



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

December 17, 2018

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

Rodney Bailey:

Congratulations on being a successful bidder for the recently completed State of Delaware, Department of Labor, Division of Employment and Training Request for Proposal (RFP). Your submitted program for Pre-Apprenticeship was selected to move forward. We would like to begin development and negotiation of a contract for \$45,583.00 between you the Delaware Department of Labor Division of Employment and Training (DOL/DET).

In order to write the agreement, 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. Revised Budget (template attached)

Please note, no expenditures will be authorized without a fully executed agreement and all three must be completed and agreed upon prior to the agreement being executed.

Please send the requested items to [Colleen.cunningham@state.de.us](mailto:Colleen.cunningham@state.de.us) no later than Thursday, December 27, 2018.

Please let me know if you have any questions for I can be reached at 302-761-8122 or [Colleen.Cunningham@state.de.us](mailto:Colleen.Cunningham@state.de.us).

Sincerely,

**Redacted - Original on File**

Stacey Laing  
Director, Division of Employment and Training



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December 17, 2018

LEEP –Labor Economic Education Empowerment Inc.  
19 Lambson Lane, Suite 102  
New Castle, DE 19720

Raysheema Dixon:

Congratulations on being a successful bidder for the recently completed State of Delaware, Department of Labor, Division of Employment and Training Request for Proposal (RFP). Your submitted program for Pre-Apprenticeship was selected to move forward. We would like to begin development and negotiation of a contract for \$31,250.00 between you the Delaware Department of Labor Division of Employment and Training (DOL/DET). **This invitation is extended to you with the caveat that LEEP runs one cycle of 8 participants.**

In order to write the agreement, 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. DUNS number
3. Workers Compensation has not record of LEEP having workers compensation insurance coverage and LEEP must submit proof that that become complaint prior to the contract being executed. If have questions about compliance-please contact Stephanie Parker at [Stephanie.Parker@state.de.us](mailto:Stephanie.Parker@state.de.us) or 302-761-8194.
4. Register with Unemployment Insurance(copy of UC1 Form attached)
5. Revised Budget (template attached) which includes the edits for the caveat; and
6. Summary of the changes from the original proposal due to funding level and caveat.

Please note, no expenditures will be authorized without a fully executed agreement and all three must be completed and agreed upon prior to the agreement being executed.

In addition, the RFP stated “Any Provider without a current contract with Delaware Workforce Development Board or State of Delaware will provide a copy of their most recent financial statement to State of Delaware to enable State of Delaware to establish their fiscal soundness and eligibility for a contract.” Please submit the information for review.

Please send the requested items to [Colleen.cunningham@state.de.us](mailto:Colleen.cunningham@state.de.us) no later than Thursday, December 27, 2018.

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Sincerely,

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✓ Stacey Laing  
Director, Division of Employment and Training