

DELAWARE WORKFORCE DEVELOPMENT BOARD (DWBD)  
REQUEST FOR PROPOSALS (RFP)

**Information Summary Sheet and Proposal Schedule**

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

**RFP Issue Date:** September 26, 2016

**Orientation:** November 2, 2016  
9:00 A.M.  
Buena Vista Conference Center  
661 South DuPont Highway  
New Castle, DE 19720  
(302) 323 – 4430

**Proposal Due Date:** December 5, 2016 no later than 4:00 P.M.

**Submission of Proposals:** Proposers must submit 3 copies to:  
Delaware Department of Labor,  
Delaware Workforce Development Board  
4425 N. Market Street, 3<sup>rd</sup> Floor  
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:** January 1, 2017-April 30, 2017

**Questions:** Questions are encouraged to be asked during the Orientation. Questions may be submitted to Rachel Turney via email at [Rachel.Turney@state.de.us](mailto:Rachel.Turney@state.de.us) any time between the Issue Date and the Orientation Date. Questions and Answers will be posted at <https://wib.delawareworks.com> in the Public Notices section.

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 Development Board and the Department of Labor under Title I of WIOA, 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 Innovation and Opportunity Act of 2014 (WIOA), 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 WIOA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA 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 Workforce Development Board (DWDB) with the issuance of this Request for Proposal (RFP) pursuant to 29 DE Code §§6981, 6982 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.

This RFP will first fund planning grants to develop Strategic Workforce Training Plans. The Strategic Workforce Training Plans developed will then be used to request funds for Implementation Grants. The Implementation Grants are funds to implement the training developed and proposed in the Strategic Workforce Training Plans.

The awards for Planning and Implementation grants will be separate. The award of a Planning Grant does not in any way indicate that an implementation Grant will be awarded. All awards will be competitive.

The source of funds that will fund this solicitation are State General Funds appropriated in Fiscal Year 2017 Final Operating Budget Act (SB 285) to the Department of Labor, Division of Employment and Training for Workforce Development as described in Section 264 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 Planning Grants is \$100,000 and is subject to change without notice. The estimate funding available for Implementation Grants is up to \$400,000 and is subject to change without notice. Any funds not awarded or not expended within the performance period for planning and implementation grants may be used to fund future awards within the TRAIN program 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. All planning grantees will be eligible to request funds for an Implementation Grant to implement their proposed Strategic Workforce Training Plan. The requests will be made through the submission of the final Strategic Workforce Training Plan.
3. The Planning Grant award amount is capped at a maximum of \$20,000 per grant. There is no cap on Implementation Grants.
4. The evaluation of planning proposals will be based on the following elements: (a) composition of applicant group, (b) identified industry or common skill, (c) program design and results (d) budget, (e) past performance, and (f) enhanced considerations (see VIII (f) and IX (f)).

### 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. It is expected that documentation of the planning process will be maintained by the Convener.
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. **DWDB**-Delaware Workforce Development Board
8. **Implementation Grant** –Grant to implement the Strategic Workforce Training Plans developed by the Planning Grantee. These grants will fund training to participants with the goal of employment, employment retention, or employment upgrade (increase pay/position).
9. **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.
10. **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. A Lead Applicant may be a Convener and vice versa. 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

An organization can serve on multiple Planning Grant Applicant Groups but can only serve as the lead applicant on one submission.

11. **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.
12. **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.
13. **Strategic Workforce Training Plan**-The final work product produced as a result of Planning Grant 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 used to request funds for an Implementation Grant. See Part C Strategic Workforce Training Plan Template attached to this RFP.
14. **Supportive Services/Direct Benefits**- Services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in training activities authorized under this title, consistent with the provisions of this title.
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 an Implementation Grant. (See definition of Strategic Workforce Training Plan)
5. The Implementation Grant will provide funding to selected Strategic Workforce Training Plans developed.
6. Awardees (Planning and Implementation Grants) will be required to submit status reports at least monthly during the performance period.
7. Awardees (Planning and Implementation Grants) will be required to submit monthly financial reports. Fiscal oversight will consist of an examination of expenditures as compared to the approved grant.
8. The Strategic Workforce Training Plan will serve as the final report for the Planning Grant (see Part C for template).
9. 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.
10. 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.
11. Implementation Grantees will enter required data into the Delaware JobLink system (<https://joblink.delaware.gov>) for participant tracking and outcome reporting. Strategic Workforce Training Plan budgets, when submitted, should reflect staffing to complete this task.
12. Employers participating in a funded Planning Grant will be offered a Delaware JobLink Employer Account where they can create and post job openings.

## **V. PROPOSAL REVIEW PROCESS AND PROCEDURES**

1. Serious proposers should attend an orientation meeting on November 2, 2016 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](mailto:Rachel.Turney@state.de.us) any time between the Issue Date and the Orientation Date. Questions and Answers will be posted at <https://wib.delawareworks.com> in the Public Notices section.
3. Proposals are due no later than 4:00 P.M on December 5, 2016.
4. Three copies of each proposal will be submitted to the Delaware Workforce Development Board, 4425 N. Market Street, 3<sup>rd</sup> Floor, 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 Workforce Development Board. The request must be in writing and must be submitted within ten (10) days of the award. 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 DWDB and Department of Labor, Division of Employment and Training (DOL/DET) and will not be returned.
2. DWDB grants DOL/DET authority to perform the necessary duties in carrying out the functions related to the TRAIN program. This includes tasks such as managing this RFP process, negotiating and creating agreements with awardees, monitoring and modifying agreements to awardees, and providing DWDB requested information related to the program.
3. 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 Innovation and Opportunity Act.
4. Funded proposals will be expected to provide the services specified, at the cost proposed unless further negotiation is specified by DWDB or 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. Planning 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. Implementation Grant funds will be provided on a cost reimbursement basis. Monthly financial reports will trigger payments. Awardees will receive 17% of the award upon contract execution.
3. 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.
4. DWDB reserves the right to reissue this RFP in order to increase the proposals received.
5. Planning 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. It is expected that documentation of the planning process will be maintained by the Convener. The 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.
6. Expenses for Planning Grants shall be set at the following rates:
  - Consultants (including facilitators): No more than \$500 per day, plus travel expenses
  - Mileage: \$0.41/mile
  - Meals: Per diem rates found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)
7. Planning Grant funds may not be used for the following:
  - Capital improvements
  - Equipment
  - Marketing
8. Proposers will be asked to provide in their proposals the total amount of funds being requested broken out in a line item budget.
9. Implementation Grant funds shall be used to provide training to participants and may include items such as (see line item budget in Part C):
  - Staff salary and fringe
  - Assessments
  - Certifications
  - Tuition
  - Participant payments
  - Supportive Services to participants
  - Books
  - Space

## VIII. PROPOSAL EVALUATION-PLANNING GRANTS

1. All proposals submitted for consideration will be reviewed and evaluated according to the following criteria:
  - a) Applicant Group (15%)

Proposal demonstrates the ability to coordinate with various stakeholders on other initiatives and proposer has credibility and partnerships with identified employers and stakeholders. Proposal demonstrates applicant group consists of relevant stakeholders for skill or industry.
  - b) Targeted Industry or Common Skill (15%)

Proposal demonstrates that the proposed targeted industry or common skill is in demand supported by labor market information or other supporting detail.
  - c) Program Design and Results (30%)

Proposal demonstrates that Planning Grant goals can be achieved through the proposed activities.
  - d) Budget (15%)

Proposed budget is reasonable and competitive as compared to other proposals if applicable.
  - e) Past Performance (15%)

Proposal demonstrates they have the ability to achieve Planning grants goal given any past performance on a similar project. Any past performance a proposer with a history of performance in providing contractual services for DOL/DET or the Delaware Workforce Development Board may be considered.
  - f) Enhanced Considerations (10%)
    - 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.
    - Proposal demonstrate that the Applicant Planning Group contains more than 3 employers.

## **IX. PROPOSAL EVALUATION-IMPLEMENTAION GRANTS**

- a) Applicant Group (15%)

Proposal (Strategic Workforce Training Plan) demonstrates that the proposed training was developed with input from the appropriate stakeholders, primarily businesses.
- b) Targeted Industry or Common Skill (15%)

Proposal demonstrates that the proposed targeted industry or common skill is in demand supported by labor market information or other supporting detail.
- c) Program Design and Results (30%)

Program design provides adequate training to achieve planned results.
- d) Budget (15%)

Proposed budget is reasonable and competitive as compared to other proposals if applicable.
- e) Past Performance (15%)

Proposer demonstrates the ability to operate like or similar high quality training programs that result in employment related outcomes. Any past performance a proposer with a history of

performance in providing contractual services for DOL/DET or the Delaware Workforce Development Board may be considered.

f) Enhanced Considerations (10%)

- 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.
- Proposals demonstrate the use of paid or unpaid internships, job shadowing experience, or other work based learning models to engage participants with local employers.

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 December 5, 2016 at:

Delaware Workforce Development Board  
4425 N. Market Street, 3<sup>rd</sup> Floor  
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:

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Other Stakeholder 1: \_\_\_\_\_

Additional Stakeholder:

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**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:

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**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.

|   | <b>Activity</b> | <b>Estimated Date Achieved</b> |
|---|-----------------|--------------------------------|
| 1 |                 |                                |
| 2 |                 |                                |
| 3 |                 |                                |
| 4 |                 |                                |
| 5 |                 |                                |
| 6 |                 |                                |
| 7 |                 |                                |



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 an Implementation Grant. DWDB 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  |
|---------|-------|
| _____   | _____ |



**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:

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

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: \_\_\_\_\_

Contract #: \_\_\_\_\_  
Program Year: \_\_\_\_\_  
DUNS # \_\_\_\_\_

**TOTAL**

- 1. Staff Salaries \_\_\_\_\_
- 2. Staff Fringe Benefits \_\_\_\_\_
- 3. SUBTOTAL \_\_\_\_\_
- 4. Supportive Services \_\_\_\_\_
- 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: \_\_\_\_\_

Contract #: \_\_\_\_\_

Program Year: \_\_\_\_\_

DUNS # \_\_\_\_\_

14. Training Materials

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

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15. Printing/Advertising

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16. Travel

- A. Student
- B. Staff

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17. Staff Training

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

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19. Participant Fringes

---

20. Insurance:

---

21. Professional Services: (List)

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22. Overhead/Indirect for Parent Organization:

---

23. Profit:

---

24. Other: (Please specify)

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25. Other: (Please specify)

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**26. TOTAL**

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STATE OF DELAWARE  
Department of Labor, Division of Employment and Training

Contract No. ENTER CONTRACT NUMBER  
Contract Title: Enter Contract Title

EMPLOYING DELAWAREANS REPORT

As required by House Bill # 410 (Bond Bill) of the 146<sup>th</sup> General Assembly and under Section 30, No bid for any public works or professional services contract shall be responsive unless the prospective bidder discloses its reasonable, good-faith determination of:

1. Number of employees reasonable anticipated to be employed on the project: \_\_\_\_\_
2. Number and percentage of such employees who are bona fide legal residents of Delaware: \_\_\_\_\_  
Percentage of such employees who are bona fide legal residents of Delaware: \_\_\_\_\_
3. Total number of employees of the bidder: \_\_\_\_\_
4. Total percentage of employees who are bona fide resident of Delaware: \_\_\_\_\_

If subcontractors are to be used:

1. Number of employees who are residents of Delaware: \_\_\_\_\_
2. Percentage of employees who are residents of Delaware: \_\_\_\_\_

“Bona fide legal resident of this State” shall mean any resident who has established residence of at least 90 days in the State.