance & Repair Workers, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of \$142,299.00 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP.
2. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
3. Revised Budgets (template attached)
 - a. One for each year (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. The budgets should reflect the cost reimbursement portion. This can be determined by taking the total amount for each year, subtracting the direct benefits and cost for work experience, and then multiplying by 60%.

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Please send the requested items to Joel.Riley@state.de.us no later than Friday June 8, 2018.

No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley



DEPARTMENT OF LABOR
DIVISION OF STATE OF DELAWARE
EMPLOYMENT AND TRAINING
4425 NORTH MARKET STREET, THIRD FLOOR
WILMINGTON, DE 19802

STACEY LAING
DIRECTOR

TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

May 30, 2018

Delaware Technical Community College
97 Parkway Circle
New Castle, DE 19720

Rodney Bailey:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, HVAC Mechanics and Installers, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of \$187,357.00 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP.
2. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
3. Revised Budgets (template attached)
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Sincerely,

Joel Riley



DEPARTMENT OF LABOR
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EMPLOYMENT AND TRAINING
4425 NORTH MARKET STREET, THIRD FLOOR
WILMINGTON, DE 19802

STACEY LAING
DIRECTOR

TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

May 30, 2018

Delaware Technical Community College
21179 College Drive
Georgetown, DE 19947

Rodney Bailey:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, HVAC Mechanics and Installers, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of \$135,675.00 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP.
2. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
3. Revised Budgets (template attached)
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Sincerely,

Joel Riley



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DIRECTOR

TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

May 29, 2018

Delaware Technical Community College
21179 College Drive
Georgetown, DE 19747

Hilary Valentine:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, General Maintenance & Repair Workers, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of \$104,651.00 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP.
2. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
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Sincerely,

Joel Riley



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4425 NORTH MARKET STREET, THIRD FLOOR
WILMINGTON, DE 19802

STACEY LAING
DIRECTOR

TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

May 29, 2018

Delaware Technical Community College
400 Stanton-Christiana Road
Newark, DE 19713

Lisa Hastings-Sheppard:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, 35-2021 Food Preparation Workers, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of \$85,732 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP.
2. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
3. Revised Budgets (template attached)
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Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley



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4425 NORTH MARKET STREET, THIRD FLOOR
WILMINGTON, DE 19802

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FAX: (302) 761-4679

May 31, 2018

Polytech Adult Education
823 Walnut Shade Road
P.O. Box 102
Woodside, DE 19980

Jeremy McEntire:

Congratulations on being a successful bidder for the recently completed Delaware Workforce Development Board (DWDB) Request for Proposal (RFP). Your submitted program, Electro-Mechanical Technician program, has been selected to move forward in this year's process. We would like to begin development and negotiation of a contract in the amount of \$177,080.00 between you and the DWDB and the Delaware Department of Labor Division of Employment and Training (DOL/DET). In order to write the contract, I need the following documents or information:

1. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP.
2. Participant Planning Summary (template attached). We will use this to establish performance expectations for an annual review.
3. Revised Budgets (template attached)
 - a. One for each year (Year 1: July 1, 2018-June 30, 2019; Year 2: July 1, 2019-June 30, 2020.)
 - b. The budgets should reflect the cost reimbursement portion. This can be determined by taking the total amount for each year, subtracting the direct benefits and cost for work experience, and then multiplying by 60%.

Budgets are subject to further approval once received.

There will be a *mandatory* contract orientation on: June 21, 2018 at Buena Vista State Conference Center from 9:00-4:00.

Please send the requested items to Joel.Riley@state.de.us no later than Friday, June 8, 2018.

No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley