

Addendum #1
RFP LAB-20-001-LFC

Date: February 7, 2020

RFP#: LAB-20-001-LFC

Subject: Addendum to Request for Proposal # LAB-20-001-LFC to correct typos within the RFP. Four corrections have been made in this Addendum. Typos are identified by section and are bolded and red. The entire page is provided to enable the correction to replace the page in the original RFP.

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1. Page 4 – III.D.4. – Corrected to clarify what is being solicited

members/stakeholders to jointly develop the LFCP. At end of the Phase I performance period, Provider(s) will have developed a LFCP to meet the requirements for submittal for Phase II. See Appendix A for definition for LFCP as well as Appendix B for the template plan.

3. The LFCP will be developed by members of the Phase I Applicant Group and other employer members/stakeholders as applicable and be coordinated under the lead provider.
4. LFCP are encouraged to be developed in partnership or coordination with at least one Local Education Agency (LEA) or Postsecondary Program and furthermore Lead Providers are encouraged to plan with at least one **LEA implementing a state approved work-based learning practicum (or course) to support the LEA in implementing the work-based learning practicum. As of February 1, 2020, the following is a list of the LEAs who have been approved:**
 - a. **Appoquinimink**
 - b. **Brandywine**
 - c. **Caesar Rodney**
 - d. **Cape Henlopen**
 - e. **Capital**
 - f. **Colonial**
 - g. **Milford**
 - h. **Polytech**
 - i. **Red Clay**
 - j. **Seaford**
 - k. **Smyrna**
 - l. **Sussex Tech**
 - m. **Woodbridge**

It is important to note that all LEAs are eligible to implement this course upon approval from DOE. If you desire to work with an LEA not listed above, the LEA should outreach DOE-Career and Technical Education Workgroup for approval.

5. LFCP shall be developed to address in demand occupations found at <https://de.gov/dwdbindemand> and/or aligned to a Department of Education state model program of study found at <https://de.gov/DOEprogramsstudy>.
6. Phase I funds will be provided in up to two payments. 75% of award amounts will be provided to Provider(s) upon contract execution. Any additional funds owed will be determined after the submission of a final financial report detailing LFCP expenses and in accordance with the approved line item budget incorporated into the executed Agreement.
7. Phase I 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 LFCP. It is expected that documentation of the planning process will be maintained by the Lead Provider. The Funds will be used to:
 - Market and conduct outreach to prospective partners
 - Assemble the partners and stakeholders;
 - Identify the critical skills gaps, workforce needs, and other long-term workforce issues;

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- Identify the training, education, human resource and other solutions to address the critical needs; and
 - Develop the detailed LFCP to implement these solutions.
8. Expenses for Planning Phase I 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
9. Phase I funds may not be used for the following:
- Capital improvements
 - Equipment
10. Phase I Provider(s) will be required to submit status reports at least twice (mid- and final) during the performance period.

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2. Page 7 – IV.4.A.2 – Corrected to be Appendix C and IV.4.B.2 – Change State of Delaware to DOL

1. All Providers shall have the State of Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of services. Documentation of having a State of Delaware Business License (non-public entities) or non-profit status, if not required to have a State of Delaware Business License, shall be submitted with Proposal.
2. Provider shall complete and submit the Proposal Submission Template for Phase I **(Appendix C)**.
3. Complete all appropriate attachments and forms as identified within the RFP.

B. Prior to Contract Execution

The following will be provided to Delaware prior to contract execution with the successful Providers:

1. Proof of insurance and amount of insurance shall be furnished to Delaware prior to the start of the contract period and shall be no less than as identified in this RFP as indicated in section (V)(G)(5) Insurance.
2. Any Provider without a current contract with Delaware Workforce Development Board or **DOL**, 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.
3. Results of a compliance check by the Department of Labor, Divisions of Industrial Affairs and Unemployment Insurance. The State of Delaware may choose to not execute a contract resulting from this RFP due to the feedback obtained from these Division at its discretion.
4. Any trainer identified in the LFCP who will deliver proposed training in Phase II must be any one (1) of the following:
 - a. A State of Delaware public institution or training center; or
 - b. An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by title IV of that Act; or
 - c. A private business or trade school approved by the Department of Education. If Provider is not an approved Private Business and Trade School by the Department of Education at the time of proposal submission, Provider must be approved prior to contract execution.

V. Professional Services RFP Administrative Information

A. RFP Issuance

1. Public Notice
Public notice has been provided in accordance with 29 *Del. C.* [§6981](#).
2. Obtaining Copies of the RFP
This RFP is available in electronic form through the State of Delaware Procurement website at www.bids.delaware.gov. Paper copies of this RFP will not be available.
3. Assistance to Providers with a Disability
Providers with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the Designated Contact listed in this RFP no later than ten days prior to the deadline for receipt of proposals.
4. RFP Designated Contact

3. Page 15 – V.C.1 – Corrected to be Appendix D

After reviews of the evaluation committee report and its recommendation, and once the contract terms and conditions have been finalized, Delaware will award the contract.

The contract shall be awarded to the Provider(s) whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP.

It should be explicitly noted that Delaware is not obligated to award the contract to the Provider who submits the lowest bid or the Provider who receives the highest total point score, rather the contract will be awarded to the Provider whose proposal is the most advantageous to the State of Delaware. The award is subject to the appropriate Delaware approvals.

After a final selection is made, the winning Provider(s) will be invited to negotiate a contract with the Delaware; remaining Providers will be notified in writing of their selection status.

24. Cooperatives

Providers, who have been awarded similar contracts through a competitive bidding process with a cooperative, are welcome to submit the cooperative pricing for this solicitation.

C. RFP Evaluation Process

An evaluation team will evaluate proposals. Neither the lowest price nor highest scoring proposal will necessarily be selected.

Delaware reserves full discretion to determine the competence and responsibility, professionally and/or financially, of Providers. Providers are to provide in a timely manner any and all information that Delaware may deem necessary to make a decision.

Proposals will be evaluated pursuant to the selection criteria of the RFP and procedures established in *29 Del. C. §§ 6981 and 6982*. The following is the process proposals will be handled after submission:

1. Initial Review

For Phase I funding, the State of Delaware staff will review proposals and reject all that do not meet the minimum criteria as listed in **Appendix D**. Those not rejected will be advanced to the next review (Written Review).

2. Evaluation Team

The Proposal Evaluation Team shall be comprised of at least one (1) DWDB member or DWDB Staff, one (1) Department of Education staff, and other representatives as Delaware sees fit.

3. Proposal Review

Proposals who meet the RFP criteria described in Section (C)(1) above (for Phase I) and all submitted LFCPs (for Phase II), will be reviewed by an Evaluation Team in up to two (2) phases:

- a. **Written Review**-The Proposal Evaluation Team will individually review and score written proposals (LFCPs for Phase II). Points will be awarded based on the Proposal Evaluation Team's review of the written proposals. The Proposal Evaluation Team will decide which proposal(s) will move forward and be invited to Proposal Clarification Day. Those proposals not invited to Proposal Clarification Day will be rejected at this point

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4. Page 17 and 18 – V.C.4 – Corrected to clarify and align with correction 1

- Negotiate any aspect of the proposal with any Provider and negotiate with more than one (1) Provider at the same time.
- Select more than one (1) Provider pursuant to 29 Del. C. §6986. It is anticipated that multiple Providers will be selected. Such selection will be based on the type of services and programming being offered and the existing needs for services and programming for occupational skills training.
- For all Providers who have had a contract with DWDB or State of Delaware in the past, State of Delaware will provide the Proposal Evaluation Team with information about past performance, which will be taken into consideration when making funding recommendations.

Criteria Weight

All proposals shall be evaluated using the same criteria and scoring process. Providers are encouraged to review the evaluation criteria and to provide a response that addresses each of the scored items. Evaluators will not be able to make assumptions about a Provider’s capabilities so the responding Provider should be detailed in their proposal responses.

The following criteria shall be used by the Evaluation Team to evaluate proposals:

Phase I Criteria	Maximum Points
<p>Applicant Group- Proposal demonstrates the Lead Provider can 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.</p>	15
<p>Program Design and Results- Proposal demonstrates that Planning Phase I goals can be achieved through the proposed activities.</p>	20
<p>Budget- Proposed budget is reasonable and competitive as compared to other proposals</p>	10
<p>Bonus Points-</p> <ul style="list-style-type: none"> • Proposals that maximize the potential of the collaboration through direct financial or in-kind contributions by members of the planning Phase I applicant group or other stakeholders and/or • Proposal demonstrates that the Applicant Planning Group represents or contains at least four employers and/or • Proposal demonstrates that the Applicant Planning Group contains at least one Local Education Agency or Postsecondary Programs and/or • Proposal demonstrates that the Applicant Planning Group contains at least one LEA with the intent to support the LEA implementing their approved work-based learning practicum. 	20
Phase II Criteria	Maximum Points

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<p>Applicant Group- Proposal demonstrates that the LFCP was developed with input from the appropriate stakeholders, primarily employers who employ occupation(s) identified in demand occupations found at https://de.gov/dwdbindemand and/or graduates from the identified Department of Education state model program of study found at https://de.gov/DOEprogramsstudy.</p>	15
<p>Program Design and Results- Proposal demonstrates that the Implementation Phase II goals can be achieved through the proposed activities.</p>	20
<p>Budget- Proposed budget is reasonable and competitive as compared to other proposals</p>	15
<p>Past Performance- Proposer demonstrates the ability or includes trainers with the ability to operate like or similar programs.</p>	10
<p>Bonus Points</p> <ul style="list-style-type: none"> Proposals that maximize the potential of the collaboration through direct financial or in-kind contributions by members of the Phase I applicant group or other stakeholders and/or Proposal demonstrates implementation in partnership with at least one LEA implementing the work-based learning practicum. Proposal should demonstrate how employers will support the LEA(s) implementation. 	15
<p>Oral Clarification/Presentation(if applicable)</p>	10

5. Funding Decisions

The Proposal Evaluation Team will total all points allotted per team member, determine the total points allotted per Proposal and rank all Proposals. The Proposal Evaluation Team may negotiate with one (1) or more Providers during the same period and may, at its discretion, terminate negotiation with any or all Providers. The Proposal Evaluation Team shall make a recommendation regarding the awards to Delaware, who shall have final authority, subject to the provisions of this RFP and 29 Del. C. § 6982(b), to award contracts to successful Provider(s) in the best interests of the State of Delaware.

Providers 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 date indicated on the award notification.

6. References

The Proposal Evaluation Team may contact any customer of the Provider, whether or not included in the Provider's reference list, and use such information in the evaluation process. Additionally, Delaware may choose to visit existing installations of comparable systems, which may or may not include Provider personnel. If the Provider is involved in such site visits, Delaware will pay travel costs only for State of Delaware personnel for these visits.

VI. Contract Terms and Conditions

A. Contract Use by Other Agencies

REF: Title 29, Chapter [6904\(e\)](#) Delaware Code. If no State of Delaware contract exists for a certain good or service, covered agencies may procure that certain good or service under another agency's contract so long as the arrangement is agreeable to all parties. Agencies, other than